

Roosevelt County



Established 1903

ROOSEVELT COUNTY
Road Policy Handbook

DATE: 1/28/2013

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As used in this policy, Person includes any individual, business, governmental entity or corporation. A person, who is not a landowner, must demonstrate authority to act on behalf of the landowner prior to entering into any agreement or receiving any services from the county.

1.0 CATTLE GAURDS:

- 1.1 Any person in the County who wishes to have a cattle guard installed on any County road must apply by submitting an application to the Road Superintendent. All forms are to be provided by the Roosevelt County Road Department (RCRD). (Appendix A)
- 1.2 The application for a cattle guard will be reviewed on a case by case basis. In determining whether to install a cattle guard, the RCRD will consider the circumstances at the requested cattle guard site, including but not limited to number and location of other existing cattle guards, convenience of relevant fencing and other appropriate factors.
- 1.3 If the request for installation of a new cattle guard is approved, the applicant must provide the cattle guard. The cattle guard must meet specifications of the RCRD Superintendent. (Appendix B)
- 1.4 All work to install a cattle guard on a county road will be performed by RCRD. No person or entity will be allowed to perform any work on cattle guards. Any person or entity that performs any work on cattle guards other than RCRD is liable for any damage, injury or accident caused from cleaning, maintenance, or improper installation of a cattle guard.
- 1.5 RCRD is responsible for cleaning cattle guards and will be performed by RCRD staff. Cleaning of the cattle guards include; removal of sand, dirt, silt and other debris which renders the cattle guard ineffective. In the event that the cattle guard needs to be cleaned before the maintenance crew returns, a request form for cleaning must be completed, and submitted to RCRD. After the form is submitted, RCRD has 15 (fifteen) working days to complete task.
- 1.6 The scope of work for cleaning a cattle guard does not include cleaning or maintenance in the winter season. Normal winter road maintenance, combined with winter storm weather conditions (snow, freezing temperatures, and wind) may result in a cattle guard being filled with snow,

ice and debris from plowing snow-covered roads and other regular winter road maintenance. The County will not perform cleaning of cattle guards for snow, ice, and road maintenance debris if the necessity for cleaning results from winter storm conditions and winter road maintenance, including snow-plowing. Landowners, ranchers and livestock owners are advised and cautioned not to depend or rely upon cattle guards to secure livestock away from County roads during winter weather conditions.

- 1.7 In the event that any cattle guard located upon any County road is deemed by RCRD to be beyond repair, the cattle guard will be replaced or removed. The cost of replacement of any existing cattle guard that is in present need of replacement will be the responsibility of the county. If the damage to the cattle guard is directly caused by an identifiable event, act or party, County will pursue the cost of replacement from the party or parties who are responsible for the damage.
- 1.8 If a cattle guard is determined by RCRD to be no longer useful or necessary for its intended purpose, the County may remove the cattle guard. Prior to such removal, the County will post a notice of intent to remove such cattle guard at the location of the cattle guard. The date for removal will be no earlier than 6 (six) months following the date of the notice posted. During the 6 (six) month waiting period, persons or entities are entitled to submit comments or objections to such removal, which will be considered by RCRD Superintendent prior to removal. RCRD Superintendent's decision will be the final agency action.
- 1.9 No portion of the policy will be deemed or considered to have vested any person or landowner with the right to a particular size of cattle guard. RCRD, upon determination that road improvement or widening is necessary, may require replacement of existing cattle guards. If the replacement of the cattle guard is due to development of lands, road safety concerns, upgrade and improvement of the roadway, or other similar circumstances not related to the agricultural utility of the cattle guard, the landowner or person who benefits from the use of the cattle guard will not be responsible for the cost of replacement of the cattle guard.

