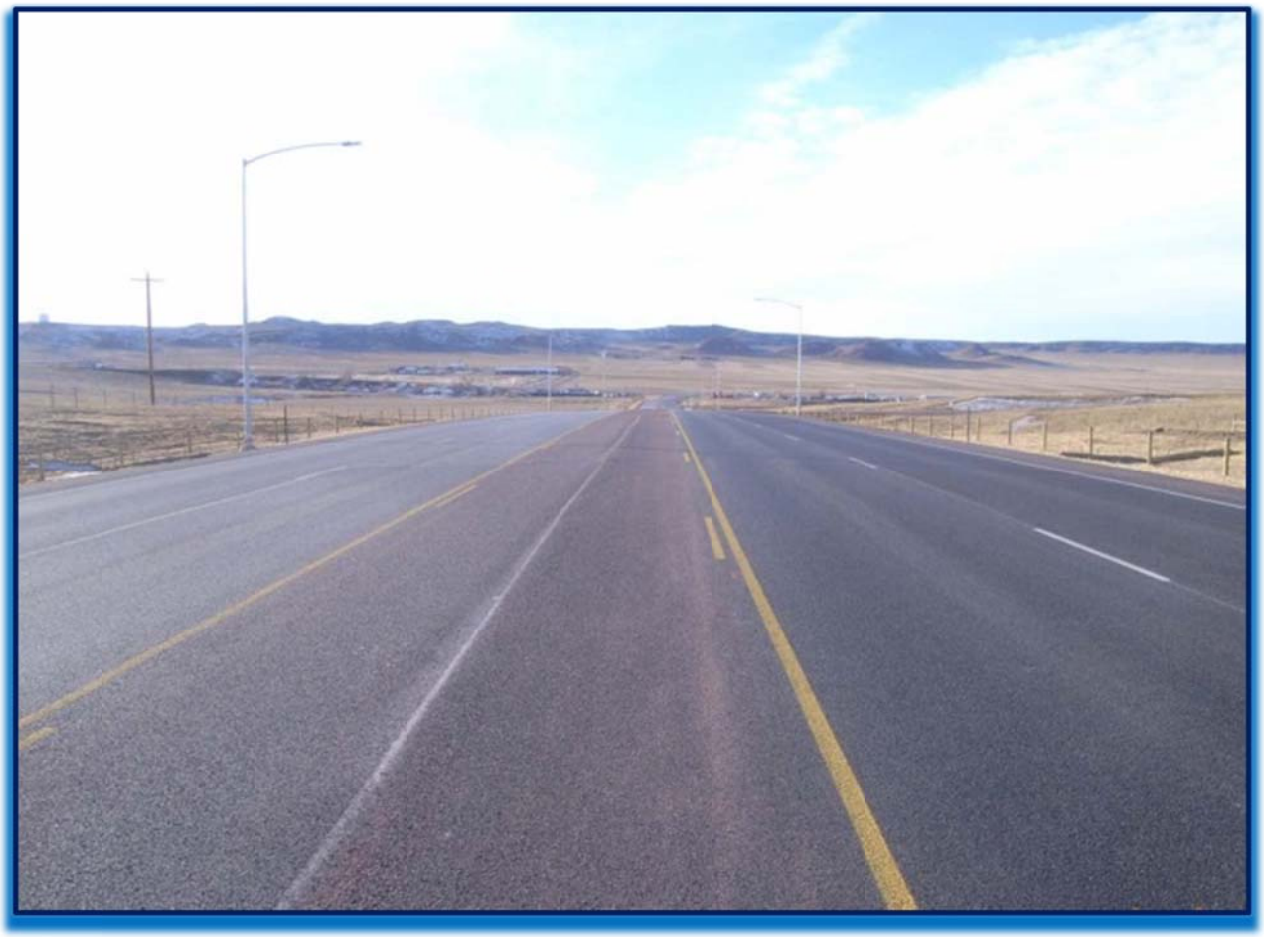

# Campbell County Road Manual

Campbell County

Adopted January 2016

# Campbell County Road Manual
# 2016

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# Campbell County Road Manual

## Introduction

This manual has been developed for use as a reference manual by the County Commissioners, County staff, consulting engineers, mining and mineral companies, developers, petitioners, and County citizens. It contains information on most common roadway-related items. Tables, charts, maps, flowcharts, and working documents are located in the Appendix. Attempts were made to incorporate and reference existing published standards from WYDOT, AASHTO, and the County Road Fund Manual.

### Applicability of manual

This manual applies only to roadways with the following classifications:

- Rural Arterial System (Generally State Highways)
- Major Collector (Generally paved County Highways)
- Minor Collector (Generally gravel County Highways)

Further, the standards in this manual only apply for new roadway construction on a new alignment or to reconstruction of at least one-quarter (1/4) mile of roadway on a new or existing alignment. The Executive Directors of Public Works and Road & Bridge have the authority to extend the minimum length to one-half (1/2) mile and the Board of Commissioners can extend the minimum length, as it deems necessary.

Example: If the County contracts to flatten a 3/4-mile long curve on an existing Major Collector roadway, the newly constructed curve must meet the design and construction standards in this manual unless the Board of Commissioners extends the minimum length. If the curve were only 1/8 mile long, the reconstruction does not have to meet the design and construction standards in this manual.

The standards in this manual do not apply to routine roadway maintenance projects (signing, striping, patching, grading, surfacing gravel, dust suppression, crack sealing, chip sealing, surfacing overlays, ditch maintenance, approach maintenance, bridge maintenance and drainage maintenance). The Road & Bridge Executive Director makes final determination of maintenance designation of items not in the list above.

Example: If an overlay is needed on an existing twenty-two feet (22') wide Major Collector roadway, it is not required to bring the roadway up to the 24-foot minimum width standard for a Major Collector since an overlay falls under routine maintenance.

Standards for Rural Local (Subdivision) roads are located in the latest version of Campbell County Chapter 6, Subdivision Regulations.

## Definitions

**"AASHTO"** means the American Association of State Highway and Transportation Officials, Suite 225, 444 North Capital Street, N.W., Washington, D.C. 20001 (202) 624-5800.

**"ADT"** means Average Daily Traffic.

**"BOCC"** means Campbell County Board of County Commissioners.

**"Bridge"** means a structure, including supports, erected over a depression or an obstruction, such as water, highway or railway, having a track or passageway for carrying traffic or other moving loads and having an opening measured along the center of the roadway of more than twenty (20) feet between undercopings of abutments, or spring lines of arches, or extreme ends of openings for multiple barrel box culverts. It may include multiple pipes, where the clear distance between openings is less than one-half (1/2) of the smaller contiguous opening. W.S. 24-1-132 defines "Bridge."

**"Campbell County Road Committee"** means a committee comprised of a member of the Campbell County Commission; Director of the Road and Bridge Department or his/her designee; Director of the Public Works Department or his/her designee; County Attorney or his/her designee; and the Commissioner's Administrative Director or his/her designee. The committee is charged with periodic review of the Campbell County Road Plan and for initial meetings with Petitioners interested in establishing, altering, or vacating a County Highway.

**"Clear Recovery Area"** (Clear Zone) means the unobstructed, relatively flat area provided beyond the edge of the traveled way for the recovery of errant vehicles.

**"County Engineer"** means a Licensed Professional Engineer employed or appointed by the BOCC.

**"County Highway"** means a road that has been established by law as a part of the County road system. These roadways are generally Major or Minor Collector Roads.

**"Crown"** means the change in the cross slope of the pavement surface. Typically, in straight (tangent) sections of roadway without Superelevation, the roadway is crowned at the centerline of the road to facilitate drainage to both roadway shoulders.

**"Design Speed"** means the maximum safe speed a reasonable and prudent driver can travel, governed by the design features of the road.

**"Easement"** means a right to use or control the property of another for a designated purpose.

**"EJCDC"** means Engineers Joint Contract Documents Committee.

**"FHWA"** means the Federal Highway Administration.

**"Final Acceptance"** means a condition in which all requirements for the design, construction, and post construction of a roadway are complete to the satisfaction of the County and the BOCC accepts the roadway.

**"HL93 Loading"** means the AASHTO loading class that shall be used in the design of Bridge structures.

**"Horizontal Curve"** means a curve on the ground, changing direction between two roadway tangents. In most cases, horizontal curves are circular (constant radius).

**"Long Term Maintenance Agreement"** means an agreement between the petitioner (generally a mining company) and the County, which spells out the long-term (generally five or more years) roadway maintenance duties and responsibilities of both parties. This agreement generally applies when a roadway is built over mine backfill areas.

**"Major Collector Road"** means (typically) a paved County Highway serving County areas not on arterial routes, larger towns not directly served by the higher systems and other traffic generators of equivalent intra-county importance, such as consolidated schools, shipping points, and important mining and agricultural areas; link these places with nearby larger towns or cities, or with routes of higher classification; serve the more important intra-county travel corridors.

**"Minor Collector Road"** means (typically) gravel County Highways that are spaced at intervals consistent with population density to accumulate traffic from local roads and bring all developed areas within reasonable distances of collector roads; provide service to the remaining smaller communities; link the locally important traffic generators with their rural markets.

**"MUTCD"** means AASHTO Manual on Uniform Traffic Control Devices.

**"Pavement Management System"** means a system in which data is collected on a periodic basis and analyzed using a computer program to predict when major maintenance such as crack sealing, chip sealing, and overlays of pavement shall be performed to optimize the life of the roadway.

**"P.E."** means a Professional Engineer – A person who, because of special knowledge of the mathematical and physical sciences and the principles and methods of engineering analysis and design, acquired by professional education and practical experience, is qualified to practice engineering as attested by his registration as a Professional Engineer pursuant to W.S. 33-29, et al

**"Permit-to-Construct"** means the written permit from Public Works which authorizes the Petitioner or developer to proceed with construction or modification of the roadway.

**"Petitioner"** means the person or entity petitioning or requesting a BOCC motion and resolution for the establishment, vacation, or alteration of a County Highway; or, for the purposes of this manual, the developer building Rural Local Roads in the development.

**"P.G."** means Professional Geologist – A person who, because of special knowledge of the mathematical and physical sciences and the principles and methods of geological analysis and design, acquired by professional education and practical experience, is qualified to practice.

**"Rural Local Roads"** means (typically) subdivision roads and constitute all public roads not classified as Rural Arterials, Major Collectors, or Minor Collectors. They provide access to land adjacent to the collector network and serve travel over a relatively short distance.

**"Rural Arterial System"** means major roads, usually State Highways, that form a linkage of cities, larger towns, and other traffic generators that are capable of attracting travel over similarly long distances; integrate inter-state and inter-county service; and have internal spacing consistent with population density so that all developed areas are within reasonable distances of arterial highways.

**"R.O.W."** (Right-of-way) means an area dedicated to public use for pedestrian, equestrian, vehicular movement; drainage; railroads; public utilities; water and sanitary sewer facilities.

**"Substantial Completion"** means a condition in which the roadway construction has progressed to a point where it is safe to open the roadway to traffic.

**"Uniformly Graded Aggregate Base"** means a limestone or other hard crushed aggregate material containing a variety of particle sizes allowing it to be densely compacted.

**"Uniformly Graded Scoria Base"** means a crushed scoria aggregate material containing a variety of particle sized of 2", or less, allowing it to be densely compacted.

**"Vertical Curve"** means a curve, changing directions between two grades. Vertical curves are usually parabolic.

**"Viewer"** means a suitable and disinterested person, appointed by the BOCC (who may be a member of the BOCC) to examine the proposed road, alteration, or vacation thereof, and report back.

**"W.S."** means Wyoming Statute.

**"WYDOT"** means the Wyoming Department of Transportation.

## Campbell County Road Plan

### Overview

In May of 2006, the Campbell County Board of County Commissioners (BOCC) adopted a Campbell County Road Plan. The plan Mission Statement reads as follows: "It is the mission of Campbell County to provide and maintain a network of roads to ensure safe and efficient travel for county citizens, commerce, and industry."

A committee has been established for periodic review of the plan for determination of needed changes to the Campbell County Road Plan and its policies, maps and exhibits. The committee is composed of the following: a member of the Campbell County Commission; Director of the Road and Bridge Department or his/her designee; Director of the Public Works Department or his/her designee; County Attorney or his/her designee; and the Commissioner's Administrative Director or his/her designee.

### Appendix items

**(AP-1) Campbell County Road Plan**

## Establishing, Vacating or Altering a County Highway

### Overview

Chapter 3, Article 1, beginning with W.S. 24-3-101, governs the establishment, vacation, or alteration of a County Highway. The statute requires that an initiation of action to establish, vacate, or alter a County Highway occur by a motion and resolution of the BOCC or by a petition signed by five or more electors in the County, residing within twenty-five miles of the proposed roadway. A Viewer must be appointed and must report back to the BOCC. Claims for damages must be heard and appraisers must be appointed if needed. If action is to establish or alter a road, the BOCC shall make an accurate survey of the road, and plat and record the same in the office of the County Clerk. The County Attorney drafts an Order for the establishment, vacation or alteration of a County Highway and the BOCC takes action by resolution of the Order. Once the roadway is complete and accepted by the BOCC, the plat and final Order are recorded in the Clerk's Office.

### Appendix items

**(AP-28) W.S. 24-3-101 through W.S. 24-3-124**

**(AP-2) Process Flowchart: Establishing, Vacating or Altering a County Highway**

## Roadway Design Development

### Overview

Roadway design development for a County Highway begins with an initial meeting with County Public Works Engineering staff to discuss the intent and timeline for project. It is highly recommended that a preliminary roadway alignment be developed prior to the first meeting, so discussions can be productive and informative for both parties. Depending on the specifics and magnitude of the proposed roadway, Public Works Engineering staff may request that the petitioner or his/her designee meet with the Campbell County Road Committee for initial comments and suggestions. We recommend that a final proposed alignment be developed by the petitioner (or the County in the case of a Commissioner initiated roadway) prior to moving into the procedure to establish, vacate or alter a County Highway as discussed earlier in this document. The petitioner must be aware that the Viewer may recommend an alternate alignment, however, without an initial alignment the Viewer has nothing to view. Once the procedure to establish, vacate, or alter a County Highway is complete and a final alignment is chosen, a kickoff meeting is held with County Public Works Engineering staff to discuss project, design, construction standards, schedule and overall process. At the 50% design stage, the grading plans, design, geotechnical report and snow study are submitted to both Public Works and Road and Bridge for review and comment. At the 100% design stage, the final design and snow study are submitted to the

same for final review. If the project includes a Bridge, the final design calculations, plans, and specifications are submitted to Public Works and WYDOT for review. Per statutes, WYDOT must review and approve all bridge designs prior to construction, and will submit their comments to Public Works. Once all the documents have been reviewed and approved for construction, Public Works will issue a Permit-to-Construct for the project.

The overall Roadway Development Process is shown graphically in appendix item AP-9.

### Appendix items

**(AP-3) Process Flowchart: Roadway Design Development**

**(AP-9) Process Flowchart: Roadway Development Process**

### Engineering and Surveying Requirements

**Rural Arterial System, Major Collector, and Minor Collector Roadways:** It is required that roadway project reports, contract documents, construction, and final inspection and acceptance of any road projects in Campbell County be completed under the direct supervision, and stamped and signed by, a Wyoming-registered P.E.

**State-Funded and State-Administered Federally Funded Projects:** Contract documents will be developed under the direct supervision of a Wyoming-registered P.E. and all contract plans will be stamped and signed by, a Wyoming-registered P.E.

**All Projects:** W.S. 24-2-106 establishes that the WYDOT State Bridge Engineer (delegated authority from Director and Chief Engineer) must approve all contract documents for the design, prior to the construction, of all bridge/structures greater than 20 feet in length, regardless of funding source. W.S. 24-1-132 requires all bridges that are to be constructed must be designed by a Wyoming-registered P.E. After construction of any bridge, the county's final payment to the contractor cannot be made until the completed bridge is inspected by the designer, consistent with W.S. 24-2-106.

**Wyoming-Registered Professional Land Surveyor:** It is required that surveys for land ownership, recordation, and platting of roads be completed under the direct supervision of, and stamped and signed by, a Wyoming-registered professional land surveyor. Terrain surveys and construction surveying/staking can be completed under the direct supervision of, and stamped and signed by, a Wyoming-registered P.E. or a Wyoming-registered professional land surveyor.

## Roadway Construction

### Overview

Once the design has been approved and a Permit-to-Construct has been issued, the project can move into the construction phase and can be advertised, bid and awarded. Public Works will assign a project manager to the project and this manager will work directly with the design team and owner throughout the project. During the course of construction, Public Works may require weekly testing reports and a schedule of construction progress meetings.

### Appendix items

**(AP-4) Process Flowchart: Roadway Construction Process**

**(AP-14) Substantial Completion Letter Template**

**(AP-15) Final Acceptance Letter Template**

### Engineering and Surveying Requirements

See Roadway Design Development section above for engineering and surveying requirements for construction.

## Roadway Post-Construction

### Overview

At the end of construction, the Petitioner must request a Substantial Completion inspection to be performed by Public Works and Road & Bridge staff members. This inspection will generate a letter, spelling out Substantial Completion items and Final Acceptance items. The Petitioner will be asked to sign a document acknowledging Final Acceptance requirements and once Substantial Completion items are complete, the County Engineer will approve the roadway to be opened for traffic. The standard construction warranty period begins on the date of issue of Substantial Completion by Public Works. If a Long Term Maintenance Agreement is required by the BOCC, the term of the agreement begins and ends per the dates spelled out in the agreement.

