



TOWN OF MALABAR

Road Improvement Procedure

rev. 5.25.04

PROCEDURE:

This page outlines the procedure for improving a TYPICAL right-of-way in Malabar.

Your circumstance may not fall directly into this procedure.

- _____ 1. You must own the land abutting the right-of-way that you are applying to improve. (You do not have to own the land prior to your lot or across from your lot.)
- _____ 2. Print out a copy of the Road Improvement Regulations (below)
- _____ 3. Fill out a ROAD IMPROVEMENT APPLICATION form (located under Forms)
- _____ 4. Take the Road Improvement Regulations and your filled out application to a civil engineer of your choice for design of roadway, drainage, & shoulders.
- _____ 5. The engineer will follow the directions on the application and in the regulations and present you with a packet to be turned in at Town Hall **ALONG WITH YOUR APPLICATION and FEE.**
- _____ 6. The owner is responsible for obtaining permits from other jurisdictions (such as St. John's or DEP)
- _____ 7. Your packet is reviewed by the town engineer for code requirements. This step may take some time if your engineer did not completely follow the town code.
- _____ 8. The town engineer approves the plans and the owner is notified.
- _____ 9. A contractor is picked by either (a) the Town advertising to solicit bids or (b) you hire your own contractor. **IN EITHER CASE THERE ARE TECHNICAL PROVISIONS AND INSURANCE REQUIREMENTS THAT MUST BE PRESENTED TO THE CONTRACTOR PRIOR TO BIDDING THE JOB. (See ROAD IMPROVEMENT TECHNICAL PROVISIONS under Publications.)**
- _____ 10. Your contractor must supply us with a copy of your contract and **YOU MUST DEPOSIT WITH THE TOWN 120% OF THE COST OF THE JOB (cash bond)**
- _____ 11. A pre-construction meeting is held and a notice to proceed is issued.
- _____ 12. The construction begins and the town engineer inspects the project for compliance with the plans, specifications, and permits. The engineer also reviews laboratory test results.
- _____ 13. The town engineer approves the project and 'as built' drawings are furnished to Malabar for the permanent file.
- _____ 14. Payment is made to the contractor. Any of the remaining 20% is returned to the owner by the town.
- _____ 15. The ROW is accepted for maintenance by the Town Council (during a regular Council meeting), and a payback schedule is recorded with the Town Clerk.
- _____ 16. A building permit can now be issued.