



**SANDOVAL COUNTY  
PUBLIC WORKS DEPARTMENT**

**ROAD DEDICATION APPLICATION**

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**Please fill out form legibly and to the best of your ability with detailed information to provide better service.**

**APPLICANT:**

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**ADDRESS:**

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**PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**Legal Description and/or Assessor Account Number**

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**Road Surface (please check all that may apply)**  Gravel  Dirt  Pavement  Other: \_\_\_\_\_

**Length of Road:** \_\_\_\_\_

**Homeowners Association (HOA)**  Yes  No

- **If you answered yes, please state the name of the association and any contact information:**

\_\_\_\_\_  
\_\_\_\_\_

**Provide any additional comments, descriptions, notes, attachments, pictures, exhibits or any other information you would like to be included and taken into consideration.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Please read, review and sign the following Sandoval County Road Ordinance guidelines and instructions to follow for submittals.**

***Portions below are taken from the Sandoval County Road Ordinance No. 8-17-13.8A***

***For complete Sandoval County Board of County Commissioners Ordinance, refer to Ordinance NO 8-19-13.8A***

<https://www.sandovalcountynm.gov/departments/public-works/>

**Sec. 32-22 Standard specifications for road construction.**

All roads within a subdivision will be constructed as specified in this section or in accordance chapter 34, Subdivisions. Public roadways within an approved subdivision must be dedicated to the county following the procedures outlined in either section 34-74(d) or 34-214(d). If the board of county commissioners accepts such roadways for dedication, such acceptance must be clearly indicated on the recorded plat of the subdivision. Upon full conformity with the road construction standards within this article as well as section 34-146 and 34-194, the subdivision can request the roads be accepted for maintenance by the county per section 32-33.

1. *Public Right-of-Way.* The right-of-way must be a minimum of 50 feet in width (25 feet each side of centerline). Depending on the site conditions and use of the road, the county may, at its discretion, require more or less right-of-way than specified herein.
2. *Trees and brush.* For safety purposes, all trees, brush and any landscaping not approved by public works shall be removed from the right-of-way.
3. *Utilities.*
  - a. All utilities must have a cover of 36 inches below the lowest point of the road cross section, except high-pressure gas lines, must have a cover of 48 inches below the lowest point of the road cross section. High pressure lines shall be clearly marked with appropriate warning signs where the line intersects the right-of-way. All utility facilities parallel to a county road and associated manholes, junction boxes, meters or other above grade apparatus shall be installed within five feet of the right-of-way. Minor variations will be considered on an individual basis. In no event shall the installation be within such proximity to the traveled portion of the roadway as to interfere with off-road parking or road maintenance. Above-grade apparatus must be clearly marked with a delineated warning marker acceptable to public works. All at-grade valve or manholes located in the roads driving surface or shoulder must be protected with an at-grade, two-foot by two-foot by six-inch concrete collar.
  - b. Irrigation systems and ditch crossings within the right-of-way must be bridged or piped and cased under the entire right-of-way. Piped road crossings shall be installed a minimum of 24 inches below the lowest point of the road cross section or with sufficient cover to withstand 20-ton truck traffic. Open ditches carrying irrigation waters shall be placed outside of the right-of-way. Borrow ditches shall not be used for irrigation or tail waters.
4. *Drainage.* Positive site drainage away from the roadway will be provided utilizing historic or established drainage channels or storm drains. Unless otherwise provided for or approved, maintenance of drainage easements outside the right-of-way that crosses private property by the county engineer.
5. *Grades.* Roads grades shall not exceed eight percent.
6. *Intersections.* Roads shall be laid out as to intersect as nearly as possible at right angles. No road shall intersect any other road at an angle of less than 70 degrees.
7. *Road construction.*
  - a. *Paved Section-* before beginning preparation of the subgrade, all sod and other vegetation shall be removed from the road bed. Construction of the road will be in accordance to plans approved by the county engineer but the minimum required will be 12 inches of subgrade, six inches of base course and three inches depth of asphalt surface. The driving surface shall be 24 feet wide with five-foot shoulders on each side. Side drainage ditches will be constructed as approved by the county engineer.
  - b. *Gravel Section-* before beginning preparation of the subgrade, all sod and other vegetation shall be removed from the road bed. Construction of the road will be in accordance to plans approved by the county engineer but the minimum required will be 12 inches depth of subgrade

preparation, six inches depth of base course. The driving surface shall be 24 feet wide with five-foot shoulders on each side. Side drainage ditches will be constructed as approved by the county engineer.