Final Acceptance items generally include the as-constructed plans, development of the final plat outlining the vacation, alteration, or establishment of a County Highway, maintaining the Storm Water Pollution Prevention Permit (SWPPP) until release by the Wyoming Department of Environmental Quality, and collecting and submitting all lien waivers for work performed on the project and for materials used on the project. In addition, if any portion of the roadway has a posted speed limit differing from values stated in W.S. 31-5-301, an engineering speed study must be submitted to Public Works, justifying the change in speed limit from the statutory values.

Once all Final Acceptance items have been completed, a Final Acceptance inspection is performed. If approved, the County Engineer makes a recommendation to the BOCC to accept the road and formal action by the BOCC is taken. Once accepted by the BOCC, Public Works will add the County Highway to the official County Road Map.

### Appendix items

**(AP-5) Process Flowchart: Roadway Post-construction Process**

**(AP-16) Long Term Maintenance Agreement Template**

### Engineering and Surveying Requirements

See Roadway Design Development section above for engineering and surveying requirements for post-construction.

## Roadway Design Standards - Rural Arterial System, Major Collector and Minor Collector Roads

### Overview

The Campbell County Road Plan lists classifications for roadways in Campbell County. These include the Rural Arterial System, Major Collector Road, Minor Collector Road, and Rural Local Roads. General design standards for each of these classifications have been developed for use. Rural Local road standards are located in County Chapter 6, Subdivision Regulations, and are not included in this manual. Public Works Engineering Division and the Road & Bridge Department reserve the right to modify the standards on a case-by-case basis to meet project specific requirements and conditions.

For projects to be funded using the WYDOT Road Construction and Maintenance Fund (RC&MF), formerly known as the SC-CFM Fund, design of the project must meet the minimum standards as outlined in the latest edition of the County Road Fund Manual. (This manual is available by contacting Public Works.) This program is a successor to the SC-CFM Program and is governed by W.S. 24-2-110. The design standards called out in the Campbell County Road Manual generally meet or exceed the requirements for the RC&MF projects, but the designer must verify that all minimum standards are met.

### Appendix items

**(AP-6) Design Standards Chart/Typical Section: Rural Arterial Systems roadways**

**(AP-7) Design Standards Chart/Typical Section: Major Collector roadways**

**(AP-8) Design Standards Chart/Typical Section: Minor Collector roadways**

### General Design Standards

#### Geometric

Maximum Design Speed. Maximum speed limits have been set by the Wyoming Legislature and are outlined in W.S. 31-5-301(b)(iv). In general, the speed limits are as follows:

- Rural Arterial System roads: 65 MPH (generally paved State Highways)
- Major Collector roads: 65 MPH (generally paved County Highways)
- Minor Collector roads: 55 MPH (generally unpaved County Highways)

The Design Speed for these roadway classifications must meet this Statute unless modified by an engineering speed study per W.S. 31-5-302.

Appendix item

- (AP-29) W.S. 31-5-301 and 302

Horizontal Curvature. Minimum controlling design values for horizontal curves shall be taken from Chapter 3 of the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the corresponding Design Speed and maximum Superelevation (e%). Maximum allowable superelevation is:

- Rural Arterial System roads: emax = 8%
- Major Collector roads: emax = 6%
- Minor Collector roads: emax = 6%

Vertical Curvature. Controlling rate of curvature, K, design values shall be taken from Chapter 3 of the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the Crest and Sag vertical curve charts utilizing the corresponding Design Speed and stopping sight distance.

Sight Distance. Minimum passing and stopping sight distance shall be taken from the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the maximum Design Speed and roadway longitudinal grade.

Intersection Requirements. Intersections should be located to avoid steep profile grades and ensure adequate sight distance. Intersections should not be located on or near short crested hills, nor on sharp horizontal curves. Where there is no practical alternative, approach sight distance on each intersection leg should be checked carefully. Signing should be provided in accordance with the MUTCD. If necessary, back slopes should be flattened, and horizontal and vertical curvatures lengthened to provide for additional sight distance.

Intersection sight distance shall be taken from the AASHTO *A Policy on Geometric Design of Highways and Streets, latest edition.*
Intersection legs operating under stop control should be at 90 degrees to the mainline. Under no circumstances can the intersection be less than 60 degrees from perpendicular.

Many factors should influence the design of an intersection. A few items to consider are corner radius, the minimum degree of intersection legs, and corner sight distance.

Complete details of intersection design can be found in Chapter 9 of the AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition.

Campbell County has adopted a truck-friendly design for intersection corner radii. This design incorporates an offset taper and increased corner radii. This geometry is shown in the appendix exhibit listed below. The requirement for using this design will be

determined on a case-by-case basis by the County Engineer and/or Road and Bridge Director.

Appendix items

- (AP-23) Intersection Geometry

Longitudinal Grade Requirements. Maximum longitudinal grades vary for the roadway classifications. The controlling design values shall be taken from AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the Rolling Terrain designation.

- Rural Arterial System Roads: use Rural Arterial Roads charts in Chapter 7
- Major Collector Roads: use Rural Arterial Roads charts in Chapter 7
- Minor Collector Roads: use Rural Collector Roads charts in Chapter 6

**Cross Sectional**

Lane/Roadway Width. Lane and roadway widths vary for roadway classifications. The controlling design values shall be taken from AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the corresponding Design Speed and ADT.

- Rural Arterial System roads: use minimum width charts in Chapter 7 but, in no case, less than 24 feet wide traveled way (2-12 foot lanes)
- Major Collector roads: use minimum width charts in Chapter 7 but, in no case, less than 24 feet wide traveled way (2-12 foot lanes)
- Minor Collector roads: use minimum width charts in Chapter 6 but, in no case, less than 22 feet wide traveled way

Shoulder Width. Shoulder widths vary for roadway classifications. The controlling design values shall be taken from AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the corresponding Design Speed and ADT.

- Rural Arterial System roads: use minimum width charts in Chapter 7 but, in no case, less than 4 feet wide
- Major Collector roads: use minimum width charts in Chapter 7 but, in no case, less than 4 feet wide
- Minor Collector roads: use minimum width charts in Chapter 6 but, in no case, less than 2 feet wide

Fill/Fore Slope. Fill/Fore slopes are measured laterally from the outside edge of shoulder to the ditch bottom or to a point of slope selection for cut sections, and to a point of slope selection for fill slopes. These slopes should extend to at least the clear recovery zone distance. Fill/fore slopes vary for roadway classifications as follows:

- Rural Arterial System roads: Steepest fore-slope rate is 1V:4H with a recommended rate of 1V:6H. The first 4 feet, including the surfacing taper, should be constructed to a minimum 1V:6H using plant mix or other drainable materials. A minimum ditch/fill depth of 4 feet is required.
- Major Connector roads: Steepest fore-slope rate is 1V:4H. The first 4 feet, including the surfacing taper, should be constructed to a minimum 1V:6H using plant mix or other drainable materials. A minimum ditch/fill depth of 4 feet is required.
- Minor Collector roads: Steepest fore-slope rate is 1V:4H. Surfacing taper shall be at least 2' wide. A minimum ditch/fill depth of 4 feet is required.

Back-Slope. The back-slope is measured laterally outward from the road, beginning at a point from the bottom of the ditch (outside point of flat bottom ditch if constructed for snow storage) to a point of slope selection or daylighting for cut sections. For all roadway classifications, the steepest back-slope rate is 1V:3H. Actual slope shall be based snow storage geometry as determined utilizing the Tabler methods. Geotechnical report recommendations for slope stability shall be utilized if steeper slopes are required by external constraints.

Clear Recovery Area (Clear Zone). The Clear Recovery Area is measured horizontally from the edge of the travel lane. The minimum width of the Clear Recovery Area shall be determined from the AASHTO *Roadside Design Guide* using the Design Speed, ADT, and fore/fill slope rate. Beyond the Clear Recovery Area, fill slope rates shall be 1V:3H or flatter. In certain instances, if geometry requires a slope steeper than 1V:3H beyond the clear zone distance, a guardrail may be required at the discretion of the County Engineer.

Snow Drifting Analysis. For all roadway classifications, major cut areas along the alignment of a roadway must be analyzed for potential snow drifting and subsequent snow storage areas, and cut slope modifications be made to minimize drifting potential. The document *Controlling Blowing and Drifting Snow with Snow Fences and Road Design* by Ronald D. Tabler, 2003, shall be used for this analysis. Cross sectional snow storage area shall meet, or exceed, the values called for by Tabler. The distance from the shoulder to daylight of backslope shall meet, or exceed, the minimum distance per Tabler. Generally, a ten-foot wide flat bottom ditch will be required in cut areas to meet snow requirements. The snow study shall be submitted to Public Works at the 50% design stage for review.

Roadway Cross Slope (Crown). The cross slope is measured from the centerline of the 2-lane roadway to the edge of the shoulder. The cross slope shall be:

- Rural Arterial System roads: 2%
- Major/Minor Collector roads: 3%

Superelevation. Superelevation is the cross slope across the entire roadway in a horizontal curve. For all roadway classifications, the maximum superelevation percentage (emax %) is:

- Rural Arterial System roads: emax = 8%
- Major Collector roads: emax = 6%
- Minor Collector roads: emax = 6%

Superelevation and Crown Runoff. Superelevation runoff length is defined as the distance to go from flat crown (superelevation rate, e = 0%) to the specified superelevation (e) for the given radius and design speed. Crown runoff (C) is the distance required for the outside lane(s) to transition from a normal crown (2% or 3%) to a flat crown (e = 0%). The length of crown runoff is also the distance for the outside lane(s) to transition from a flat crown to a reverse crown. See appendix item AP-32 for a graphical representation of these runoff lengths.

These runoff distances per each roadway classifications are as follows:

Rural Arterial System, Major Collector, and Minor Collector roads: Use WYDOT modified runoff lengths. WYDOT uses a standard normal crown of 2% and thus, their tables are calculated using this value. Campbell County utilizes a standard normal crown of 3%. We have modified the WYDOT tables to reflect this difference in crown.

Appendix item

- (AP-26) WYDOT modified Superelevation and Crown runoff table
- (AP-32) Superelevation and Crown runoff figures

Approach/Driveway Geometry. Approaches shall be constructed to the geometry as shown in the Approach Geometry Exhibit located in the Appendix of this manual.

Appendix item

- (AP-24) Approach/Driveway Geometry

Vertical Clearance. Vertical clearance shall be measured from the highest point on the roadway surface to the lowest point on the overhead obstruction. Vertical clearance requirements for all roadway classifications are as follows:

- Minimum clearance for grade separation with other roadways is 16.5 feet.
- Minimum clearance for an overhead power line is governed by W.S. 37-3-303. In Campbell County the following applies:

  Minimum line height above road = 24’ + [(KVA-50)*(.4/12)] where:
  KVA is the voltage of the line in kilovolts

Example: What minimum line height is required for a 69KVA line to cross a County Highway?

Answer: Hmin = 24' + [(69-50)*(.4/12)] = 24.6' use 25 feet minimum

- WYDOT minimum power line clearance = 25.5 feet
- Minimum clearance over a railroad is determined by the local Railroad authority. The County Road Fund Manual calls out 23.5 feet but this must be verified by the local Railroad authority.

Appendix item

- (AP-30) W.S. 37-3-303

**Subgrade and surfacing**

Materials and Design: Subgrade, base and/or surfacing design varies for roadway classifications as follows:

- Rural Arterial System and Major Collector roads: Uniformly Graded Aggregate Base and flexible and/or rigid pavement design shall be based on recommendations from the Geotechnical Report, utilizing projected traffic type and volume and actual subgrade properties. Minimum design life of pavement section shall be 20 years and design shall follow the latest WYDOT Pavement Structure Design Manual for flexible pavement design or another generally accepted AASHTO pavement design method. If applicable, traffic data from the Coal Belt Transportation Plan may be utilized but more current traffic counts and classifications may be required at the discretion of the County Engineer. Section shall provide a minimum of 18" of moisture density control (MDC).
- Minor Collector roads: Surfacing shall consist of a minimum of 8" of Uniformly Graded Aggregate Base with a minimum of 12" of MDC. Uniformly Graded Scoria Base is not allowed unless approved by Road and Bridge Director. The use of geotechnical grid/fabric within 18 inches of the top of the roadway surface will not be allowed.
- For all three roadway classifications, geotechnical borings shall occur at intervals no greater than one-quarter mile along the proposed roadway centerline, and at all major excavation areas. Geotechnical Engineer may submit an alternate boring plan for consideration by the County Engineer.

**Drainage**

Minimum culvert size: Minimum culvert size for all roadway classifications is 18" diameter with 18" minimum cover.

Hydrologic design: Hydrologic Design varies for roadway classifications as follows:

- Rural Arterial System and Major Collector roads: drainage structures under roadway shall be designed for a 25-year, 24-hour design event with no overtopping of the roadway. Use the 100-year, 24-hour design event for overtopping analysis of the roadway to determine depth, velocity, and erosion countermeasures of overtopping flows.
- Minor Collector road classifications: drainage structures under roadway shall be designed for a 10-year, 24-hour design event with no overtopping of the roadway. Use the 100-year, 24-hour design event for overtopping analysis of the roadway to determine depth, velocity, and erosion countermeasures of overtopping flows.
- For all classifications, a full drainage report must be submitted to Public Works for review.

Culvert materials: Allowable culvert materials vary depending on soil conditions. Selection of culvert materials and gauges shall be made utilizing soil corrosive recommendations from the Geotechnical Report as well as structural calculations. The use of polyethylene or PVC material will require an end-treatment design to ensure the ends are tied down adequately during a flood event.

Erosion control measures: Cut and fill slopes, and longitudinal ditches in steep profile areas must utilize best practice erosion control design measures to ensure reseeding success.

**Geotechnical report requirements:**

Report requirements: Geotechnical report requirements vary for roadway classifications as follows:

- Rural Arterial System roads: A geotechnical report for the project must be produced by a Wyoming P.E. or P.G. and laboratory testing for the geotechnical recommendations must be performed in an AASHTO accredited laboratory under the direction of a Wyoming P.E. or P.G. AASHTO accreditation can be verified on the AMRL (AASHTO Materials Reference Library) website (AMRL.net) The report must address soils, grading, imported fill, soil corrosive properties, subgrade, base/surfacing options, structural parameters for bridges and culverts, and make recommendations for minimum construction testing requirements
- Major Connector roads: A geotechnical report and laboratory testing for the project must be produced under the direction of a Wyoming P.E. or P.G. The report must address soils, grading, imported fill, soil corrosive properties, subgrade, base/surfacing options, structural parameters for bridges and culverts, and make recommendations for minimum construction testing requirements

- Minor Connector roads: A minimal geotechnical report for the project must be produced to address soil corrosive properties and suitability/soil properties of subgrade/fill/surfacing materials and structural parameters for bridges and culverts.

**Bridge Structures**

Specifications: The latest edition of the *AASHTO Standard Specification for Highway Bridges* shall be used for design and construction of bridges on all roadway classifications.

Review: Per W.S. 24-2-106, WYDOT must review and approve all bridge structure designs prior to construction.

Structural Loading: Bridges shall be designed for HL93 loading

Bridge Roadway Width: Minimum Bridge roadway width shall be 26 feet.

Appendix item

- (AP-31) W.S. 24-2-106

**Signage**

Signage: All signage shall meet the latest WYDOT/MUTCD specifications. Regulatory signs will be allowed within the roadway R.O.W. but no advertising signs will be permitted in the R.O.W. Any non-regulatory signage within the R.O.W. will need a County General License.

**Fencing**

Fencing: Fencing construction shall meet the latest WYDOT fencing specifications. Fencing type shall be negotiated (within reason) with the landowner and shall be constructed as part of the roadway project. It shall be located on the R.O.W. line and the landowner will be required to maintain the fence after installation and final acceptance by the County.

**Right-of-Way width requirements**

Minimum width: Minimum R.O.W. widths vary for roadway classifications as follows:

- Rural Arterial System roads: WYDOT must be consulted if the roadway may become a State highway. Generally, the toes of fill slopes and ends of culverts must be in the R.O.W. Provisions for utility corridors should be explored for roads within the planning district boundary.
- Major and Minor Connector roads: 100 feet. Temporary construction easements may be required for grading and permanent easements may be required for culvert maintenance. Provisions for utility corridors should be explored for roads within the planning district boundary.

**Minimum design requirements for approach/driveway onto County Highways**

License Requirements: Approaches/driveways onto County Highways must be licensed by Campbell County Road and Bridge and must meet requirements called out in the license.

Minimum design requirements: include, but are not limited to, the following:

- no water will be allowed to drain from the approach/driveway onto a County Highway
- minimum culverts in the County Highway ditches under the approach/driveway shall be 18" diameter, and may be larger as required by the Road and Bridge Director and/or the drainage study
- approach/driveway must have an all-weather surface that matches the roadway surfacing (i.e. a gravel roadway will require a gravel approach, and a paved roadway will require a paved approach). For all driveways or approaches, surfacing must extend a minimum of 20 feet from the roadway unless the driveway is paved beyond the R.O.W. line, and thus, the paving should extend to the R.O.W. Modifications to approach surfacing is at the discretion of the Road and Bridge Director through the County General License
- approach/driveway should provide a minimum sight distance in each direction equal to or greater than the stopping sight distance unless property frontage widths along the roadway do not allow this distance. Controlling design values for stopping sight distance shall be taken from AASHTO *A Policy on Geometric Design of Highways and Streets,* latest edition, using values from the charts that utilize the corresponding Design Speed and longitudinal roadway grade at the approach
    - Public Works Engineering or Road and Bridge Director will verify this sight distance for each license application received by Road and Bridge
- required width for the approach/driveway will be determined by the Road and Bridge Director, taking into account the proposed use
- approaches must be spaced a distance equal to, or greater than, the stopping sight distance based on the Design Speed and longitudinal roadway grade at the location of the approach. Approaches will generally not be allowed closer than 250 feet from roadway intersection locations unless property frontage widths along the roadway do not allow this distance
    - The County Road and Bridge Director is the permitting authority for all approaches onto County Highways. The Director reserves the right to modify approach location and spacing requirements, as needed, to fit actual conditions
- For approaches onto County belt loop roads (Southern Drive, Garner Lake Road and Northern Drive), widening of the belt loop roadway may be required to construct a left turn lane onto the approach at the discretion of the Road and

Bridge Director. The cost of this widening will be borne by the approach applicant.

