



## Citizen Group Request for Acceptance of Travelway Policy

There are travelways (street or driveway) inside the city limit that are considered private drives by the city (and therefore not maintained by the city) but are thought to be public by the citizens that abut the travelway. This policy provides a process for citizen groups to formally request that a travelway be accepted and maintained by the city.

The citizen group requesting acceptance of the travelway will be provided with a "Request for Acceptance" packet by the City Engineer. The citizen group will be made aware that if all of the following conditions are met and council approval is gained, the city will maintain the street at or near its current condition (i.e. unimproved right-of-way will remain unimproved right-of-way, dirt roads will remain dirt roads, tar and gravel will remain tar and gravel, etc.). However, maintenance to make the street travelable such as ditching, bushhogging, patching, etc., will be performed as necessary. The packet will require the citizen group to submit their request in writing with documentation to meet **all** of the following conditions:

- A) The travelway must abut more than one property owner. If not, it cannot be considered for acceptance. A copy of the tax map showing multiple abutting owners with a hand drawn location of the travelway will suffice for the application.
- B) Each abutting property owner must be willing to provide, free of charge, the property necessary to meet minimum city right-of-way requirements. The citizen group making the request must submit a signed statement (attached) by each and every abutting property owner stating that they are willing to provide as much property as necessary to meet the right-of-way required by current city standards. The width of right-of-way required by the city will vary depending on location, anticipated traffic, future use, etc., and must include right-of-way for a cul-de-sac, if applicable. The amount of property required from each owner will be determined by their surveyor/engineer after council approval has been acquired.
- C) The citizen group must provide evidence (written documentation, photographs, signed statements, old plats, deeds, etc.) that prior *routine maintenance* by a governmental agency has occurred. The evidence must include as many details as possible about the previous maintenance performed on the travelway to include, at a minimum, dates of any maintenance activities (approximate if necessary), governmental agency (city, state, county) performing work, description of maintenance (i.e. patching, ditching, bushhogging, etc.) and any other information that might indicate *routine maintenance*.

This packet must be submitted to the City Engineer for review. If satisfied that the above listed requirements have been met, the City Engineer will draft a resolution considering the travelway for acceptance by the city pending satisfactory completion of this process to be put before the Alexander City City Council. If the council approves, *the citizen group must then perform at its expense* all legal (deeds, recording costs, title searches, etc.), survey (plat of right-of-way showing road, utilities, and other improvements), and engineering (if necessary for construction in addition to what is existing) work required to have the right-of-way platted. After this work has been reviewed and approved, the City Engineer will submit a second resolution to the council recommending acceptance for maintenance of the travelway. After acceptance by the council, the street department will perform minimum maintenance measures necessary to maintain the travelway near the current condition. The road will be considered for rehabilitation as with all other city streets on a yearly basis; with no greater or less emphasis than other city streets.

**EXCEPTIONS:** This policy is not for situations where citizen groups request that the city build a street within an existing unimproved right-of-way.



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## Request for Acceptance of Travelway

This section must be completed by person(s) making request.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of travelway to be considered for acceptance (if no name, description of location):

\_\_\_\_\_

### Response to the Policy:

A) List abutting owners, attach drawing of travelway as required by Section A:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B) Each abutting property owner must sign a statement as required in Section B of the policy stating that they will provide right-of-way as determined by surveyor and the City Engineer at no cost to the city. Attach signed statements by **each** abutting property owner.

C) Attach documentation of prior maintenance as required by Section C.



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## **Request for Acceptance of Travelway**

### **Statement of Willingness to Donate Property for Right-Of-Way**

I, \_\_\_\_\_ (Print Name) as a property owner abutting the travelway being considered for acceptance by the City of Alexander City, do hereby agree to provide the property required for right-of-way necessary to comply with city standards. I understand that I will provide the property at no charge to the city, and that any costs associated with surveying, engineering or legal processing, will be assumed by me and/or the group making this request, at no cost to the city.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_