8. *Compliance with design and specifications and testing.* It shall be the responsibility of the developer or applicant to retain the services of a state-registered professional licensed engineer qualified and equipped to perform the overall construction inspection, materials testing and compaction tests required. The developer, applicant or engineer must notify the Director of Public Works or representative of the name of the engineer or engineering company prior to construction. The developer, applicant must contact the Director of Public Works or representative at the start of each phase of road construction, i.e., clearing and grubbing, compaction, and driving surface. Upon completion of construction of the roads, a detailed report, in a format approved by public works, shall be submitted to the Director of Public Works representative. A state-registered professional licensed engineer shall certify that sound construction practices were used, that all necessary testing was preformed and that all specifications are in compliance.
9. *Requests for acceptance of dedicated roads for county maintenance.* After the one-year warranty period, the developer or owner's engineer will certify that there were no issues with the road construction and drainage structures though an application process (section 32-23). At the applicants request to Public Works, the request shall be presented to the board of county commissioners for their consideration and possible approval to be added to the road maintenance inventory list. Individual roads within the subdivision may be considered for county maintenance if all requirements are met. However, this phased-in approach will require a separate report and application for each road.

**Sec. 32-23. Dedication, Classification, Maintenance Level and Acceptance of roads.**

In order for a road, whether private or public, to be maintained by the county, road must be located within dedicated Right of Way and must be constructed with the minimum requirements as outlined in this Ordinance. Once those steps are completed, the county then may accept the road(s) in order to be placed on the County's road maintenance list ("list"). Public Works keeps the official list but only the board of County Commissioners can officially remove or add any road to the list. The following is the process to apply for consideration of acceptance on to the list.

1. For public roads within a subdivision, a roads acceptance must be submitted, accompanied by:
  - a. A recorded final plat showing dedication of right away to the county for the proposed roads;
  - b. Provide the certification from developer/owner's Engineer on sound construction standards where followed in the construction of the road(s) and all road standards were met.
2. For roads that were not dedicated as part of the subdivision plat (private roads) the process to be accepted onto the list requires the dedication of public right of way and the classification of the road (Section 32-23(3)). An application for road dedication must be submitted, accompanied by:
  - a. A petition regarding intent to dedicate the road to the county and at what classification level as requested by the owners, signed by all property owners that abut the private road;
  - b. Documentation that all of the signers of the petition are the legal owners of record for the properties which may include the most recent deeds.
  - c. A final plat that shows the proposed dedicated public right-of-way (as defined in 32-22(1)) for the road(s). If all owners of the property(s) that abut the private road or legally entitled to use the private road, sign the plat that (2)(a) and (b) do not apply;
  - d. The existing road(s) shall meet the minimum design and construction standards determined by the County at the time of application. This includes, but not limited to, standards established by the Departments of Public Works and the Standard Specifications for Highway and Bridge Construction of the New Mexico Department of Transportation based on road classification or re-classification and maintenance level requested by the property owners with the application.

Alternatively, if road does not meet applicable standards for the classification/reclassification at the time of application, the creation of a Public Improvement District ("PID") can be used to finance the work necessary to

bring the road up to standards, as described in County Ordinance Chapter 30, or Tax Incentive Districts (“TIDs”), County Assessment Districts.