**Appendix item**

- (AP-24) Approach/driveway Geometry

## Roadway Construction Standards and Contracts

Roadway construction standards and contracts vary for roadway classifications as follows:

- Rural Arterial System, Major Collector, and Minor Collector roads: The latest edition of the WYDOT Specifications for Road and Bridge Construction, as modified by Public Works, shall be used for these roadway projects. For contracts, the latest edition of the Standard General Conditions of the Construction Contract and associated Standard Engineers Joint Documents Committee (EJCDC) documents, prepared by the Associated General Contractor and general engineering societies, are recommended for use.

## Permitting and Licensing Requirements

### Permitting

Roadway construction in Campbell County requires a Permit-to-Construct be issued by Public Works prior to commencement of construction. This permit spells out items that must be performed and/or submitted as part of the project.

**Appendix item**

**(AP-22) Permit-to-Construct Application, Approval and Closeout Form**

### Licensing

Performing work within, under, or over a County Highway requires a Campbell County General License. The specific license issued (Type A through E) depends on the nature of the work or infrastructure to be placed in the R.O.W. Campbell County Road and Bridge issues all licenses with the exception of the Type E license. Type E Licenses are issued by Public Works.

Type A License: Used for infrastructure to be placed in County-controlled R.O.W. (pipelines, utilities, signs, etc.)

Type B License: Used for infrastructure to be placed over County-controlled R.O.W. (overhead lines or structures, etc.)

Type C License: Used for infrastructure to be placed under and across County-controlled R.O.W. (pipeline bores, utility conduits, open-cuts on roadways (allowed on a very limited basis)

Type D Licenses: Used for new approaches onto County Highways. County does not issue licenses for approaches onto Rural Local Road systems.

Type E License: Used for infrastructure to be placed in publically dedicated R.O.W. for Rural Local Roads. (gas pipelines in subdivision roads, etc.) These licenses will only be issued by Public Works when requested by the District, homeowner's association or subdivision containing the Rural Local Road.

### Appendix Items

**(AP-17) Campbell County General License form**

**(AP-18) Type D Approach License Flowchart**

**(AP-19) Type D Approach License Routing**

**(AP-20) General License Instruction sheet**

## Roadway Maintenance

### Overview

Campbell County Road and Bridge performs a wide variety of maintenance tasks on Major Collector roads and Minor Collector roads throughout the County. The level and frequency of maintenance performed is a function of available resources and budget, and is at the discretion of the Road and Bridge Director. Financial considerations for maintenance requests may apply. A limited amount of maintenance assistance to homeowner's associations and Districts for their Rural Local Roads is also provided at times, depending on available resources and budget.

### Maintenance of Major Collector (paved) roads

County Road and Bridge generally provides maintenance such as plowing and sanding, patching of potholes, surface maintenance (crack seal, chip seal, etc.), pavement overlays, mowing of R.O.W., striping, signage, some minor bridge maintenance, culvert maintenance for culverts crossing the roadway, and ditch cleaning. Major bridge maintenance items are administered by Public Works via contracts with contractors. It is the general policy of Campbell County to install the initial fencing along a County Highway, and then the landowner is responsible for the maintenance of the fence. The level and frequency of maintenance of Major Collector roads is dependent upon available resources and budget.

### Maintenance of Minor Collector (gravel) roads

County Road and Bridge generally provides maintenance such as plowing and sanding, surface maintenance (grading, graveling, dust suppression, etc.), mowing of R.O.W., signage, minor bridge maintenance, culvert maintenance for culverts crossing the roadway, and ditch cleaning. Major bridge maintenance items are administered by Public Works via contracts with contractors. It is the general policy of Campbell County to install the initial fencing along a County Highway, and then the landowner

is responsible for the maintenance of the fence. The level and frequency of maintenance of Minor Collector roads is dependent upon available resources and budget.

### Pavement Management System

The Public Works' Engineering Division maintains a Pavement Management System for paved County Highways. One third of the paved County Highways are reviewed and analyzed each year, and a pavement condition index is generated. This index is then used to assist Road and Bridge with prioritizing major maintenance of paved roads (overlays, chip seals, crack seals, etc.). In addition, the database is augmented with information provided by the State of Wyoming through their Technology Transfer Center at UW.

### Maintenance of Private Approaches

Approaches that have been permitted onto County Highways through the County General License will be maintained by the property owner requesting the approach. Road and Bridge will perform inspections of the approaches and culverts, and alert the landowner of needed maintenance. Deterioration of approach surfacing or silted in culverts could cause damage or safety issues on the County Highway and must be corrected by the landowner in a timely fashion.

### Bridge Maintenance and Inspection

Public Works Engineering Staff works closely with WYDOT to monitor and ensure bridge inspection data is received and distributed as needed. Every eligible bridge in the system is inspected by WYDOT every two years. Public Works utilizes the WYDOT inspection reports to develop and administer bridge maintenance projects to be performed by contractors or Road and Bridge staff. Bridge inspection reports are maintained by the Public Works Engineering Division.

## Shared Roads Memorandum of Understanding

### Overview

In 2011, the City and County entered into a Shared Roads Memorandum of Understanding (MOU) for the purpose of identifying maintenance and permitting responsibilities for roadways near the corporate boundaries of the City. The MOU is to be updated in February of each biennium. This allows changes to the jurisdictional boundaries to be analyzed and maintenance to be reallocated every two years for efficiency. The MOU also deals with permitting of utilities and approaches onto the roads.

**Appendix items**

(AP-27) Shared Roads MOU document

## Roadway Grant, Loan and Funding Opportunities

### Overview

There are a number of grant and loan opportunities for local governmental entities and Improvement and Service Districts to pursue to assist in maintaining and/or upgrading their roadways. These include, but are not limited to, a number of WYDOT funding opportunities, the SLIB MRG grant and JPA loan program, and the Campbell County District Support Grant program. Funding opportunities are subject to change and thus, the funding entities should be contacted for specific details and requirements on a case-by-case basis.

### WYDOT Industrial Road Program (I.R.P.)

This program assists Counties in constructing roads that serve any type of industry and is generally used as an economic development tool. Per W.S. 24-5-118, the Transportation Commission shall set aside and appropriate funds each biennium for this program. Per W.S. 24-5-119, Counties are capped on expenditures each biennium from this program.

### WYDOT Road Construction and Maintenance Fund (RC&MF)

This program is a successor to the SC-CFM Program and is governed by W.S. 24-2-110. Under this program, the board of county commissioners of each county shall establish a separate road construction and maintenance fund solely for the construction and maintenance of county roads, bridges, and culverts. The term "construction and maintenance" as used in this section means construction, reconstruction, surveys, mapping, right-of-way costs, bridges, culverts, general road maintenance and fencing. The county shall use existing grades, bridges and other physical items or facilities in order to minimize or avoid more costly relocation.

The gasoline license tax revenues distributed by the State Treasurer under W.S. 39-17-111(d)(ii) shall be sent to the county treasurers of the various counties and placed in a separate fund in each county earning its own interest and be expended by the board of county commissioners solely for the road construction and maintenance fund program and as otherwise provided in this subsection. An annual report of fund balance and expenditures is required to be submitted to the State.

### WYDOT Bridge Replacement “Off System” (B.R.O.S.) Program

This fund is used to replace eligible bridges that are unsafe due to structural deficiencies, physical deterioration, and/or functional obsolescence. This fund only applies to bridges not on the federal-aid system. To be considered for replacement in WYDOT’s B.R.O.S. program, the sponsoring entity or jurisdiction must submit to WYDOT’s State Bridge Engineer a request identifying the structure, number, route, and milepost. Refer to WYDOT for the current match requirements.

### WYDOT Commission Road Improvement Program (C.R.I.P)

This discretionary funding program was created by the Wyoming Transportation Commission to address unique rural major collector road situations. County roads experiencing high demand induced by intra-state traffic or county growth, coupled with roadway exchange potential from the state highway system (SHS) to county jurisdiction are two features that strengthen a C.R.I.P. proposal. Refer to WYDOT for the current local match requirements.

### WYDOT Congestion Mitigation/Air Quality (CMAQ) Program

The CMAQ program is designed to address transportation-induced air quality conditions that threaten to place an area or county of the State within the status of air quality non-attainment. Most mitigation projects involve the application of Magnesium Chloride to gravel roadways. Refer to WYDOT for the current local match requirements.

### WYDOT Surface Transportation Program – Urban Systems (STPU)

The Urban System program is authorized by the Transportation Commission of Wyoming and is outlined in WYDOT Operating Policy 2-4. To be eligible for the program, an incorporated area must have at least 5000 people, they must be approved by the Transportation Commission, and they must negotiate a cooperative agreement with WYDOT. Refer to WYDOT for the current local match requirements.

Each designated urban area must have an Urban System Advisory Committee responsible for recommending potential projects to local government officials. The Committee shall be made up of (3) representatives appointed by the City Council, (1) citizen appointed by the City Council, (3) representatives appointed by the County Commissioners, (1) citizen appointed by the County Commissioners, (1) WYDOT District representative and (1) WYDOT Planning representative. The Planning representative is a non-voting member unless the WYDOT District member is not present. The Committee generally meets two times annually.

### WYDOT Highway Planning Research (HPR)

This program can be utilized for a variety of highway planning projects. Contact WYDOT Planning for more information.

### WYDOT Planning Grant

WYDOT has other planning grants for use on an 'as-needed' basis. Contact WYDOT Planning for more information.

### SLIB Mineral Royalty Grant (MRG) Program

This is a program administered by the State Loan and Investment Board (SLIB) and is governed by SLIB Chapter 3 Rules. Authority for the program comes from W.S. 9-4-604. Eligible applicants include incorporated cities and towns, counties, special districts and joint powers boards. Information regarding the grant program can be obtained on the State of Wyoming website.

### SLIB JPA Loan Program

This program is administered by the State Loan and Investment Board (SLIB) and is governed by SLIB Chapter 2 Rules. Authority for the program comes from W.S. 16-1-109. Eligible applicants include Wyoming counties, municipal corporations, school districts, community college districts, University of Wyoming, special districts and Joint Powers Boards specifically involved in providing facilities or functions specified in W.S. 16-1-104(c). Information regarding the grant program can be obtained on the State of Wyoming website.

### Campbell County District Support Grant program

This program is administered by the Campbell County BOCC and is governed by County Chapter 5 Rules. Authority for the Rules comes from W.S. 16-3-103. Eligible applicants include compliant Improvement

and Service Districts and Water/Sewer Districts in Campbell County. Information regarding this grant program can be obtained on the Campbell County website or by contacting Public Works.

### Appendix items

- (AP-33) Minimum standards for Rural Local roads to receive DSG grants for gravel

## Coal Belt Transportation Study

### Overview

In 2010, a study titled Coal Belt Transportation Study was commissioned by Campbell County in partnership with WYDOT and FHWA. The study documents recommendations for existing county roadway network improvements and a long-term plan for new county road corridors within the coal production regions of Campbell County. The study culminated with the development of a sophisticated 21-layer GIS raster model allowing roadway corridors to be established based on a number of criteria. This powerful tool is utilized by mining companies and consultants for initial alignment corridors. We highly recommend that appointed viewers utilize this model to assist in identifying and recommending the appropriate and best roadway routes.

The study can be viewed at the Public Works Department or on the County website under the Public Works Department, Engineering Division web page.

## Roadway Consultant Selection Process

Selection of Consultants for roadway projects in Campbell County shall follow the Campbell County Purchasing Policies & Procedures manual. Competitive bidding of professional services is not required as the objective is to select the consultant most qualified to perform the work and serve the County. A scope of work should be prepared, describing the project and a timeline for completion. The scope of work may also include construction administration as well as design.

Local consulting firms should be used for most projects of average complexity. Consultants should be selected to submit proposals based on their knowledge of the County, and their ability to perform the work required. For projects of above average complexity, where local expertise is not available from any one firm, proposals may be solicited from two or more consultants or joint ventures capable of completing the work.

The proposal, as submitted by the consultant, should include profiles of the firm's ability to perform the work, the firm's principals, key personnel, equipment and facilities, evidence of the firm's ability to perform the work, demonstration of understanding of the project, and references for similar projects and scope. A financial statement may also be requested if the County desires. County may shortlist firms for interviews using the following criteria as a minimum: education, experience, expertise of the firm and it's key personnel, firm's approach to planning, organization and management of the firm to the project location, financial stability, reputation, references and any other criteria determined to be pertinent to the project.

After rankings of the top firms are determined, negotiations will begin with the top ranked firm. Cost will be discussed along with the specific scope of services necessary. If the contract cannot be negotiated with the top ranked firm, discussions will be terminated and negotiations will begin with the next (in order) ranked firm, until a contract is negotiated. A contract exceeding the approved budgetary amount must be submitted by the Public Works Director to the BOCC for approval. County reserves the right to select consultants without interviews.

For WYDOT Road Construction and Maintenance Fund (RC&MF) projects, consult the County Road Fund Manual for guidance on selection of consultants for the project.

## Roadway Monumentation Requirements

### Overview

All Public Land Survey System (PLSS) corner monuments that are, or may be, disturbed during the construction of a roadway must be preserved and/or re-established under the direct supervision of a Wyoming-registered professional land surveyor.

## County Road Map

### Overview

Campbell County Public Works Engineering Division maintains the official Campbell County Road Map. The map is updated as changes to the road system occur and is available to download free on the County website at this location: http://www.ccgov.net/293/Engineering-Division under the Quick Links section. Hard copies in two sizes are also available for purchase at the Public Works office in the Courthouse.

## County Road Petition Database

### Overview

The Public Works Survey Division maintains a working database of County Road Petitions dating back to Petition #1 in 1913. While not all-inclusive, it contains a great deal of information as well as scanned copies of the original petitions. The database also includes items such as:

- Road name and alternate road name
- Petition number
- Petitioner name(s)
- Petition date
- Book and page numbers
- Width of right-of-way
- Action taken
- Section, Township and Range

Contact the Survey Division for more information on this database.

## APPENDIX


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The County Road Manual development team included Phillip Giffin, P.E., Clark Melinkovich, P.E., Matt Olsen, P.E., William Beastrom, Anthony Knievel, P.L.S., Megan Nelms, AICP, Kevin Geis, P.E., and Kevin King, P.E. A special thank you goes out to Carol Seeger, Deputy County Attorney, and Pam Beck, Senior Administrative Assistant, for their expert review and formatting. In addition, a number of local consultants provided comments and suggestions that were implemented into the document.

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# AMENDED CAMPBELL COUNTY ROAD PLAN

## I. MISSION STATEMENT

It is the mission of Campbell County to provide and maintain a network of roads to ensure safe and efficient travel for county citizens, commerce and industry.

## II. GOALS

The primary goals of the Plan are to:

1. Ensure that road development within Campbell County serves the greatest possible community/public interest.

2. Ensure responsible use of public funds in the development and maintenance of roads within the County.

3. Integrate and create synergies with state highway and municipal street plans.

4. Provide for the transportation needs of today and the future.

5. Identify and develop road corridors that support community growth; provide efficient delivery of public emergency services; and allow effective safe movement of people, goods and services throughout the county.

## III. PLAN CONTENTS

The County Road Plan consists of these policies and the attached Maps (exhibit A) which designates existing and approximate future roadways and classifies them as to functional classification and maintenance responsibility. Adoption of the Plan includes adoption of the Maps. The Maps may be revised from time to time by action of the Campbell County Board of Commissioners.

## IV. CAMPBELL COUNTY ROAD POLICIES

### A. FUNCTIONAL AND MAINTENANCE CLASSIFICATION OF ROADWAYS

1. RURAL ARTERIAL SYSTEM - (These are typically state highways.) The arterial road system forms a network with the following service characteristics.

   a. Linkage of cities, larger towns, and other traffic generators that are capable of attracting travel over similarly long distances.

b. Integrated interstate and intercounty service.

c. Internal spacing consistent with population density, so that all developed areas are within reasonable distances of arterial highways.

2. MAJOR COLLECTORS ROADS – (These are typically paved county roads.) These routes:

a. serve county areas not on arterial routes, larger towns not directly served by the higher systems and other traffic generators of equivalent intra-county importance, such as consolidated schools, shipping points, and important mining and agricultural areas;

b. link these places with nearby larger towns or cities, or with routes of higher classifications; and

c. serve the more important intra-county travel corridors.

3. MINOR COLLECTOR ROADS – (These are typically gravel county roads.) These routes should (1) be spaced at intervals consistent with population density to accumulate traffic from local roads and bring all developed areas within reasonable distances of collector roads. (2) provide service to the remaining smaller communities, and (3) link the locally important traffic generators with their rural markets.

