



Engineer's Office and Highway Department

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ROAD DEDICATION PROCEDURE

No public viewing or petition needed – just Road Dedication Plat O.R.C. 5553.31(see **checklist**)

Property Owner/ Developer

1. Contact Township Trustees and County Engineer stating desire to build public road.
2. Township Trustees will determine the specifications to be followed to build the road.
3. If part of a subdivision, then see Planning Commission Regulations–
(see **checklist** regarding contractor, engineering, and inspecting building of road)
4. Road Dedication Plat (if not in a subdivision) citing O.R.C. 5553.31
 - must have all property owners, giving up property for roadway, sign plat with notary
 - Plat must go through normal property transfer procedure through courthouse.
 - Once plat has been approved, take to Commissioners Office.
5. The person(s) wanting the road to be dedicated is responsible for paying the recording cost, by law.

Township Trustees

- Township Trustees to send letter to County Engineer saying they are willing to accept said roadway and will maintain it after approval from the Commissioners.

County Engineer

1. Engineer sends letter to Commissioners
2. Write overall description for Commissioners Office

County Commissioners

Commissioners will begin legal road dedication procedures once they have received the following documents:

1. Signed and Approved Road Dedication Plat
2. Letter from County Engineer recommending dedication
3. Overall description of area to be vacated

MUSKINGUM COUNTY, OHIO
CHECK LIST FOR TOWNSHIP ROAD DEDICATION/ACCEPTANCE

1. The developer shall contact the township trustees to determine which specifications are required for acceptance of the proposed road (asphalt pavement, etc.). This correspondence should include a letter to the county engineer from the township trustees detailing what type of roadway will be accepted by the township. The township trustees will be responsible for inspection of the road improvements. The county engineer will, however, assist the township with inspection of the road improvements upon request. The developer will provide proof of materials used (ie. stone/asphalt tickets) to construct the road.
2. When construction of the roadway is complete, the developer shall submit a request of acceptance to the township trustees (with a copy to the county engineer), who will submit in writing an acceptance to maintain the roadway as a township road in its current condition to the county engineer.
3. After receipt of the written roadway acceptance by the township trustees, the county engineer will perform a final acceptance of the roadway and provide a written recommendation to the county commissioners for public road dedication or acceptance in cases involving subdivision roads.
4. A roadway dedication plat for non-subdivision roads shall be submitted to the county commissioners for approval and required signatures (O.R.C. 5553.31). Subdivision roads will not require a dedication plat. The county engineer's acceptance letter (O.R.C. 711.091) will deem the acceptance into the road system, which will be sent to the county recorder as part of the official record of the subdivision.