**3. Maintenance Classification of Roads.**

- a. County Maintained Road. – A road designated as a County Maintained Road is a road which has been accepted for full County maintenance. Each County Maintained Road is assigned a number or name. Maintenance services on County Maintained Roads may include routine maintenance, snow removal, dust control, installation or replacement of base course, chip seal, asphalt, concrete or other paving, installation or repair of drainage structures, pot-hole repair, bridge construction and repair, signage and periodic resurfacing and is and is contingent adequate funding and the limitations of manpower. weather and equipment. County maintained roads have a maintenance level of 5.
- b. Lesser County - Maintained Road. – A Lesser County-Maintained Road is a road which has been accepted for limited County Maintenance. Each Lesser County – Maintained Road shall be designated a maintenance level. Services on an unpaved Lesser County – Maintained Road shall be limited to a Maintenance level designation. Less maintained roads will have a maintenance level 3-4.
- c. Non-County-Maintained - - roads with right-of way dedicated to the county, but have not been accepted for road maintenance. These roads shall not be maintained by the County except in an emergency constituting an immediate threat to the public health, safety, welfare, or property. Non-county maintained shall have a maintenance level of 1 or 2.
- d. Private roads - - shall not be maintained by the county unless a recorded written agreement wherein the County is fully reimbursed for the costs of the work. Private roads shall have a maintenance level based upon agreement.

**4. Maintenance Levels of Roads**

- a. Maintenance Level 1 (ML1) means a road that is closed to the public and/or vehicles shall be classified as a non-county maintained and/or private road.
- b. Maintenance Level 2 (ML2) means a road that is for high clearance vehicles and shall be classified as a non-county-maintained road as defined in Section 32-23 (3).
- c. Maintenance Level 3(ML3) means a single or double lane road with a native surface or a gravel surface with no shoulder and little or no drainage structure with low traffic, no traffic. Level (3) shall be bladed at least once per year but no more than twice per year. Maximum posted speed on level three shall be 25 miles per hour unless otherwise posted.
- d. Maintenance level 4 (ML4) means a single or double lane road with a gravel or other road surface material with shoulder and adequate drainage structure. Level four (4) shall be maintained as needed to maintain the road structure and drainage. Maximum posted speed on a level four road shall be 35 mile per hour unless otherwise posted.
- e. Maintenance level 5 (ML5) means is a double lane road with a paved or chip sealed surface with lane striping with adequate drainage structure, and has a higher volume of traffic and are arterial or collector roads. Level five (5) shall ne maintained as needed to maintain the road structure and drainage. Maximum posted speed on a level five road shall be 45 miles per hour unless otherwise posted.

**5. Once a complete application submittal is made to Public Works along with all the required documentation, the following will occur;**

- a. An inspection will be done to determine if the existing road meets the specified road standards as per section 32-22 and can be designated as County Maintained Road or as a Lesser County Maintained road per section 32-23.3 whichever is requested by the owner(s). If the road does not meet requirements of the standards for the classifications requested, improvements to the road to meet the standards must be completed before the application will proceed.

- b. Depending on the need for improvements to meet the classification, scope of improvements and construction plan may be necessary from owner/developer. Written notification and comments will be submitted to the owners on the improvements that are needed for the classification level requested. The creation of a Public Improvement District be used to finance the work necessary to bring the road up to standards, as described in County Ordinance Chapter 30.
- c. Upon completion of all requirements, a detailed report, in a format approved by Public Works, signed and stamped by the state-registered professional licensed engineer, shall be submitted to the Public Works Director or designee, the report shall certify that sound construction practice were used and that all requirements have been met.
- d. After receiving the certification of improvements being completed, a one (1) year warranty period shall start, upon completion of the warranty period, public works shall inspect to ensure that the improvement have with stood the warranty period.
- e. Upon completion of all the requirement by the owners and their request, public works shall submit to the Board of Commission for approval to add the road(s) to the county road maintenance inventory.

**INSTRUCTIONS: Submit the completed and signed application to the Sandoval County Public Works Department located at 2708 Iris NE Rio Rancho NM 87144 to Roads Manager or for questions call (505)771-8500. Each application must get accompanied by all required paperwork above and/or any other information as requested by the Public Works Department, who will then present the request to the Board of County Commissioners for their consideration and possible approval. If the Board of County Commissioners, upon full conformity with the road construction standards, the road(s) may or may not be accepted/added to the Sandoval County road maintenance inventory list.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b><u>FOR OFFICE USE ONLY</u></b>	
Application Received By: _____ Date: _____	
<b>Commission District</b> (please check mark)	
1 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>
5 <input type="checkbox"/>	
<b>VERSION MARCH 2024</b>	