4. RURAL LOCAL ROAD SYSTEM – The rural local road system provides access to land adjacent to the collector network and serves travel over relatively short distances. The local road system constitutes all public rural roads not classified as principal arterials, minor arterials, or collector roads.

5. ALLEYS - A public thoroughfare which affords a secondary means of access to abutting property.

6. MAINTENANCE - Subdividers will be required to form a public or private legal entity responsible for maintenance of Rural Local Roads, drainage and any other associated public improvements related to the development. Campbell County will not maintain any roads or other improvements required for any development or subdivision.

B. RIGHT-OF-WAYS

1. All right-of-way shall be dedicated to the widths indicated on Table 1 for all of the various types of roadways within a subdivided area at the time that it is platted.

2. All right-of-way shall be dedicated to the farthest boundary of the subject property.

3. All Rural Local Roads shall be in right-of-way dedicated to the Public. No access easements will be accepted.

4. If a Rural Local Road developed within an approved subdivision is designated as an existing or future Minor Collector, sufficient right-of-way shall be dedicated to provide for the future Minor Collector. However, the developer shall only be required to construct the roadway to the standard for a Rural Local Road. At the time that this road becomes used by another subdivision, outside of the original local maintenance authority, it may be requested that the Campbell County Board of Commissioners consider upgrading this road to a Minor Collector and accept it for County maintenance.

C. CONSTRUCTION STANDARDS

1. When a parcel is divided, upgrading or constructing new roadways required by this County Road Plan will be the responsibility of the subdivider.

2. The subdivider shall bear all costs of acquiring right-of-way to the widths required by this Plan, design, layout, inspection, and construction of roadways to the dimensional requirements of the subdivision regulations.

3. The roadway within the dedicated right-of-way shall be constructed at least to the current minimum standards prescribed by the Campbell County Public Works Department. Specific site circumstances may require additional improvements.

4. A professional engineer, licensed in the State of Wyoming, must certify that all of the improvements within the dedicated right-of-way were constructed to the approved design plans and specifications.

5. The public or private legal entity created by the subdivider shall be responsible for the maintenance of Rural Local Roads within subdivisions.

D. ACCESS

1. All roads under State, County and City jurisdiction are designated as controlled access roads. All new road accesses including residential drives will require a permit from the appropriate agency.

2. All lots within subdivisions will be designed to access the Rural Local Roads developed within that subdivision's boundaries.

3. All accesses from a county road must be located and constructed to meet the sight distance, width, and drainage approved by Campbell County.

## E. ALTERING COUNTY ROADS

The following guidelines shall be used in evaluating the expediency of vacating and/or establishing county roads. These guidelines are to assist with the vacation and/or establishment process and are not intended to supersede or supplant Wyoming statutory requirements.

1. Guidelines to Vacate a County Road.
   a. The road segment provides access for only one land owner.
   b. The mineral industry or other special users are not utilizing the road.
   c. The road is a dead end road.
   d. The road is not adjacent to any platted areas.
   e. It is the County's desire to eliminate the road segment within its road system.
   f. The operating and maintenance costs should be greater than the costs of the damages awarded by the vacation.

2. Guidelines to Establish a County Road.
   a. The road segment does not dead end, but connects at each end to an existing publicly dedicated roadway.
   b. The road segment serves a large number of County citizens.
   c. The road segment enhances the county system, balances traffic flow, and provides alternative routes.
   d. A platted subdivision agrees to build the road segment to county standards and the road segment meets the other guidelines.

## F. CREATION OF COMMITTEE AND AMENDMENTS TO ROAD PLAN

1. Committee Formation: A committee shall be established for the sole purpose of periodic review of the plan for determination of needed changes to the Campbell County Road Plan and its policies, maps and exhibits. The committee shall be composed of the following: a member of the Campbell County Commission; Director of the Department of Road and Bridge or his/her designate; Director of the Department of Public Works or his/her designate; County Attorney or his/her designate; and the Commissioners Administrative Director or his/her designate.

2. Amendments: Upon adoption of this Road Plan for Campbell County, Wyoming, all previously adopted plans are hereby superseded. The Campbell County Board of Commissioners, with the recommendation of the Road Plan Committee created above, may amend or revise this Road Plan for Campbell County, Wyoming, including any associated tables, exhibits, policies or regulations, following notice and hearing as may be required by law.

**ADOPTED THIS** 16 day of May, 2006.

**CAMPBELL COUNTY**
**BOARD OF COMMISSIONERS**

Marilyn Mackey
Marilyn Mackey, Chair

STATE OF WYOMING COUNTY CLERK CAMPBELL COUNTY

**ATTEST:**

Susan Saunders
Susan Saunders, County Clerk

STATE OF WYOMING } ss.
Campbell County

Filed for record this 1st day of June
A.D., 2006 at 2:00 o'clock P M. and recorded
in Book XXXXX of XXXXXX' RECORDED ✓
on page XXXX Fees $ XXXX ABSTRACTED
INDEXED
CHECKED

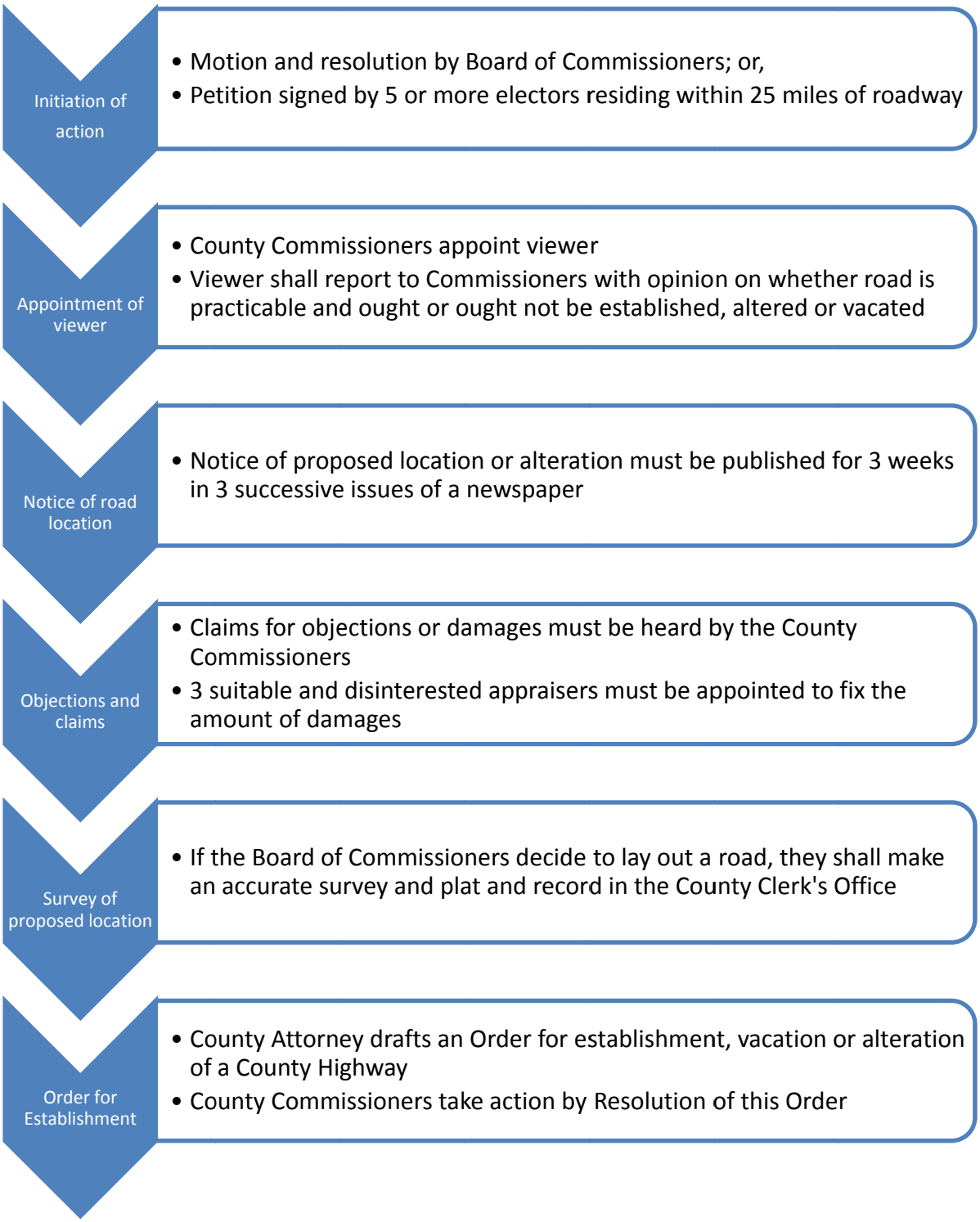
Susan Saunders 872038
County Clerk and Ex-Officio Register of Deeds
By
Deputy Cecilia M Snider

TABLE 1

ROADWAY RIGHT-OF -WAY REQUIREMENTS
by
FUNCTIONAL CLASSIFICATION

| ROADWAY | MINIMUM PUBLIC ROAD |
|---|---|
| Arterials | Variable |
| Major Collectors | 125 - 200 feet |
| Minor Collectors | 100 feet |
| Rural Local Roads | 60 feet |
| Alleys | 20 feet |

Process Flowchart: Establishment, Vacation or Alteration of a County Highway
(W.S. 24-3-101 through 24-3-124)



# Process Flowchart: Roadway Design Development for a County Highway

**Initial Meeting**

- Preliminary roadway alignment(s) developed
- Initial meeting with Public Works Engineering Staff to discuss project

**Meeting with County Road Committee**

- Public Works staff may request that developer/petitioner meet with County Road Committee for initial comments and suggestions

**Final Alignment Developed**

- A final alignment concept is developed for the roadway

**Presentation of roadway to Commissioners**

- The proposed roadway and alignment concept is presented to the Commissioners. At this time, they may appoint a viewer to begin the process of establishment, vacation or alteration

**Kickoff Meeting**

- Once process is complete, a kickoff meeting is held with Public Works Engineering staff to discuss design, construction standards, schedule and process

**50% Design Submittal**

- 50% design plans, grading plans, geotechnical report and snow study are submitted to Public Works Engineering staff for review and comment

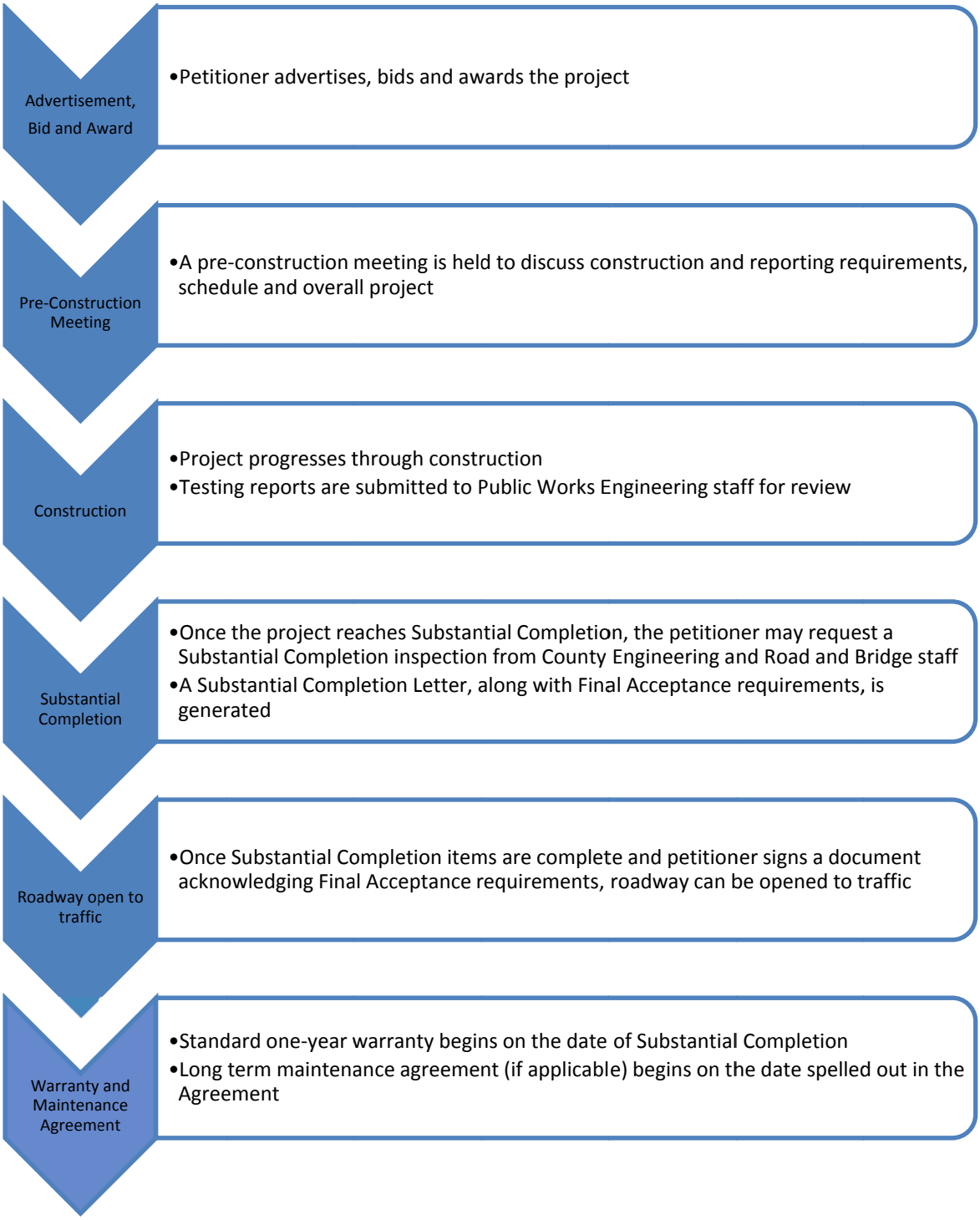
**100% Design Submittal**

- 100% design plans and final snow study are submitted to Public Works for final review
- Permit to Construct form is submitted to Public Works
- 100% Bridge plans and specs (if applicable) submitted to WYDOT and Public Works

**Approval and Pemit to Construct**

- Once final plans for roadway and bridge are approved, Public Works issues a Permit to Construct for the project

# Process Flowchart: Roadway Construction for a County Highway



Process Flowchart: Roadway Post-Construction for a County Highway

**As-constructed plans submitted**

- As-constructed plans and specifications are submitted to Public Works per the requirements of the Permit to Construct

**Final Plat**

- Final plat is generated and submitted to County Surveyor for review
- Final changes are made and plat is signed by County Commissioners and recorded in the County Clerk's Office

**Storm Water Pollution Prevention Plan**

- Petitioner must maintain the Stormwater Pollution Prevention Plan (SWPPP) until released by the Wyoming DEQ

**Lien Waivers for labor and materials**

- Petitioner must submit final lien waivers to Public Works from all major material suppliers and contractors for the project

**Engineering Speed Study**

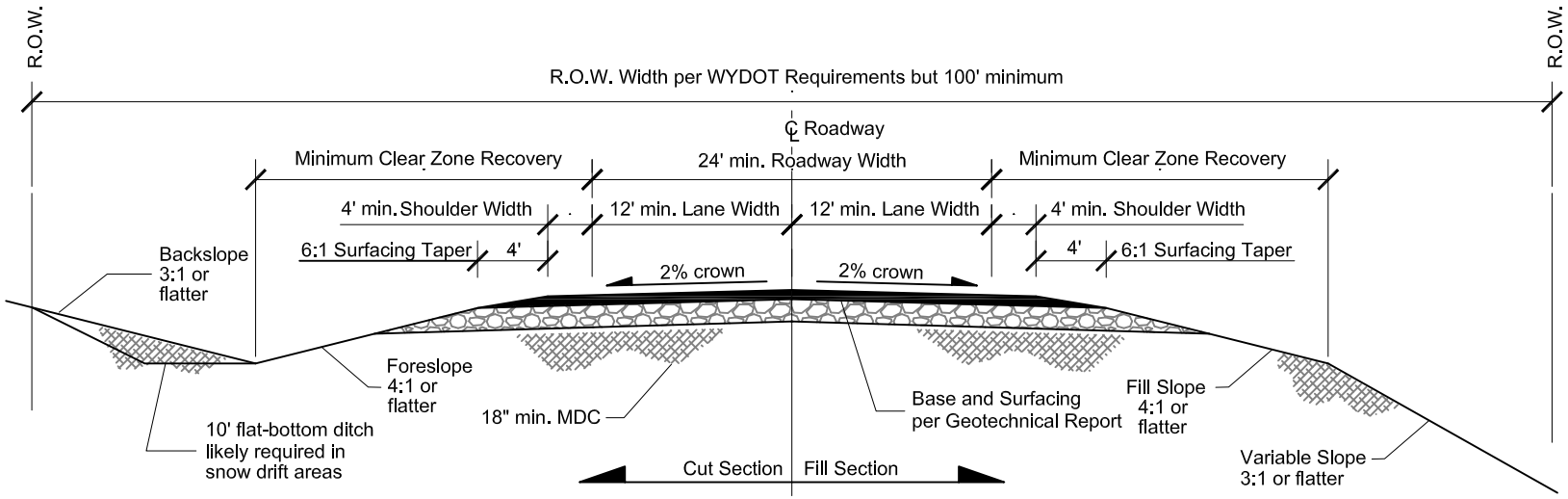
- If any portion of the roadway is posted at a speed limit less than values in W.S. 31-5-301, Petitioner must submit to Public Works an Engineering Speed Study justifying the change