2.0 CULVERTS

- 2.1 Any person in the County who wishes to install a culvert on any County road must apply by submitting an application to the Road Superintendent. All forms are to be provided by the Roosevelt County Road Department (RCRD). (Appendix B)
- 2.2 The owner of the property is responsible for paying for the materials and the cost of installation for new road access culverts if; the installation of a culvert is made necessary by the creation of a new access from private property to a county road, by any alteration of the natural flow of water across private property by the owner, or for any other reason created by any owner of private property.
- 2.3 The culvert shall be installed according to the specifications of the RCRD Superintendent. The culvert size will also be at the discretion of the RCRD Superintendent after reviewing the application and evaluating the property.
- 2.4 After installation, the owner or occupier will be responsible for the maintenance and repair of the road access and/or any related culvert. If there is need for maintenance or repair of the culvert after installation, the owner or occupier has 16 (sixteen) days to make such repair or perform such maintenance after notification from the County. In the event of the property owner's failure to perform such maintenance, the County will perform repair and/or maintenance as may be required for the protection of the County roads and related appurtenances within the right-of-way. The responsible property owner will be billed if the property owner fails to perform the required maintenance or repair on the road access or culvert within the time frame specified above.
- 2.5 If a hazardous situation is detected, the property owner will be notified and requested to provide an immediate remedy to the problem. If the property owner fails to react, the County will correct the problem and bill the property owner for all incurred expenses.

APPENDIX A

CATTLE GUARD APPLICATION

ROOSEVELT COUNTY CATTLE GUARD APPLICATION/PERMIT

I, understand, do hereby make application to the Roosevelt County Road Department of Roosevelt County, NM, to place a cattle guard on Roosevelt Road _____.

Work will be done on Roosevelt Road _____ between _____ and _____.

Description of location: _____

*Complete Attached Map Form

Cattle guard will be at location, ready for installation on or by _____.

Applicant's Responsibilities:

1. The cattle guard specifications are attached to application.
2. The applicant will purchase their own cattle guard and provide the material to install the cattle guard; Roosevelt County does not sell/provide cattle guards or materials. All work in the County Road to install a cattle guard shall be performed by Roosevelt County Road Department.
3. No person or entity shall be allowed to perform any cleaning/maintenance after installation.
4. After installation, Roosevelt County is said owner of installed cattle guard and will be responsible for maintenance and cleaning.
5. In the event the cattle guard needs cleaning/maintenance before the maintenance crew returns, a request form for cleaning/maintenance must be completed, and submitted to Roosevelt County Road Department. After the form is submitted, Roosevelt County has 15 (fifteen) working days to complete task.

Signature of Applicant _____

Applicant's Name Printed _____

Mailing Address _____

City, State, Zip _____

Contact Phone Number _____

The above application was presented for consideration by the Roosevelt County Road Superintendent of Roosevelt County, New Mexico this _____ day of _____, 20___. Said application was granted upon the terms and conditions therein stated.

Road Superintendent



*Draw a map (or attach) as well as provide additional description if needed. Please indicate road numbers on map and show where work will take place.

