

TOWN OF MALTA
SARATOGA COUNTY, NEW YORK



STANDARD PROCEDURES
FOR
ACCEPTANCE AND
DEDICATION OF ROADS

Town of Malta
2540 Route 9
Malta, New York 12020

Acceptance of Roads by the Town of Malta

Town of Malta Highway Department Requirements



In order to prepare for the acceptance of roads by the Town of Malta, the following items must be completed at least 14 days prior to the Town Board meeting at which the roads will be considered for acceptance. Individuals who request that the Town accept roads shall do so with all items listed below completed prior to Nov. 1 of that year. It shall be to the discretion of the Town to accept roads between the months of Nov. 1 and April 1 of any year.

1. The developer must make a formal request to the Town for acceptance of roads in the form of the Developer's Certification included in this document.
2. Survey monuments shall be in place as required by the Town Specifications, or the applicant shall provide the Town with an acceptable security. Monument locations shall correspond to the approved plans.
3. The applicant shall provide the Town with one digital copy and three paper copies of the as-built drawings.
4. The applicant shall provide the Town with an estimate of costs for top paving, truing and leveling, tack coating and cleaning of all streets to be accepted. The cost of the above items shall be estimated based upon completion of the above work in five (5) years.
5. The applicant shall provide the Town Designated Representative a Letter of Credit, Bond or escrow money in the amount necessary to complete items described in 3 and 4 above. The Letter of Credit shall have an automatic renewal clause until the project is completed.
6. The applicant shall pay all inspections fees, mapping fees, road sign fees, engineering fees and parkland fees associated with the subdivision.
7. All items on the Highway Department Checklist shall be completed.

Acceptance of Roads by the Town of Malta

Town of Malta Highway Department Memorandum of Understanding



Prior to acceptance of any streets in the Town of Malta, it is necessary for the developer to agree to the following conditions:

1. The developer will be responsible for dust control during the construction of houses on the streets to be accepted.
2. The developer will be responsible for keeping roads free of dirt and soil during construction and grading operations.
3. The developer will be responsible for cleaning all dirt or soil that has been allowed to accumulate on the roadways(s) and/or has plugged any drainage structure. The Highway Superintendent will notify the developer, in writing, that clean-up is to be completed within three working days notification. If the developer does not comply within the required time period, the Highway Superintendent will begin cleaning storm sewers and roads at the expense of the developer.
4. The developer will be responsible for tack coating, truing and leveling, and clearing and cleaning of roads prior to the placement of the top course.
5. The developer will be responsible for the deterioration of the base course and trench settlement until the top pavement is in place.
6. The Town Highway Superintendent and Town Engineer shall determine the time when placement of the top course is required.
7. The developer shall correct any errant or directed surface water from entering upon Town highways in a manner satisfactory to the Town Highway Superintendent and Town Engineer.

This Memorandum of Understanding will not be considered valid until such time as it is signed by the Superintendent of Highways

Subdivision/Project Name: _____

Developer: _____

Signature:

Date:

TOWN OF MALTA:

Superintendent of Highways:

Date

As-Built Drawing Requirements for Roads to be Dedicated to the Town of Malta

Prior to the Town accepting any roads as a Town Highway, the developer shall submit to the Town Engineer a plan showing all underground utilities as actually installed. The requirement shall be satisfied in the following manner.

1. Pursuant to Town Specifications, all infrastructure that is conveyed to the Town will be inspected by a Town designated representative.
2. The project sponsor is responsible for furnishing as-builts of all roads including all utilities and other site features to be conveyed to the Town. Requirements for the as-built plans are as follows:
3. All drawings must be created in AutoCAD format, no hand sketches for final as-built drawings will be permitted. The maximum sheet size for as-built drawings shall be 24"x 36". Additionally, drawings shall be submitted in PDF format on digital media.
4. The plan / profile sheets submitted as part of the subdivision must be updated as necessary to show the horizontal and vertical field location of structures and pipes including sanitary sewer, storm sewer and water mains.
5. All water service ends must be shown as they were installed by means of swing ties from at a minimum of two (2) structures or permanent features that exist both during the service installation and following the completion of construction with distances shown. The water tap at the water main must be shown and referenced to the center line road stationing as stated on the plan / profiles for the subdivision. The length of individual service from the main to the curb stop must be labeled.
6. All water valves, curb stops, fittings, deflection bends must be placed spatially based on swing ties from at a minimum of two (2) structures or permanent features that exist both during the service installation and following the completion of construction with distances shown.
7. All sanitary service ends must be shown as they were installed by means of swing ties from at a minimum of two (2) structures or permanent features that exist both during the service installation and following the completion of construction with distances shown. The sewer wye connection at the sewer main must be shown and referenced to the center line road stationing as stated on the plan / profiles for the subdivision. The length of individual service from the main to its terminus must be labeled. All manholes must be shown as they were installed by means of swing ties from at a minimum of two (2) structures that exist both during the manhole installation and following the completion of construction with distances shown.