**Final Acceptance**

- Once all Final Acceptance items are complete, a Final Acceptance inspection is performed by Public Works and Road & Bridge
- If approved, Public Works makes recommendation to BOCC to accept road

**Mapping**

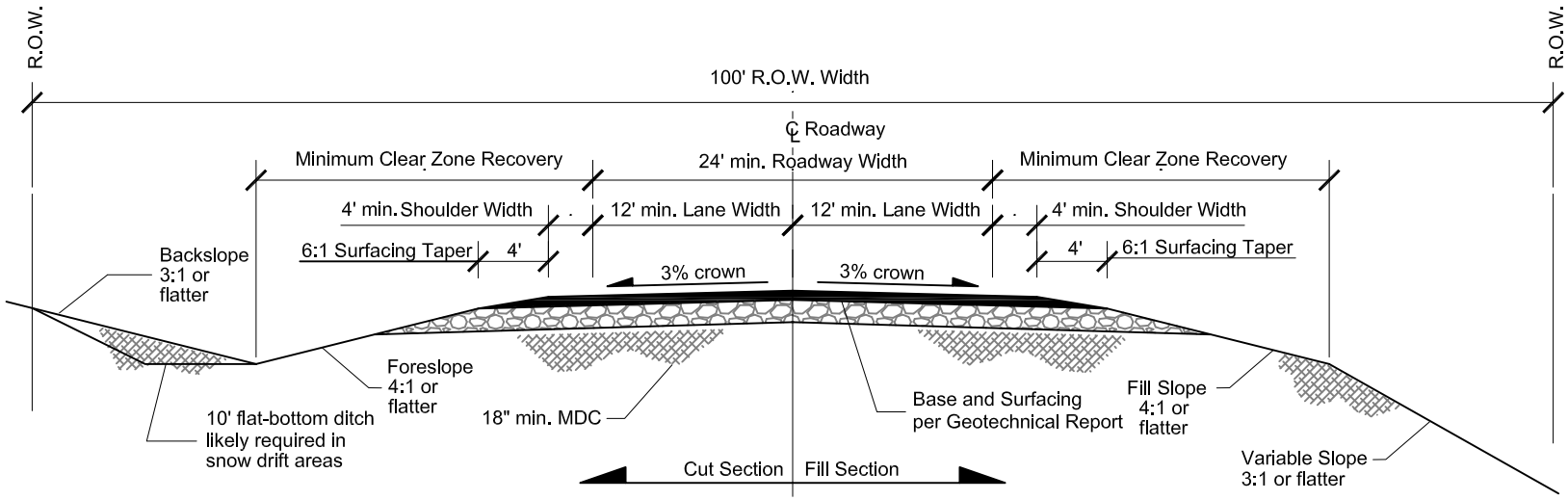
- Public Works adds the County Highway to the official County road map




# Rural Arterial System
# Typical Roadway Section

| Design Standards for Rural Arterial Road Systems | | | | | |
|---|---|---|---|---|---|
| | Design Variable | Value | | Design Variable | Value |
| Geometric | Design Speed [1] | 65 MPH | Cross Sectional | Crown [5] | 2% max |
| | Horizontal Curvature [2] | AASHTO Chapter 3 | | Superelevation [3,5] | 8% maximum rate<br>Use chart on (AP-26) |
| | Vertical Curvature [2] | AASHTO Chapter 3 | | Vertical Clearance | Grade Sep.[3] 16.5' min.<br>Power Line[5,6] 24' min.<br>Railroad Sep.[7] RR Authority |
| | Sight Distance [2] | AASHTO Manual | | | |
| | Longitudinal Grade [2] | AASHTO Ch. 7 Rural Arterial Chart and Rolling Terrain | | Surfacing Design [3] | 20-year design per Geotech |
| Cross Sectional | Roadway Width [2] | AASHTO Chapter 7 (24' min.) | Drainage | Min. Culvert Size [5] | 18" diameter |
| | Shoulder Width [2] | AASHTO Chapter 7 (4' min.) | | Hydrologic Design [5] | 25 yr-24 hour design<br>100 yr-24 hour overtopping |
| | Surfacing Taper [3] | 1V:6H (4' min.) | Geotechnical | Required? [5] | Yes, AASHTO accredited lab |
| | Fill/Fore Slope [4] | 1:4 min. (1:6 recommended)<br>4' min. ditch/fill height | Bridge Design | Specifications [8] | AASHTO |
| | Backslope [4] | 1:3 steepest but use Tabler snow study for optimum | | Review Require [9] | WYDOT Review/Approve |
| | Clear Recovery Area [4] | AASHTO Roadside Design | | Bridge Loading [3] | AASHTO HL93 |
| | Snow Study [5] | Required. Tabler 2003 | | Bridge Width [3] | 26' minimum |
| Signage | Signage [10] | WTDOT/MUTCD Standards | Right of Way | Width Required [11] | WYDOT driven |

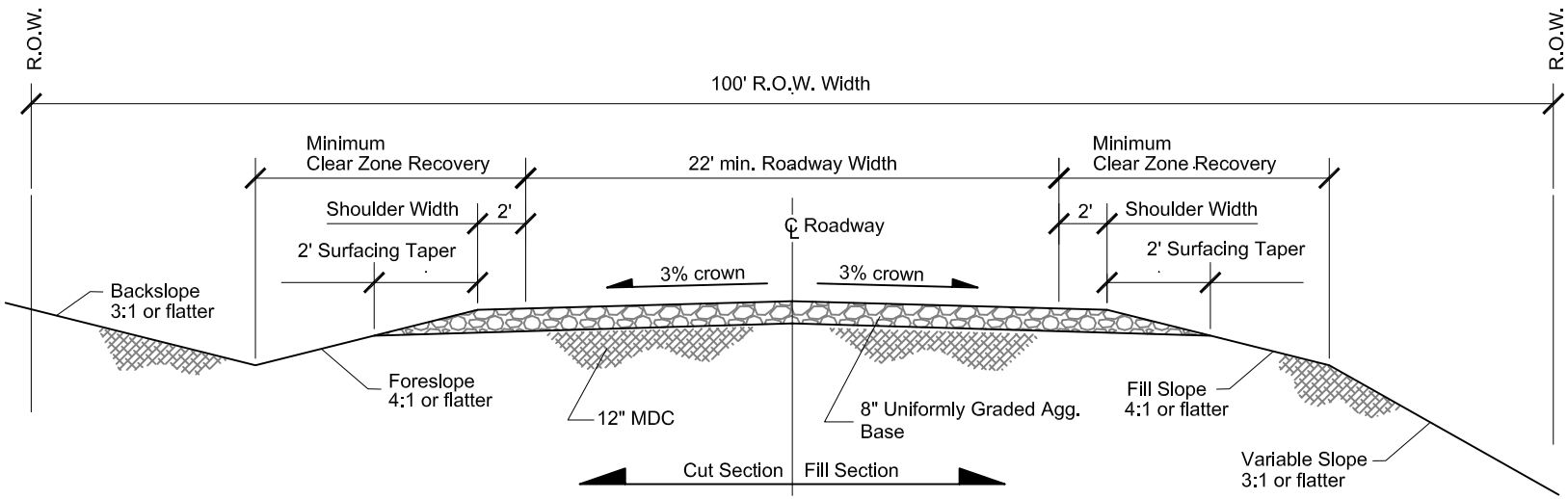
[1] Per W.S. 31-5-301
[2] AASHTO A Policy on Geometric Design of Highways and Streets, Latest Edition
[3] AASHTO Design Guide for non-NHS State Highways, 2008
[4] AASHTO Roadside Design Guide, Latest Edition
[5] WYDOT Requirement
[6] W.S. 37-3-303 with Campbell County additions
[7] Local RR Authority to set clearance
[8] AASHTO Standard Specification for Highway Bridges, Latest Edition
[9] Per W.S. 24-2-106
[10] AASHTO Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition
[11] WYDOT must be consulted




# Major Collector Roadway
# Typical Roadway Section

| Design Standards for Major Collector Roadways | | | | | |
|---|---|---|---|---|---|
| | Design Variable | Value | | Design Variable | Value |
| Geometric | Design Speed [1] | 65 MPH | Cross Sectional | Crown [5] | 3% minimum |
| | Horizontal Curvature [2] | AASHTO Chapter 3 | | Superelevation [3,5] | 6% maximum rate<br>Use modified runoff (AP-26) |
| | Vertical Curvature [2] | AASHTO Chapter 3 | | Vertical Clearance | Grade Sep.[3] 16.5' min.<br>Power Line[5,6] 24' min.<br>Railroad Sep.[7] RR Authority |
| | Sight Distance [2] | AASHTO Manual | | | |
| | Longitudinal Grade [2] | AASHTO Ch. 7 Rural Arterial Chart and Rolling Terrain | | Surfacing Design [3] | 20-year design per Geotech |
| Cross Sectional | Roadway Width [2] | AASHTO Chapter 7 (24' min.) | Drainage | Min. Culvert Size [5] | 18" diameter |
| | Shoulder Width [2] | AASHTO Chapter 7 (4' min.) | | Hydrologic Design [5] | 25 yr-24 hour design<br>100 yr-24 hour overtopping |
| | Surfacing Taper [3] | 1V:6H (4' min.) | Geotechnical | Required? [5] | Yes |
| | Fill/Fore Slope [4] | 1:4 min. (1:6 recommended)<br>4' min. ditch/fill height | Bridge Design | Specifications [8] | AASHTO |
| | Backslope [4] | 1:3 steepest but use Tabler snow study for optimum | | Review Require [9] | WYDOT Review/Approve |
| | Clear Recovery Area [4] | AASHTO Roadside Design | | Bridge Loading [3] | AASHTO HL93 |
| | Snow Study [5] | Required. Tabler 2003 | | Bridge Width [3] | 26' minimum |
| Signage | Signage [10] | WTDOT/MUTCD Standards | Right of Way | Width Required [11] | 100' min. (125' recommend) |

[1] Per W.S. 31-5-301
[2] AASHTO A Policy on Geometric Design of Highways and Streets, Latest Edition
[3] AASHTO Design Guide for non-NHS State Highways, 2008
[4] AASHTO Roadside Design Guide, Latest Edition
[5] Campbell County Requirement
[6] W.S. 37-3-303 with Campbell County additions
[7] Local RR Authority to set clearance
[8] AASHTO Standard Specification for Highway Bridges, Latest Edition
[9] Per W.S. 24-2-106
[10] AASHTO Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition
[11] Campbell County Road Plan

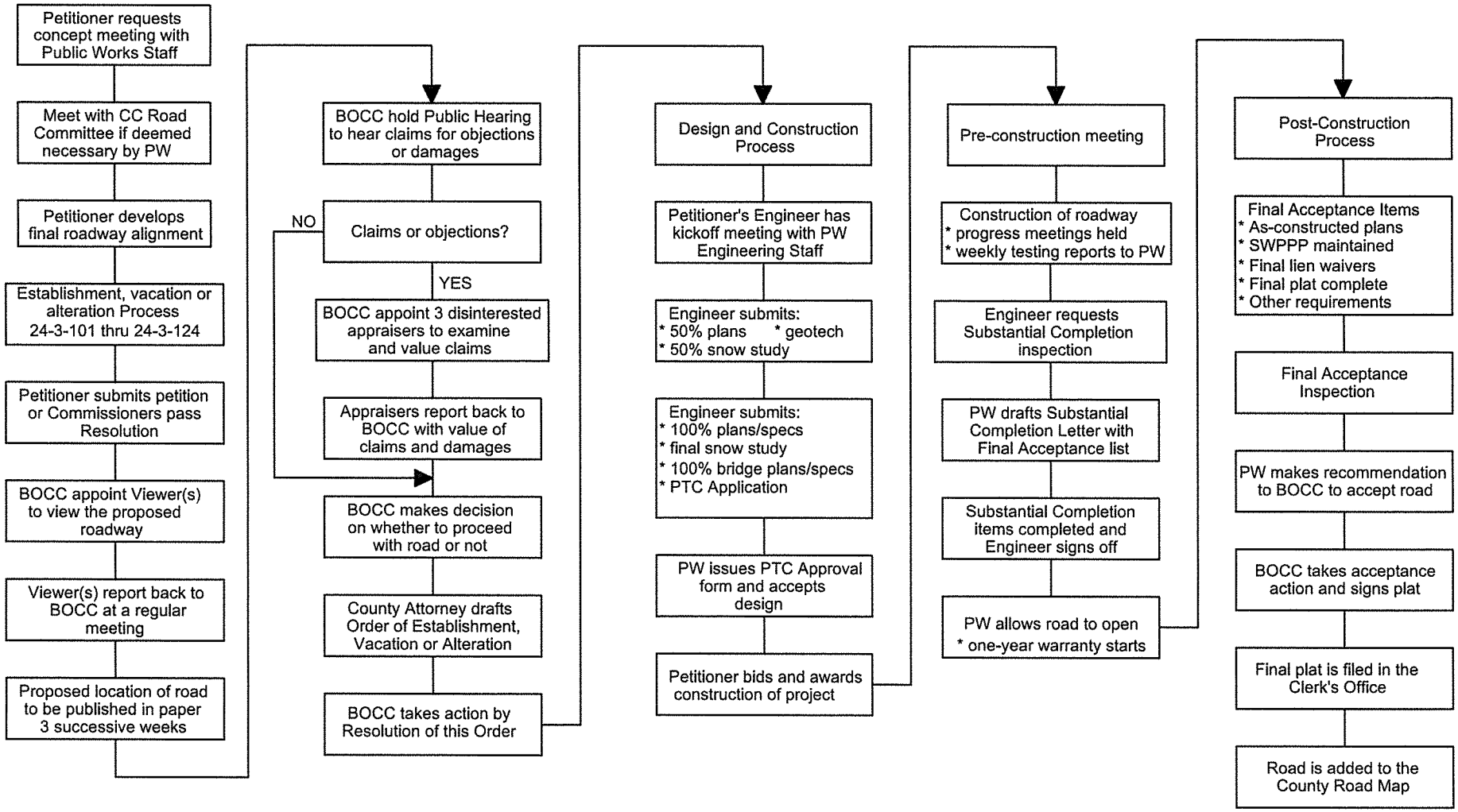



# Minor Collector Roadway
# Typical Roadway Section

| Design Standards for Minor Collector Roadways | | | | | |
|---|---|---|---|---|---|
| | Design Variable | Value | | Design Variable | Value |
| Geometric | Design Speed [1] | 55 MPH | Cross Sectional | Crown [5] | 3% minimum |
| | Horizontal Curvature [2] | AASHTO Chapter 3 | | Superelevation [3,5] | 6% maximum rate<br>Use modified runoff (AP-26) |
| | Vertical Curvature [2] | AASHTO Chapter 3 | | Vertical Clearance | Grade Sep.[3] 16.5' min.<br>Power Line[5,6] 24' min.<br>Railroad Sep.[7] RR Authority |
| | Sight Distance [2] | AASHTO Manual | | | |
| | Longitudinal Grade [5] | AASHTO Ch. 6 Rural Collector Chart and Rolling Terrain | | Surfacing Design [3] | 8" Uniformly Graded Agg. Base over 12" MDC |
| Cross Sectional | Roadway Width [2] | AASHTO Chapter 6 (22' min.) | Drainage | Min. Culvert Size [5] | 18" diameter |
| | Shoulder Width [2] | AASHTO Chapter 6 (2' min.) | | Hydrologic Design [5] | 10 yr-24 hour design<br>100 yr-24 hour overtopping |
| | Surfacing Taper [5] | 2' minimum taper length | Geotechnical | Required? [5] | Yes |
| | Fill/Fore Slope [4] | 1:4 steepest<br>4' min. ditch/fill height | Bridge Design | Specifications [8] | AASHTO |
| | Backslope [4] | 1:3 steepest but use Tabler snow study for optimum | | Review Require [9] | WYDOT Review/Approve |
| | Clear Recovery Area [4] | AASHTO Roadside Design | | Bridge Loading [3] | AASHTO HL93 |
| | Snow Study [5] | Required. Tabler 2003 | | Bridge Width [3] | 26' minimum |
| Signage | Signage [10] | WTDOT/MUTCD Standards | Right of Way | Width Required [11] | 100' min. |

[1] Per W.S. 31-5-301
[2] AASHTO A Policy on Geometric Design of Highways and Streets, Latest Edition
[3] AASHTO Design Guide for non-NHS State Highways, 2008
[4] AASHTO Roadside Design Guide, Latest Edition
[5] Campbell County Requirement
[6] W.S. 37-3-303 with Campbell County additions
[7] Local RR Authority to set clearance
[8] AASHTO Standard Specification for Highway Bridges, Latest Edition
[9] Per W.S. 24-2-106
[10] AASHTO Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition
[11] Campbell County Road Plan

# Roadway Development Process




BOCC is Board of County Commissioners
PW is Public Works

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# SUBSTANTIAL COMPLETION LETTER TEMPLATE

Date

Name and Title
Company
Address Line
Address Line
City, State  Zip

Re: <Project Name> Substantial Completion Letter

Dear Mr./Ms. <Name>,

<Name>, County Road & Bridge Director, <Name>, Engineering Services Manager, and <Name> Public Works Director, inspected the <Project Name> on <Date>.  Based upon that inspection, we find the road will be considered substantially complete upon completion of the Substantial Completion punch list items listed below. It was agreed that a letter from <Name of Engineering Firm>, signed by a Professional Engineer, verifying the punch list items are complete, is required before the road is opened. With Substantial Completion status, the roadway can be opened to the public. I understand this opening is planned for <Date>.  Prior to opening the roadway, the following substantial punch list items are required:

**Substantial Completion Punch List Items:**

- Permanent signing must be installed per <Engineering Firm Name> plans.
- The roadway striping must to be completed.
- Delineators must be installed.
- <Other>

With Substantial Completion status, the 5-year County Road Maintenance Agreement, signed by both parties in <date>, will commence.