APPENDIX B

CATTLE GUARD SPECIFICATIONS

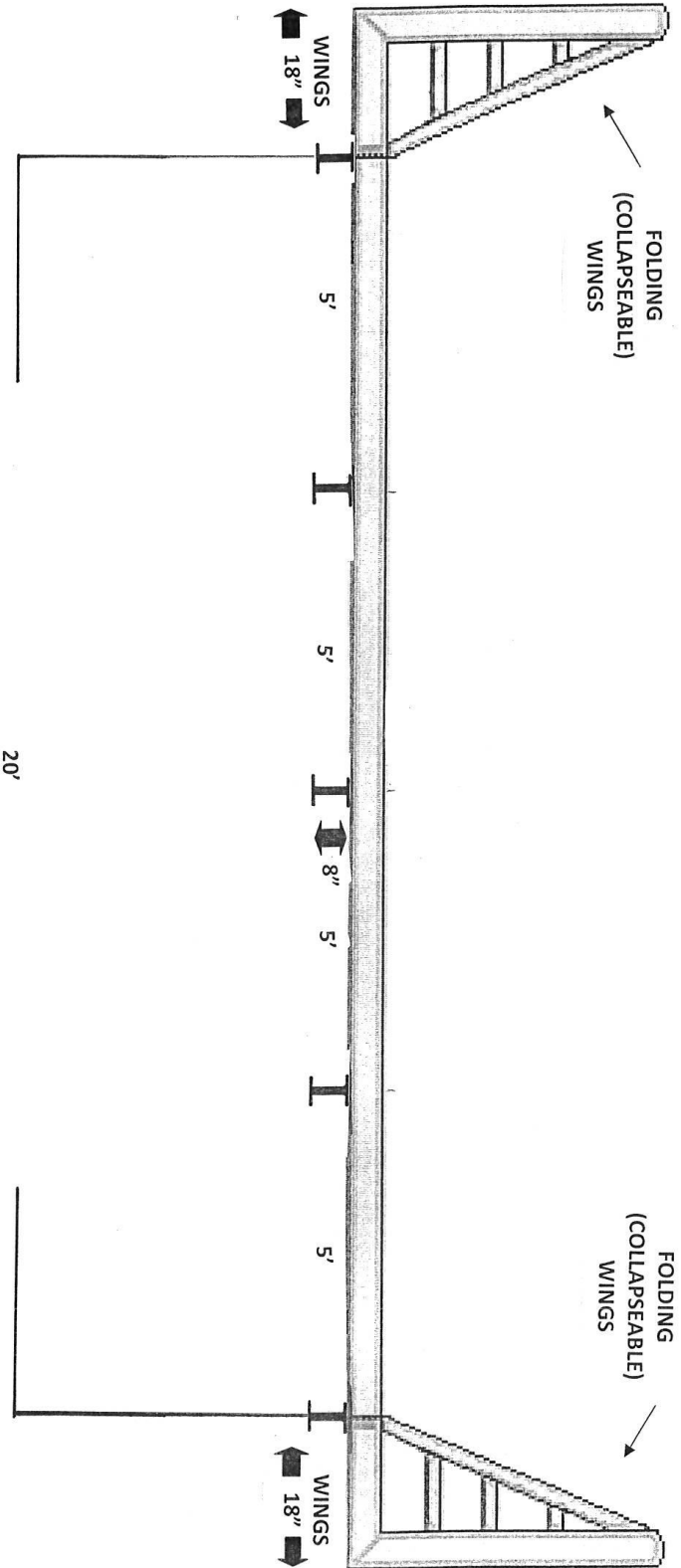
BASE SPECIFICATIONS:

- I-Beam Runner
 - 8" rated 10 lbs. (equivalent of 3/16 thickness)
 - 1 1/2" Saddle, each Saddle 7" apart, center to center
- 5 I-Beam Runners for base, 5' apart for a 20' cattle guard span, over 20' span add another I-Beam Runner for every 5'.
- Cover I-Beam with faceplates on both approaches, with a minimum faceplate of 1/8" X 8" X length of guard.

- Floor Rails
 - 2 7/8" pipe
 - 13 pipes on a 7" wide cattle guard

- Wings
 - Folding or collapsible wings

Please call Road Superintendent if pipe exceeds specifications.



APPENDIX C

CULVERT APPLICATION

ROOSEVELT COUNTY CULVERT APPLICATION/PERMIT

I, understand, do hereby make application to the Roosevelt County Road Department of Roosevelt County, NM, to place a culvert under or along Roosevelt Road _____.

Work will be done on Roosevelt Road _____ between _____ and _____.

Description of location: _____

*Complete Attached Map Form

Person or persons who will own said culvert once installed _____

Culvert will be at location, ready for installation on or by _____.

Applicant's Responsibilities:

1. The culvert pipe will be recommended by the Road Department.
2. The applicant will purchase their own culvert and provide the material to cover the culvert; Roosevelt County does not sell/provide culverts or materials.
3. The applicant agrees to protect, indemnify, defend and hold Roosevelt County harmless, including attorney fees, from any injury or damage caused to a third party or third parties by the maintenance of said culvert thereof, or the lack of maintenance thereof.
4. Roosevelt County reserves the right to relocate, modify, alter or reroute County Roadways, and applicant shall be solely responsible for any and all costs or expenses necessary to relocate or move Applicants culvert.
5. The applicant is responsible for maintenance and cleaning of culverts, and all damages to culverts need to be repaired by Applicant.