8. All storm sewer ends must be shown as they were installed by means of swing ties from at a minimum of two (2) structures that exist both during the service installation and following the completion of construction with distances shown. All structures (including, but not limited to, catch basins, drywells, junction boxes, etc....) must be shown as they were installed by means of swing ties from at a minimum of two (2) structures that exist both during the structure installation and following the completion of construction with distances shown. If sump lines are installed, the length of individual collector lines from the house to junction box must be shown as they were installed by means of swing ties from a minimum of two (2) structures that exist both during the service installation and following the completion of construction with distances shown.

Dedication of Roads to the Town of Malta

Town of Malta Highway Department Checklist

Subdivision/Project Name: _____

To ready a roads or infrastructure for acceptance by the Town of Malta, it is the responsibility of the applicant to complete the following tasks in accordance with Town requirements. Streets must be completed prior to August 31st.

		Completed
1.	All Punch Lists prepared by the Town Highway Superintendent or Town Engineer have been satisfactorily completed by the developer	_____
2.	Water, sewer, storm drains completed and tested:	_____
a.	Water, storm drains approved by Town Highway Superintendent and Town Engineer	_____
b.	Sanitary Sewers approved by SCSO or by Town Highway Superintendent and Town Engineer	_____
3.	Road Pavement Construction:	_____
a.	Approved by Town Highway Superintendent and Town Engineer	_____
b.	Manholes, catch basins set at base course elevation	_____
c.	Concrete monuments installed	_____
d.	Letter of Credit, bond or cash provided for top course and manhole, catch basin grate adjustment	_____
e.	Value of letter of Credit/Bond/Cash	\$ _____
4.	Warranty Deeds for all conveyances:	_____
a.	Streets	_____
b.	Open Space	_____
c.	Parklands	_____
d.	Easements	_____
5.	Surveyor's Descriptions original, stamped set of surveyor's certified descriptions for all deeds and easements	_____
6.	Certifications:	_____
a.	Certification that water, sanitary sewers, or storm sewers NOT CONVEYED TO TOWN were constructed according to approved plans	_____
b.	Memorandum of Understanding from Developer	_____
7.	Easements (Utility or Conservation):	_____
a.	Graded and seeded or escrow provided	\$ _____
b.	Additional soil erosion control or escrow provided	\$ _____
8.	Unpaved Right of Way	_____
a.	Graded and seeded or escrow provided	\$ _____
b.	Additional soil erosion control or escrow provided	\$ _____
9.	Parkland(s):	_____
a.	Site cleaned, prepared to finished grade and seeded as necessary or escrow provided	\$ _____
b.	Parkland Fee Paid by Developer	\$ _____
10.	Detention Basin(s)	_____
a.	Site Cleaned, prepared to finished grade and seeded or escrow provided	\$ _____
11.	As-built Drawings:	_____
a.	One digital copy provided	_____
b.	Three (3) sets of paper copies.	_____
12.	Fees to be Paid:	_____
a.	Inspection Services	\$ _____
b.	Street signs: _____ x 106.45 per sign	\$ _____
c.	Money in lieu of parkland	\$ _____
d.	Other Fees:	\$ _____

Acceptance of Roads by the Town of Malta

Town of Malta Highway Department Certification of Developer

We, the developers of _____, do hereby certify, that all requirements set forth in the Town of Malta's Standard Procedures for Acceptance and Dedication of Roads have been complied within the construction of the following street(s) being offered to the Town of Malta for acceptance, said written certification to be filed with the Town Clerk prior to acceptance.

Streets being considered for acceptance:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

List the utilities which reside within the right of way being dedicated which will not be conveyed as part of this dedication and the parties who will retain ownership.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

By: _____

Name

Title: _____

Company: _____

Sworn to before me this _____

Day of _____, 20____

_____ Notary Public