**Final Acceptance:**

A duly authorized representative of <Name of Petitioner> shall sign the Acknowledgement of Final Acceptance Requirements located at the end of this document.

In order to be considered for Final Acceptance status, <Name of Petitioner> acknowledges responsibility for the following items:

- Surfacing tapers and roadway slopes must be groomed to provide a smooth transition for errant motorists.

- Completion of all Substantial Completion punch list items and a letter of inspection from a <Engineering Firm Name> P.E. stating substantial completion punch list work has been completed.
- Completion of additional Final Acceptance punchlist items identified by the County during final inspection (examples below)
    - An as-constructed plat, applicable application and payment will need to be sent to SLIB for final approval.
    - A plat documenting the roadway alteration shall be provided to Campbell County Public Works and shall be recorded in the County Clerk's Office.
    - <Petitioner Name> shall assume responsibility to maintain the Storm Water Pollution Prevention Permit (SWPPP) through termination with the Wyoming Department of Environmental quality as applicable.
    - <Petitioner Name> shall provide lien waivers for all work and materials provided for the construction of the road alterations or a legal assurance found adequate by the Campbell County Attorney's office.
    - Final grading and seeding shall be completed along the length of the roadway.
    - As-constructed plans shall be provided as required by the Permit to Construct.
    - Permanent signage shall be in place.
    - An engineering speed study shall be conducted and submitted to Public Works. The study shall meet the statutory requirements of W.S. 31-5-301 thru 31-5-305 to post the roadway at <Insert design speed>
    - Adjacent surface property owned by entities other than <Petitioner Name> shall be fenced for grazing purposes, unless a waiver is provided from SLIB.
    - <Petitioner Name> agrees to fence adjacent land owned by <Petitioner> prior to allowing any grazing.
    - The vacated portion of the <Road Name> shall undergo milling operations by Road & Bridge and County contractors to recover mill tailings at the County's expense.

Once the items listed above are complete and a final inspection has been made, Final Acceptance will be recommended by Public Works to the County Commissioners. The Commissioners will consider the acceptance at a regularly scheduled meeting. (1st and 3rd Tuesday of each month nominally)

Once Final Acceptance is granted, the 1-year warranty period will commence.

Best Regards,

<Name>
Director of Public Works

cc: file copy
<Road and Bridge Director>
<Commissioners Administrative Director>

**Acknowledgment of Final Acceptance Requirements**

I, _____, a duly authorized representative of <Petitioner Name>, hereby acknowledges the Final Acceptance requirements as noted in this document and understand that Final Acceptance will not be recommended to the Board of Commissioners until the items are complete and acceptable to Public Works. Further, I understand that the 1-year warranty for the roadway does not commence until the date that Final Acceptance is granted by the Commissioners. Finally, I understand that the 5-year County Road Maintenance Agreement signed by both parties in <Date> of <Year>, will commence at the time of Substantial Completion.

_____ ___(Signature and Title) _____ (Date)

STATE OF_____ )
)ss.
COUNTY OF_____ )

This instrument was acknowledged before me on this _____ day of _____, 20__, by _____ (name of person)

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal on the day and year last above written.

_____ Seal:
Notary Public

My Commission Expires:_____

# FINAL ACCEPTANCE LETTER TEMPLATE

Date

Name and Title
Company
Address Line
Address Line
City, State  Zip

Attn: <Name of Project Representative>

Re: <Project Name> Final Acceptance Letter

Dear Mr./Ms. <Name>,

The Board of Commissioners approved Final Acceptance of the above referenced roadway at their <Insert date of Commissioner approval> meeting. With this approval, the standard one-year construction warranty commences.

Public Works and Road and Bridge staff will be in contact with you during the next year to do an annual inspection of the roadway per the terms of the 5-year maintenance agreement. Also, as a reminder, <Petitioner Name> is responsible for the maintenance of the Storm Water Pollution Prevention Permit (SWPPP) until released by the Wyoming DEQ.

<Name>, we enjoyed working with you on this project and commend you for a job well done.

Sincerely,

<Name>
Director

cc: File Copy
<Name>, Road and Bridge Director
<Name>, Commissioners Administrative Director
<Name of Engineering Firm>

LONG TERM MAINTENANCE AGREEMENT TEMPLATE

# <Name of Road> MAINTENANCE AGREEMENT

**THIS AGREEMENT** is made and entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners, 500 S. Gillette Avenue, Gillette, Wyoming 82716, and <Petitioner> ("Shortened Name") of <Address> ;

**WHEREAS**, <Petitioner Name> requested the Board of Campbell County Commissioners to initiate the procedure to relocate and alter a portion of the <Road Name> in order to accommodate <Petitioners Name> mine permitting and coal mining activities; and,

**WHEREAS**, Campbell County Commissioners initiated the procedure and determined that the public interest was served by the requested relocation and accordingly, adopted Resolution No. <Insert Res. #>for relocating and altering a portion of the <Road Name>; and,

**WHEREAS**, the order authorizing the requested relocation was conditioned upon <Petitioner Name> being responsible for, and paying all costs associated with, the construction and reclamation of the vacated and altered portions of <Road Name> County Road, and for all maintenance of the relocated and altered portion of the <Road Name> County Road with the exception of routine maintenance as recommended in the viewer's report dated <Insert Date>.

**NOW THEREFORE**, in consideration of the mutual promises set forth herein:

1. <Petitioner Name> shall be responsible for all major maintenance for the relocated and altered portions of the <Road Name> County Road covering approximately <Insert miles of road> miles, as described on the attached Figure 1 (such portions of the <Insert Road Name> County Road, the "Altered <Insert Road Name> County Road"), for the time period set forth in this agreement.

"Major maintenance" shall be all maintenance other than the following activities which shall be described as "routine maintenance" which shall be the responsibility of Campbell County, Wyoming; striping, crack-sealing, chip-sealing, minor patching, delineation replacement, drainage related maintenance, shoulder work, snow plowing and sanding. All other maintenance, construction and/or repair items shall be the responsibility of <Petitioner Name> for the time period set forth in this agreement.

2. The Altered <Insert Road Name> County Road shall be constructed in accordance with the approval of the Campbell County Department of Public Works. Upon completion of the road, and acceptance of the adequacy of its construction by the Department of Public Works, the provisions set forth herein for the maintenance of the road shall become effective and shall continue on for a period of five (5) years from the date of acceptance and approval of the Altered <Insert Road Name> County Road. After the end of such five (5) year period, all obligations with respect to the Altered <insert Road Name> County Road, including but not limited to inspection and maintenance, shall be the sole responsibility of Campbell County, Wyoming and

<Petitioner Name> shall have no further obligations with respect to the Altered <Insert Road Name> County Road.

3. Both parties to this agreement shall endeavor to regularly inspect the road as necessary to identify maintenance issues with the regard to the Altered <Insert Road Name> County Road. In the event a major maintenance item is identified by Campbell County requiring attention, <Petitioner Name> shall take necessary steps to correct the issue upon a time table approved by, and as directed through, the Campbell County Department of Public Works. Notwithstanding anything to the contrary herein, after the end of the five (5) year period referenced in paragraph 2 above, all obligations with respect to the Altered <Insert Road Name> County Road, including but not limited to, inspection and maintenance, shall be the sole responsibility of Campbell County, Wyoming and <Petitioner Name> shall have no further obligations with respect to the Altered <Insert Road Name> County Road.

4. Should <Petitioner Name> fail to perform as set out under the terms of this agreement, Campbell County may undertake to perform the major maintenance, however, <Petitioner Name> will be liable for payment of all charges associated with the actions taken by Campbell County, including any required labor, materials and cost of enforcement of this provision.

5. This document and the proceedings established under the authorization of Resolution No. <Insert Res. #> contain the entire agreement and understanding of the parties pertaining to this matter. Any changes or amendments which may be desired must be done by agreement of the parties as evidenced in writing and signed by both signifying their approval.

**DATED** this _____ day of _____, 20 .

**BOARD OF COUNTY COMMISSIONERS**
**IN AND FOR CAMPBELL COUNTY,WYOMING**

_____
<Name>, Chairman

ATTEST:

_____
<Name>
Campbell County Clerk

**<Petitioner Name>**

_____
<Name>, Title

STATE OF WYOMING )
) §
COUNTY OF CAMPBELL )

The foregoing document was acknowledged before me by <Name> as <Title> for <Petitioner> on this _____day of _____, 20

_____
Notary Public

My commission expires: _____

# Campbell County Government

## GENERAL LICENSE

**Parties:** The Parties to this License are _____, hereinafter referred to as LICENSEE, whose address is

_____

and CAMPBELL COUNTY GOVERNMENT, its Road and Bridge Department,(1704 4-J Road, Gillette, WY 82718), or Campbell County Public Works,( 500 S. Gillette Avenue, Gillette, WY 82716), hereinafter referred to as COUNTY.

**Purpose of License Request:** The LICENSEE is planning the construction of

_____

_____

_____

hereinafter referred to as FACILITY.

**License Location:** (Attach aerial photo or topographic map identifying location of proposed License)

Section:_____ Township:_____ Range:_____

GPS Coordinates: (Dec.deg.) Entering R/W Latitude_____(Dec.deg.): Longitude_____

(Dec.deg.) Exiting R/W Latitude_____(Dec.deg.): Longitude_____

(GPS Datum NAD/83 accuracy to approximately 30')

County Road Name or Publicly Dedicated Street/Road Name _____

_____

**License Type**

- ☐ "A" LICENSES: Infrastructure to be placed in COUNTY-controlled rights-of-way (i.e. pipelines, utilities, signs, etc.). **County Road and Bridge will process Type A Licenses**
- ☐ "B" LICENSES: Overhead lines or structures to be placed over COUNTY-controlled rights-of-way. **County Road and Bridge will process Type B Licenses**
- ☐ "C" LICENSES: Underground lines (bores) to be placed across and under COUNTY-controlled rights-of-way. **County Road and Bridge will process Type C Licenses**
- ☐ "D" LICENSES: New approaches onto COUNTY-controlled rights-of-way. **County Road and Bridge will process Type D Licenses.**

- ☐ "E" LICENSES: Infrastructure to be placed in publicly-dedicated rights-of-way other than County-controlled (i.e. gas lines in subdivision roads, etc.). **County Public Works will process Type E Licenses.**

**LICENSEE Contact**

Name:_____ Phone Number:_____

COUNTY hereby grants a License upon property the COUNTY acquired for, and/or utilized in the operation and maintenance of a COUNTY road, to LICENSEE, subject to the following stipulations:

1. The FACILITY will be placed in a manner conforming to recognized standards, applicable federal, state, or local laws, codes, ordinances, and regulations; in the location shown on the attached "Exhibit A"; and as directed by the COUNTY. Placing the FACILITY in a location other than originally approved without obtaining prior COUNTY approval by submitting a revised "Exhibit A", may void the license.

2. Any future alterations, modifications, or removals of the FACILITY within the public right-of-way, required and requested by the COUNTY, shall be completed without delay. Adjustments will be accomplished at no expense to the COUNTY, unless otherwise provided for by law.

3. The license grants permission for the LICENSEE to occupy a portion of the right-of-way controlled by the COUNTY. This permission is limited by the type of controlling interest held by the COUNTY. Responsibility to satisfy any other fee (deeded) interest rests with the LICENSEE.

4. This license will not be modified, transferred, or assigned without the written consent of the COUNTY. This license does not allow for installation of additional facilities, nor does this license set aside a strip of land of specific width for the exclusive use by the LICENSEE.

5. Attached to this license is a map, topographic map, or plan sheet(s) labeled "Exhibit A", dated _____, which clearly shows the FACILITY's alignment, grade, vertical and horizontal clearances, type of material, operating pressure and/or capacity, property ties, as well as dimensions from the proposed FACILITY to the roadway and/or right-of-way line which, by this reference, is made a part hereof. For aerial crossing Licenses, Exhibit A shall show, at a minimum, the low sag design clearance above the high point of the roadway. For buried highway crossing License, Exhibit A shall show, at a minimum, the depth of the FACILITY relative to natural ground, roadway drainage ditch, and the roadway template as well as the proposed casing type and method of installation. Pipelines require plan sheets, preferably with aerial photo backgrounds, showing proposed alignment and appurtances. The maximum sheet size for the Exhibit A sheet(s) shall be 11” x 17”.

6. The LICENSEE agrees to the standards for traffic control as outlined in the "Manual on Uniform Traffic Control Devices". Standards developed by the LICENSEE may be substituted for the cited manual provided they have been approved by the County Engineer. The LICENSEE must cease all operations if they do not comply with traffic control standards. Traffic control plans and road closure plans may be required by the County, for approval, prior to starting any work on the street right-of-way.

7. The LICENSEE agrees to forever indemnify the COUNTY and save it harmless from all liability for damages to property, or injury to death of persons, including all costs and expenses related thereto, arising wholly or in part, or in connection with the existence, construction, alteration, repair, renewal, use, or removal of the FACILITY by the LICENSEE or his agents, for those facilities located within the COUNTY right-of-way described or noted herein.

8. Specific construction considerations may be attached to this form by the COUNTY. The LICENSEE agrees to incorporate the applicable requirements into the design of the FACILITY and assures compliance with these requirements during the construction of the FACILITY. Non-compliance will void this permit.

9. The LICENSEE is required to notify the COUNTY, in writing, to cancel and/or nullify an issued license if the described FACILITY is to be abandoned in place, will be removed, or will not be constructed. The COUNTY will determine if abandonment in place will hinder the COUNTY's future operations and if the FACILITY must be removed at the time of abandonment.

10. This license will be null and void if construction of the described FACILITY does not commence within six (6) months of approval, unless prior arrangements have been made specifying a specific construction period. This license shall be null and void if the described FACILITY is not in use for a period of eighteen (18) months or longer, and the LICENSEE may be required to remove the FACILITY.

11. Based upon the complexity, construction methods or other concerns, the COUNTY may require part-time or full-time inspector(s) for the LICENSEE's project. The cost of such inspection will be at the sole expense of the LICENSEE.

12. The LICENSEE waives all claims against the COUNTY for any loss, damage or injury sustained to property of LICENSEE which is installed on COUNTY right-of-way under this agreement due to ordinary negligence of COUNTY or its employees.

13. The LICENSEE is hereby advised that any work operation in the vicinity of electric power lines shall be in compliance with W.S. 37-3-301 through 37-3-306, titled Wyoming High Voltage Power lines and Safety Restrictions Act, and the LICENSEE is further advised to comply with the provisions of W.S. 37-12-301 through 37-12-304, titled Damage to Underground Public Utilities Facilities.

14. This license is issued with the understanding that conventional construction methods like: trenching, plowing, boring, pole setting by truck, etc. will be used. Activities like blasting, erection of poles or structures by helicopter or other other non-conventional methods will require specific prior approval by the COUNTY.

15. LICENSEE shall design, construct, maintain and operate the FACILITY so that it will not interfere with the use of the area subject to this License by the COUNTY. LICENSEE shall restore the surface and any damaged improvements and any disturbed adjacent areas caused by any failure of the design, construction, maintenance or operation of the FACILITY, to a condition comparable to the condition of the disturbed or damaged areas before the failure of the FACILITY.

16. After repair of any asphalt or asphaltic concrete roadways or pathways that are damaged and/or removed as a result of the construction of the FACILITY, the LICENSEE and COUNTY shall meet and document the post-construction condition of the roadway. This data will be used as a baseline to determine future maintenance repairs required of the LICENSEE that result from settlement and/or other means of roadway or pathway failure caused by the failure of the design, construction, maintenance or operation of the FACILITY.

17. No open-trench cutting of a COUNTY-controlled and maintained roadway will be allowed without prior consent of the COUNTY Road and Bridge Director.