Signature of Applicant _____

Applicant's Name Printed _____

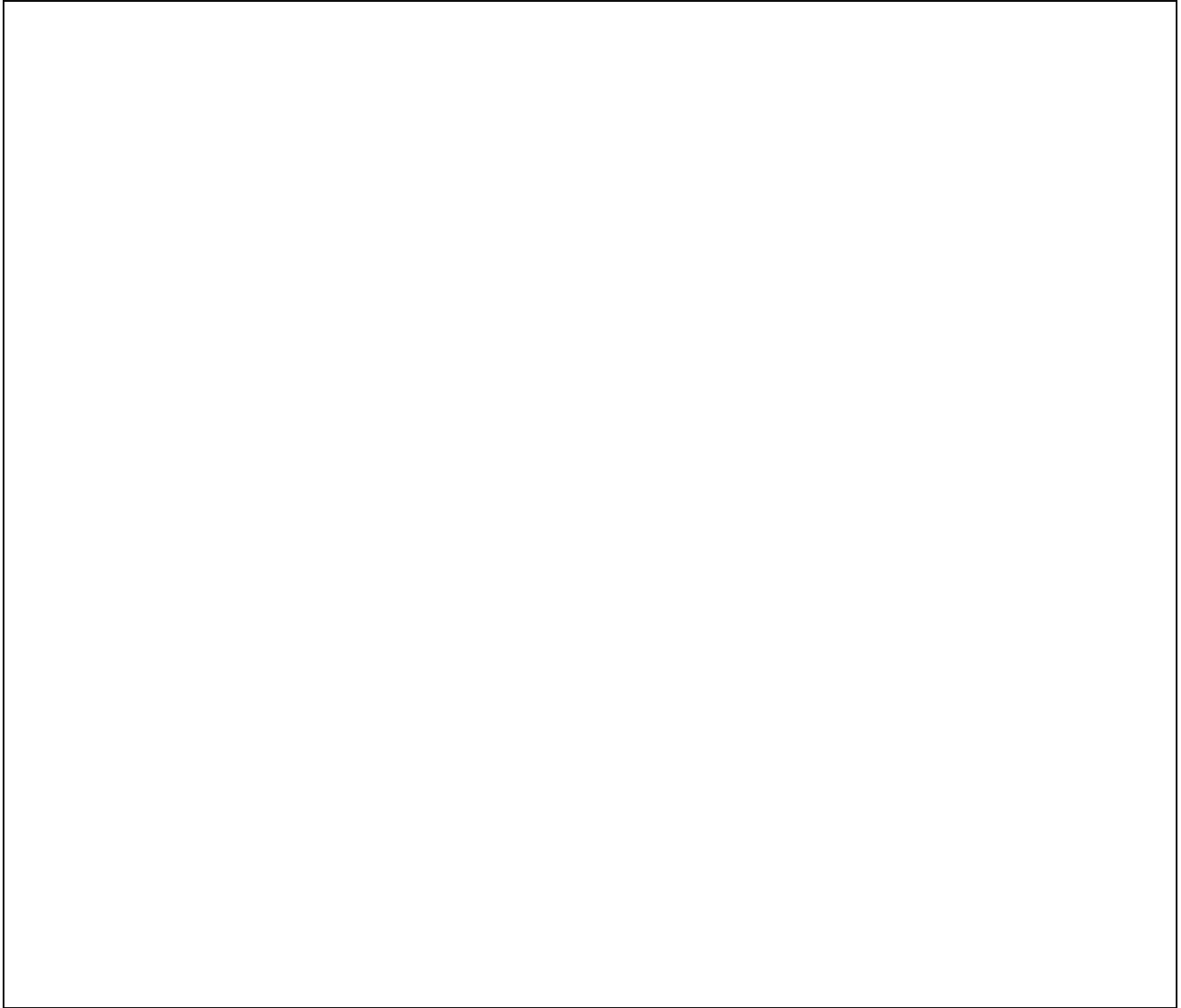
Mailing Address _____

City, State, Zip _____

Contact Phone Number _____

The above application was presented for consideration by the Roosevelt County Road Superintendent of Roosevelt County, New Mexico this _____ day of _____, 20___. Said application was granted upon the terms and conditions therein stated.

Road Superintendent



*Draw a map (or attach) as well as provide additional description if needed.
Please indicate road numbers on map and show where work will take place.

APPENDIX D

REQUEST FOR MAINTENANCE OF CATTLE GUARD

ROOSEVELT COUNTY CATTLE GUARD MAINTENANCE REQUEST

I, hereby request cattle guard maintenance on Roosevelt Road _____
between _____ and _____. I understand that Roosevelt
County Road Department has 15 days to adhere to my request.

Date of Request _____

Signature of Applicant _____

Applicant's Name Printed _____

Mailing Address _____

City, State, Zip _____

Contact Phone Number _____

Description of location: * PLEASE COMPLETE MAP DRAWING