18. LICENSEE must call for utility locates prior to installation of any FACILITY.

19. Additional COUNTY Stipulations (COUNTY representative to check those that apply)

Schedules, submittals and notifications (**Applies to all License Types**)

- ☐ As-constructed plans shall be submitted to Campbell County Public Works within 45-days of project completion
- ☐ As-constructed plans shall be submitted to Campbell County Road and Bridge within 45-days of project completion
- ☐ At least 48-hours notice of construction commencement shall be given to Campbell County Road and Bridge
- ☐ LICENSEE shall provide an as-constructed metes and bounds description of the installed pipeline alignment with the as-constructed drawings.
- ☐ LICENSEE shall submit construction schedule to County Road and Bridge prior to commencement of project
- ☐ LICENSEE shall submit a proposed reclamation schedule to County Road and Bridge prior to commencement of project
- ☐ LICENSEE shall submit traffic control plans to County Road and Bridge for any planned roadway disruption at least 10 days prior to the disruption.
- ☐ At the time of this application, LICENSEE shall notify County Road and Bridge of any anticipated COUNTY road closures or disruptions associated with the installation of the FACILITY.
- ☐ Other_____
- ☐ Other_____
- ☐

Pipelines, roadway bores, roadway open-trench cuts and general underground utilities (**Applies to Type A and C Licenses**)

- ☐ An open-trench method of roadway crossing installation is approved. The trench shall be backfilled to the bottom of the surfacing material with a cement-based flowable fill as approved by the COUNTY Road and Bridge Director.
- ☐ Buried roadway crossing must be accomplished by jacking or boring and must be contained in an approved casing.
- ☐ Buried roadway crossing will be allowed to be uncased if the pipeline material meets the requirements of ASME B31.8 (0.5 design factor, Location Class 3)
- ☐ The trench is to be backfilled and compacted daily, and no open trenches will be allowed to be left overnight.
- ☐ Up to _____' of trench may be exposed at any one time providing appropriate barriers are placed around it.
- ☐ Trench backfill shall be compacted to a minimum of _____% of Modified Proctor.
- ☐ Reclamation of pipeline trenches, bore pits and other vegetation scars within the right-of-way must be complete (see exception for seeding) within _____ days of laying pipeline or completing bore. At no time can more than _____ feet of pipeline trench reclamation be incomplete on any given run of pipe. A COUNTY pathway cannot be out of service for longer than forty-five (45) days.
    - o Seeding exception: Reclamation seeding shall not occur from _____ through _____.
- ☐ Depth to top of bore casing must be a minimum of 4 feet below the lowest elevation of the ditch line.
- ☐ Bore casing type and method shall be reviewed by County Road and Bridge Director prior to installation, and must be designed to withstand traffic and roadbed loads. The casing shall be installed in a manner to prevent the formation of a waterway under the roadway and, if used, casing must be installed across the entire portion of the roadway right-of-way.
- ☐ The two ends of the bore casing must be marked at the right-of-way line as directed by the County Road and Bridge Director.
- ☐ Pipeline trench cannot encroach onto slope between shoulder and ditch.
- ☐ Other_____
- ☐ Other_____

Roadway approaches (**Applies to Type D Licenses**)

- ☐ Approaches onto COUNTY-controlled roadways must be built to at least the minimum standards as outlined on the attached Exhibit, including, but not limited to, the following:
  1. No water will be allowed to run onto the COUNTY-controlled and maintained roadway from the approach roadway.
  2. An 18" minimum diameter culvert must be installed under the approach if warranted. COUNTY will determine if a larger culvert is required. In this case, COUNTY has required that you install a _____" diameter culvert.
  3. The approach must have an all-weather aggregate (similar material to existing roadway surface, _____required) for gravel roadways and a paved surfacing for paved roadways.
  4. The approach must provide a minimum of 500' of sight distance in each direction.
     a. Actual sight distance_____ and _____reviewed by _____
  5. Standard approach width is _____'. COUNTY reserves the right to require a wider approach depending on the intended use of the approach. In this case, COUNTY requires a _____' wide approach.
- ☐ Provide photographs looking each direction down County Road from the proposed approach location
- ☐ Other_____
- ☐ Other_____

Overhead/aerial roadway crossings (**Applies to Type B Licenses**)

- ☐ Based on the electrical power line voltage of _____kV, the minimum low sag clearance above high point of road shall be _____ feet (per W.S. 37-3-303 and using 18' base height). At no time will a low sag clearance be less than 24 feet.
- ☐ LICENSEE shall provide verification of the as-constructed minimum low sag clearance above the high point of the road within 45-days of completion of installation.
- ☐ All anchor and pole locations must be installed outside of COUNTY-controlled right-of-way.
- ☐ Other_____
- ☐ Other_____

Sign or Pole structures (**Applies to Type A Licenses**)

- ☐ Signs and sign posts placed within the right-of-way must meet minimum Rural District Detail standards per the Wyoming Department of Transportation (WYDOT). Details must show edge distance, height, break-away post size, sign support details and break-away post drill hole details at minimum.
- ☐ Light posts within ROW must meet _____
- ☐ Other_____

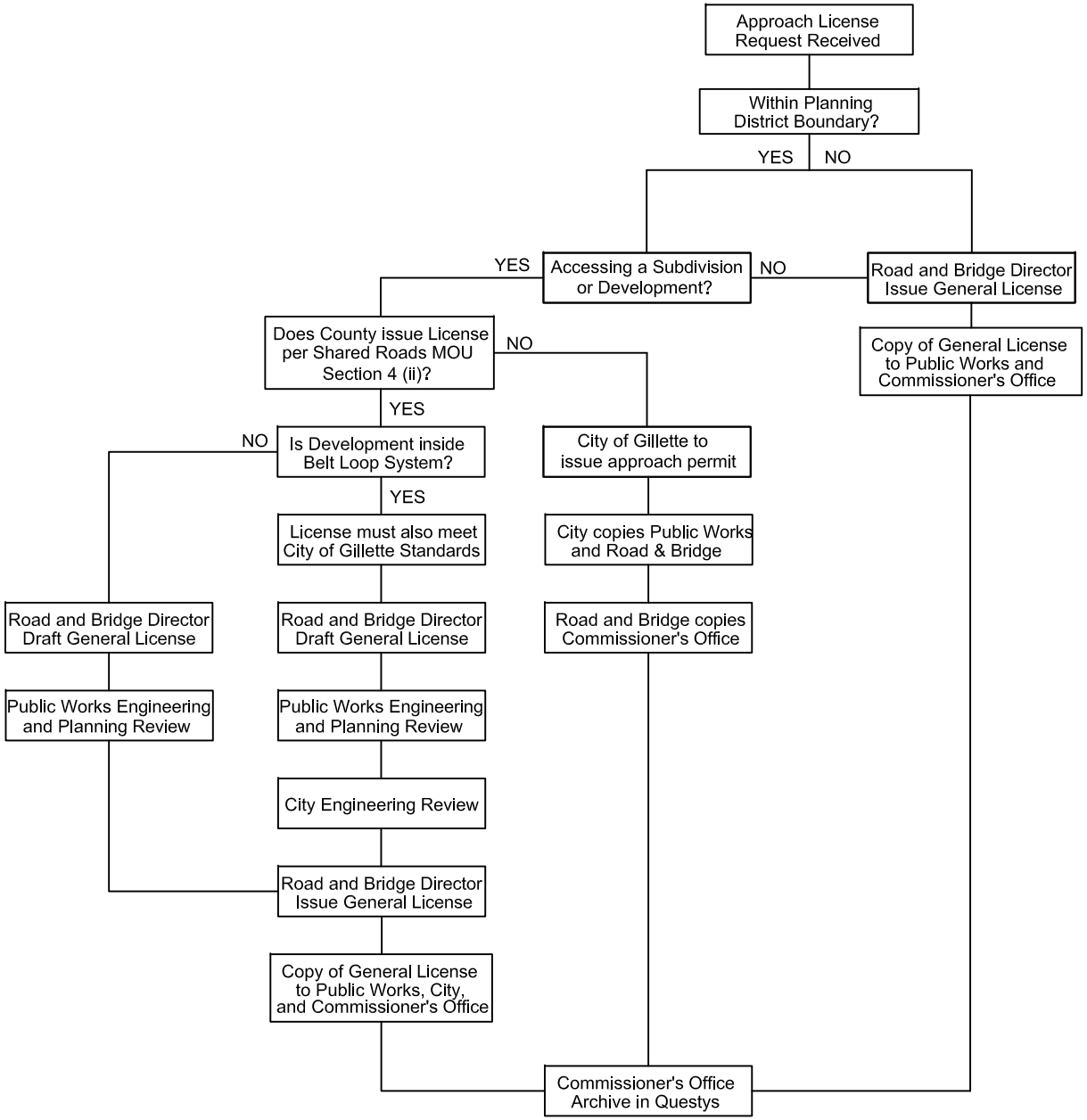
General (**Applies to all License Types**)

- ☐ No materials or equipment will be stockpiled or parked within the right-of-way and/or within 30' of roadway shoulder
- ☐ No work may be conducted from the roadway surface.
- ☐ All dirt and debris shall be swept from COUNTY paved roadways and COUNTY pathways on a daily/weekly/bi-weekly/monthly basis during construction.
- ☐ Revegetation seed mix must be approved by the County Road and Bridge Director prior to reclamation.
  Work conducted within _____' of roadway shoulder will require jersey barrier placement.

The undersigned, LICENSEE/Owner of the FACILITY, hereby accepts this License, subject to the terms and conditions stated herein.

| ITEM | LICENSEE/Owner | Campbell County (COUNTY) |
|---|---|---|
| COMPANY NAME: | | Campbell County Government |
| BY: (Sign) | | |
| BY: (print name) | | |
| TITLE | | |
| DATE: | | |
| ADDRESS | | N/A |
| ADDRESS: | | N/A |
| PHONE: | | |

# Approach License Flowchart



# Campbell County Government

# TYPE D (APPROACH) LICENSE ROUTING

Date Received: _____

LICENSEE:_____

Project Description:_____

Received By: _____

**Type D License for approach inside Belt Loop System and permitted by County as defined in Shared Roads MOU. Approaches must meet City of Gillette Standards per Shared Roads MOU.**

| Task | Date | By |
|---|---|---|
| Draft License prepared by R&B Director | | |
| Public Works Planning and Engineering Review | | |
| City Engineering Review | | |
| R&B Director issue Type D License | | |
| Copy of Type D License to Public Works, City Engineering and Commissioners Office | | |
| Commissioner's Office archive Type D License | | |

**Type D License for approach outside Belt Loop System (as defined in Shared Roads MOU) but inside Planning District Boundary.**

| Task | Date | By |
|---|---|---|
| Draft License prepared by R&B Director | | |
| Public Works Planning and Engineering Review | | |
| R&B Director issue Type D License | | |
| Copy of Type D License to Public Works, City Engineering and Commissioners Office | | |
| Commissioner's Office archive Type D License | | |

**Type D License for approach outside Planning District Boundary.**

| Task | Date | By |
|---|---|---|
| R&B Director issue Type D License | | |
| Copy of Type D License to Public Works, and Commissioners Office | | |
| Commissioner's Office archive Type D License | | |

## Campbell County Government

## GENERAL LICENSE INSTRUCTIONS

1. LICENSEE shall fill out page one of the General License and submit it along with Exhibit A to the assigned County Agency. If General License is submitted to an agency not responsible for permitting, that agency shall accept the General License and route it to the assigned agency.

2. Assigned County agency shall review and analyze the General License request and fill out the remaining General License items.

3. Internal review routing of the draft License shall occur.

4. Assigned County agency shall contact LICENSEE and alert them the General License is ready for signature.

5. LICENSEE shall review County requirements and sign the General License.

6. Assigned County agency shall oversee the General License with assistance as required from another County agency.

7. Assigned County agency shall route hard copies of the General License to other County agencies as deemed necessary. In some cases, as in long pipelines, the as-constructed alignment exhibit for the pipeline centerline may be received at the completion of the project. Copies of the as-constructed documents shall be routed to other County agencies as deemed necessary.

8. The Campbell County Commissioner's Office shall perform digital archiving of the General License documents and shall alert Road and Bridge and Public Works once this function is complete.

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Campbell County
wyoming

# Permit to Construct Part 1 of 3: **Application**

Project name _____

| Project Location and Description (include approximate lengths of roads and pipelines and volumes for excavation and embankment) | |
|---|---|

*Check the box for the type of permit being applied for. General requirements are listed below each permit type.*

☐ Grading Only

- Scaled Site Plan showing limits of construction, property lines, existing and proposed contours, existing utilities and locations, north arrow and location and name of access road or street)
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

☐ Rural Local (Subdivision) Roads and/or Drainage Improvements

- Drainage report by Wyoming PE, using appendix of Campbell County Chapter 6 Subdivision Regulation as an outline
- Road design by Wyoming PE per Campbell County Chapter 6 Subdivision Regulations
- Testing Document that lists materials testing requirements (frequency and tolerances) for the project. Testing requirements may come from current City of Gillette, WYDOT, or Wyoming Public Works specifications, or may be established by the design engineer and approved by Public Works)
- Construction drawings and specifications for the project. Drawings to be at a legible scale and shall include plan, profile, and cross section view of the proposed improvements. Existing utilities and property lines shall also be shown. Submit 3 copies
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

☐ Rural Arterial System (State Highway), Major Collector (Paved County Highways), and Minor Collector (gravel county Highways)

- Road design per Campbell County Road Manual
- Follow all requirements and processes identified in the Campbell County Road Manual
- Other project specific information as requested from Campbell County Public Works

☐ Publicly Owned Public Water System/Community Water System

- Water system design must be completed by a Wyoming PE
- Public Water systems- Design must meet all current Wyoming DEQ Regulations
- Community Water systems- Design must meet all current Wyoming DEQ Regulations except as modified by Campbell County Chapter 4 Rules Regulating Construction
- Engineering design report as described in Wyoming DEQ chapter 12 section 6
- Plans and Specifications as described in Wyoming DEQ chapter 12 section 7
- Copies of SEO well permit(s) or documentation from water supplier that permits are current
- Testing Document that lists materials (soils, concrete, etc)/infrastructure (pressure, bacteria, etc) testing requirements (frequency and tolerances) for the project. Testing requirements may come from current City of Gillette, WYDOT, or Wyoming Public Works specifications, or may be established by the design engineer and approved by Public Works
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

☐ Publicly Owned Sewage Collection Facility

- Sewage Collection system design must be completed by a Wyoming PE and must meet all current Wyoming DEQ Regulations
- Engineering design report as described in Wyoming DEQ chapter 11 section 6
- Plans and Specifications as described in Wyoming DEQ chapter 11 section 7
- Copies of SEO well permit(s) or documentation from water supplier that permits are current
- Testing Document that lists materials (soil compaction, concrete, etc)/infrastructure(pressure, light, mandrel, etc) testing requirements (frequency tolerances) Testing requirements may come from current City of Gillette, WYDOT, or Wyoming Public Works Specifications, or may be derived by the design engineer and approved by Public Works
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

## Project Owner

Name_____

| Contact Information (address, phone numbers, email | |
|---|---|

I am the Owner of this project (if Owner is a corporation or public entity I certify that I have authority to sign for the Owner and submit this application). I authorize the Engineer identified below to act on my behalf during the design and construction project and to give and receive correspondence. As Owner I have reviewed the project documents, am familiar with the design. I understand that as the permit applicant I should remain involved during the permitting and construction process as I am ultimately responsible for the project and meeting any and all requirements of the permit.

Signature_____ Date_____

## Project Engineer

Name_____

| Contact Information (address, phone numbers, email, Wyo PE #) | |
|---|---|

I certify that I am a licensed professional engineer in the state of Wyoming and have prepared these documents according to local and state regulations. I understand that I am responsible to follow through with all requirements of this permit.

Signature_____ Date_____

# Permit to Construct Part 2 of 3: **Approval**

Project name _____

Permit # _____ Date Issued _____

This Permit hereby authorizes (Owner name) _____

to construct (project description)_____

located in (project location) _____

according to the procedures and conditions of the permit application and supporting drawings and documents

dated (date of application) _____

This permit shall be effective for a period of one (1) year from the date of issuance of this permit.

The issuance of this permit provides that Campbell County has evaluated and determined that the application meets minimum applicable construction and design standards. The compliance with construction standards and the operation and maintenance of the facility to meet the applicant's engineers' design is the responsibility of the applicant, owner or operator.

Nothing in this permit constitutes an endorsement of the construction or the design of the facility described herein. This permit indicates only that standards of design and construction required by the Construction Specifications and Design Standards have been met. The County assumes no liability for, and does not in any way guarantee the performance of, the permittee in the exercise of its activities allowed under this permit. The permittee understands that it is solely responsible to any third parties for any liability arising from construction or operation of the facility described herein.

By the issuance of this permit, Campbell County does not in any way waive its sovereign immunity. The permittee shall allow the authorized representatives from the Department of Environmental Quality, Water Quality Division, and Campbell County, upon the presentation of credentials and during working hours to have access to inspect the facilities, at the above locations, for the purpose of compliance with the provisions of this construction permit.

Nothing in this permit shall be construed to preclude the installation or any legal action or relieve the permittee from any responsibilities, liabilities or penalties established pursuant to any applicable State or County law or regulation.

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of Federal, State or Local laws or regulations.

Permit conditions:

- Notifications must be made to Campbell County 48 hours prior to the beginning of construction
- Project schedule and contractor contact name(s) and phone numbers (s) must be provided
- Improvements must be constructed per the approved drawings and specifications. Any variances must be approved by Campbell County Public Works prior to construction of those items
- Construction materials testing is required as described in the approved Testing document. A summary of the testing results must be submitted by Engineer responsible for testing prior to permit closeout
- Project Engineer or his subordinate must be onsite during construction a sufficient amount of time to be thoroughly knowledgeable of the quality and progress of construction and to verify that construction is completed according to the approved drawings and specifications. A construction inspection summary report with photographs must be submitted by the Project Engineer prior to permit closeout
- Record drawings to be provided to Campbell County Public Works on Mylar and in electronic DXF format, within 30 days of completion of construction and prior to permit closeout

Additional conditions (those that apply will be marked)

☐ An approved construction signage and traffic control plan will be required that meets current MUTCD standards. For any road closures, appropriate authorities must be notified 48 hours in advance.

☐ Electrical, Plumbing and building permits and subsequent inspections are required per Campbell County Chapter 4 Rules Regulating Construction. Please contact Campbell County Public Works-Building Division for these permits.

☐ _____

☐ _____

Authorized by: _____

Kevin King, P.E. (Delegated Local Official)

# Permit to Construct Part 3 of 3: **Closeout**

Project name _____

Permit # _____ Construction completion date _____

Testing Engineer name_____ Wyo PE # _____

As Engineer responsible for Testing, I certify that construction materials and infrastructure testing took place as described in the approved Testing document and that these tests were within the designated tolerances and specifications established for the project and approved in the permit.

Signature_____ Date _____

Project Engineer name_____ Wyo PE # _____

As Project Engineer, I certify that I was myself on site or my subordinates were on site sufficient amount of time to be thoroughly knowledgeable of the quality and progress of construction and it is my understanding and professional opinion that the project was completed in accordance with approved drawings and specification and that all requirements of the permit have been met.

Signature_____ Date _____

Owner name _____

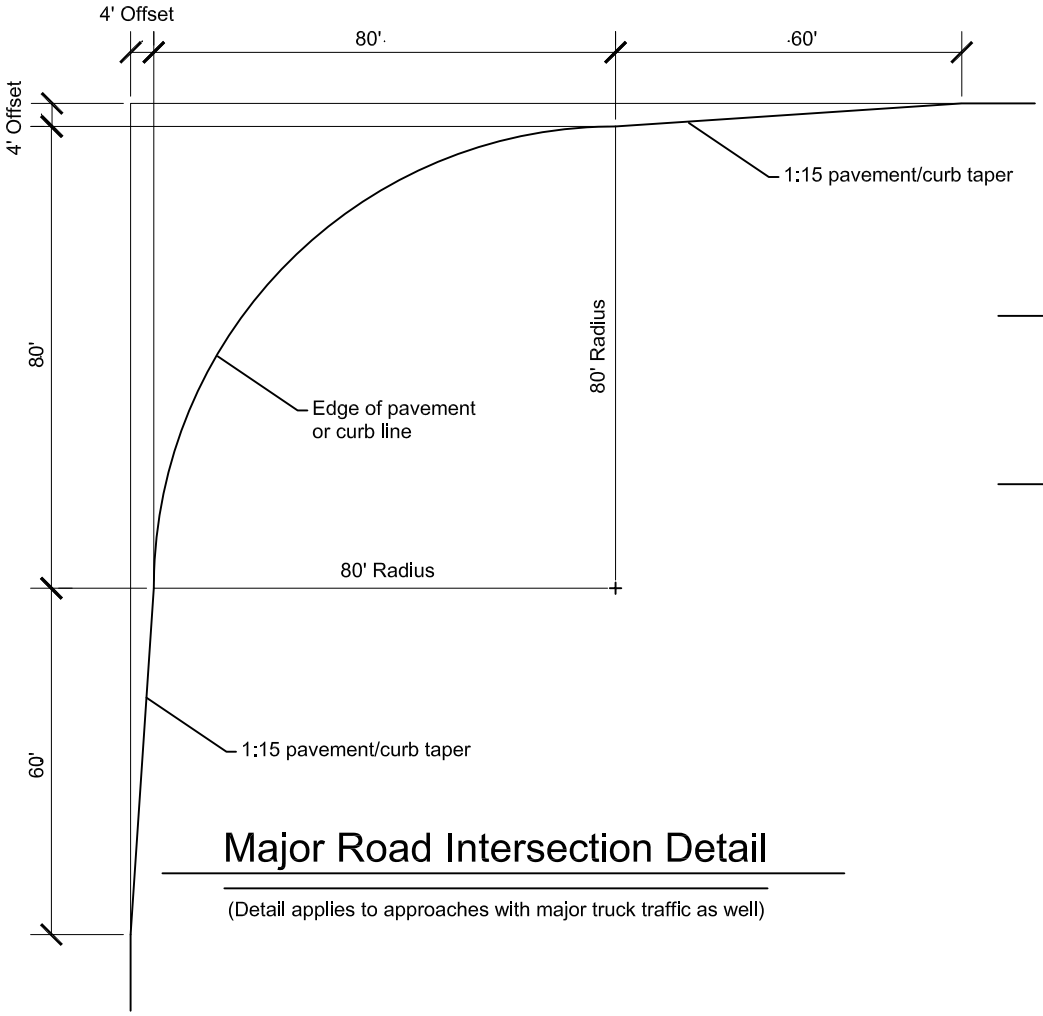
As Owner (or official representative of the Owner for a public entity or corporation), I certify that construction of the above named project was completed in accordance with approved drawings and specification and that all requirements of the permit have been met.

Signature_____ Date _____

County approval of the complete project and closeout of permit

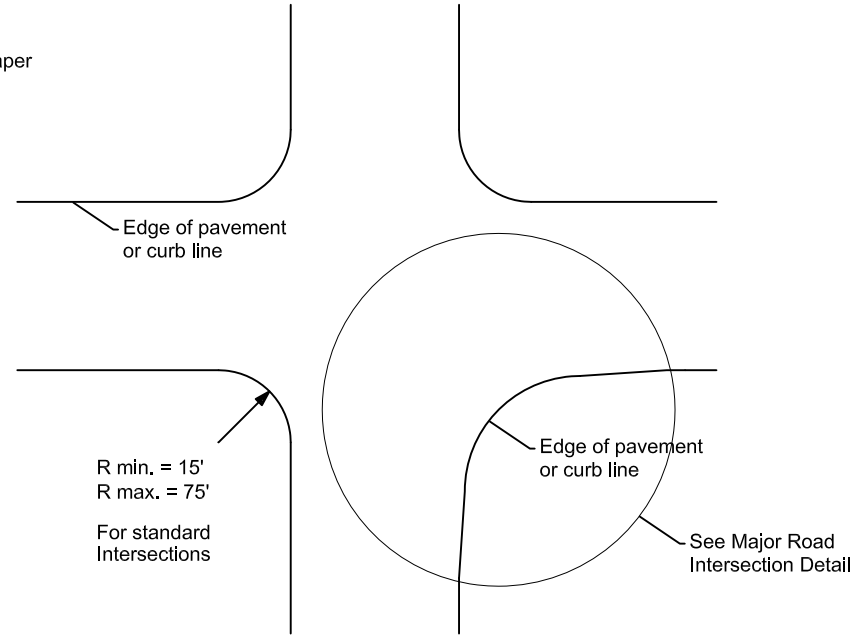
Name_____ Title _____

Signature_____ Date _____



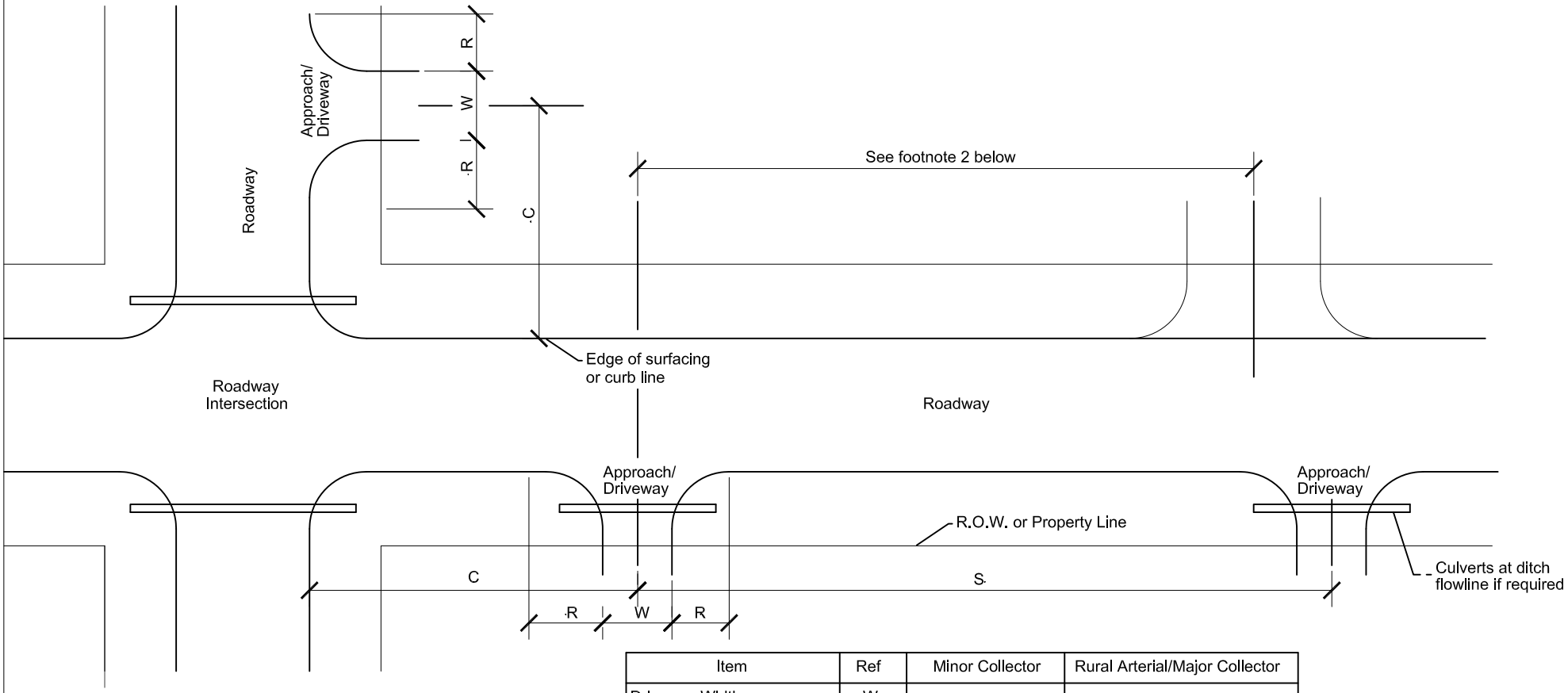

## Major Road Intersection Detail

(Detail applies to approaches with major truck traffic as well)




## Intersection Geometry

AP-23




# Approach/Driveway Geometry

| Item | Ref | Minor Collector | Rural Arterial/Major Collector |
|---|---|---|---|
| Driveway Width | W | | |
| Minimum | | 12 feet | 12 feet |
| Maximum | | 60 feet | 60 feet |
| Surfacing/Curb Radius | R | | |
| Minimum | | 15 feet | 15 feet |
| Maximum [3] | | 75 feet | 75 feet |
| Approach/Driveway Spacing | C | | |
| Minimum [4] | | 250 feet | 250 feet |
| Maximum | | – | – |
| Approach/Driveway Spacing | S | | |
| Minimum | | Stopping Sight [1] | Stopping Sight [1] |
| Maximum | | – | – |

[1] Stopping Sight Distance based on Roadway Design Speed and Longitudinal Grade

[2] If a major intersection on the far side of the roadway falls within the stopping sight distance, S, the location may be required to meet the full stopping sight distance.

[3] For approaches with substantial truck traffic, the 80' radius with offset and taper is recommended

[4] Minimum applies unless roadway property frontage does not allow minimum spacing

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## Superelevation and Crown Runoff Lengths

| | | Rural Local Roads | | | Minor Collector Roads | | | Major Collector | | | Rural Arterial | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | emax | 0.04 | | emax | 0.06 | | emax | 0.06 | | emax | 0.08 | |
| | | fmax | 0.2 | | fmax | 0.13 | | fmax | 0.11 | | fmax | 0.11 | |
| | | GRAD | 0.66 | | GRAD | 0.47 | | GRAD | 0.43 | | GRAD | 0.43 | |
| | | L(adj) | 1 | | L(adj) | 1 | | L(adj) | 1 | | L(adj) | 1 | |
| | | Lane | 12 | | Lane | 12 | | Lane | 12 | | Lane | 12 | |
| Curve | | 30 MPH Design | | | 55 MPH Design | | | 65 MPH Design | | | 65 MPH Design | | |
| R (ft) | D (Deg) | e (ft/ft) | S (ft) | C (ft) | e (ft/ft) | S (ft) | C (ft) | e (ft/ft) | S (ft) | C (ft) | e (ft/ft) | S (ft) | C (ft) |
| 23,000 | 0.25 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 |
| 20,000 | 0.29 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 |
| 17,000 | 0.34 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 |
| 14,000 | 0.41 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 | NC | 0 | 0 |
| 12,000 | 0.48 | NC | 0 | 0 | NC | 0 | 0 | RC | 56 | 56 | RC | 56 | 56 |
| 10,000 | 0.57 | NC | 0 | 0 | NC | 0 | 0 | RC | 56 | 56 | RC | 56 | 56 |
| 8,000 | 0.72 | NC | 0 | 0 | RC | 51 | 51 | 0.023 | 64 | 84 | 0.024 | 67 | 56 |
| 6,000 | 0.95 | NC | 0 | 0 | 0.022 | 56 | 77 | 0.029 | 81 | 84 | 0.031 | 87 | 56 |
| 5,000 | 1.15 | NC | 0 | 0 | 0.026 | 66 | 77 | 0.034 | 95 | 84 | 0.036 | 100 | 56 |
| 4,000 | 1.43 | NC | 0 | 0 | 0.031 | 79 | 77 | 0.04 | 112 | 84 | 0.044 | 123 | 56 |
| 3,500 | 1.64 | NC | 0 | 0 | 0.034 | 87 | 77 | 0.044 | 123 | 84 | 0.049 | 137 | 56 |
| 3,000 | 1.91 | NC | 0 | 0 | 0.038 | 97 | 77 | 0.048 | 134 | 84 | 0.055 | 153 | 56 |
| 2,500 | 2.29 | NC | 0 | 0 | 0.043 | 110 | 77 | 0.053 | 148 | 84 | 0.064 | 179 | 56 |
| 2,000 | 2.86 | NC | 0 | 0 | 0.049 | 125 | 77 | 0.058 | 162 | 84 | 0.073 | 204 | 56 |
| 1,800 | 3.18 | 0.021 | 38 | 55 | 0.051 | 130 | 77 | 0.06 | 167 | 84 | 0.077 | 215 | 56 |
| 1,600 | 3.58 | 0.022 | 40 | 55 | 0.054 | 138 | 77 | | | | 0.079 | 220 | 56 |
| 1,400 | 4.09 | 0.023 | 42 | 55 | 0.057 | 146 | 77 | | | | | | |
| 1,200 | 4.77 | 0.024 | 44 | 55 | 0.059 | 151 | 77 | | | | | | |
| 1,000 | 5.73 | 0.026 | 47 | 55 | | | | | | | | | |
| 900 | 6.37 | 0.027 | 49 | 55 | | | | | | | | | |
| 800 | 7.16 | 0.028 | 51 | 55 | | | | | | | | | |
| 700 | 8.19 | 0.03 | 55 | 55 | | | | | | | | | |
| 600 | 9.55 | 0.032 | 58 | 55 | | | | | | | | | |
| 500 | 11.46 | 0.034 | 62 | 55 | | | | | | | | | |
| 450 | 12.73 | 0.035 | 64 | 55 | | | | | | | | | |
| 400 | 14.32 | 0.037 | 67 | 55 | | | | | | | | | |
| 350 | 16.37 | 0.038 | 69 | 55 | | | | | | | | | |
| 300 | 19.1 | 0.039 | 71 | 55 | | | | | | | | | |
| 250 | 22.92 | 0.04 | 73 | 55 | | | | | | | | | |

S = Superelevation runoff
C = Crown Runoff
e = superelevation rate
f = side friction factor
L(adj) = lane adjustment factor
Lane = lane width

Tables taken from the WYDOT Horizontal Alignment Manual and modified for Campbell County normal crown of 3%

$S = w*n_1*e*bw/D$ (WYDOT Horizontal Alignment Manual)

where:
S is the Superelevation Runoff Length
w is the width of one lane of traffic (12 foot used in chart)
$n_1$ is the number of lanes rotated (1 is used for a two-lane road in the charts)
e is the design superelevation rate in %
bw is the adjustment factor for the number of rotated lanes (1.0 is used in charts)
D is the maximum relative gradient in %

C = S * NC/e (WYDOT Horizontal Alignment Manual)

where:
C is the Crown Runoff length
S is the Superelevation Runoff length
NC is the normal crown % (WYDOT uses 2% and Campbell County uses 3%)
e is the superelevation rate in %

Note Spiral transitions should be considered when e, S and C are shaded in the table

**CAMPBELL COUNTY**
500 S. Gillette Avenue, Suite 1100
Gillette Wyoming 82716
Phone 307-682-7283 Fax 307-687-6325

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**CITY OF GILLETTE**
201 East 5th Street
P.O. Box 3003
Gillette, WY 82717

**MEMORANDUM OF UNDERSTANDING**
**BETWEEN**
**CITY OF GILLETTE AND CAMPBELL COUNTY**
**FOR**
**AGREEMENT ON SHARED ROAD MAINTENANCE**
**Updated March 2015**

1. Parties. This Memorandum of Understanding (hereinafter referred to as MOU) is made and entered into by and between the City of Gillette, (hereinafter referred to as CITY), whose address is 201 E. 5th Street, P.O. Box 3003, Gillette, WY 82717, and Campbell County, (hereinafter referred to as COUNTY), whose address is 500 South Gillette Avenue, Gillette, WY 82716.

2. MOU Definitions. For the purposes of this MOU, the following definitions apply:

Maintenance is defined as the assumption of financial responsibility for the care and upkeep of the roadway and associated bike paths, including bridges, drainage structures, culverts, roadway and bike path surfacing to include overlays, chip seals, crack seals and total reconstruction as required. This definition also applies to right-of-way mowing, pavement markings, roadway signage, fencing, litter control (including the removal of dead animals), and snow removal (The Parties will continue to provide overlapping operations as they see fit to best benefit the citizens). The definition does NOT include any CITY-owned or privately-owned utility lines or structures.

Belt Roads are defined as the following existing/future roadways; Garner Lake Road on the east, Northern Drive on the north, Skyline Drive/US 14-16 on the west (WYDOT maintained) and Southern Drive on the south.

Interior Roads are defined as the roadways inside the belt roads as shown on Exhibit A attached to the MOU.

Shared Roads are defined as Belt Roads and Interior Roads that cross the Jurisdictional Boundary as shown on Exhibit A attached to the MOU.

Jurisdictional Boundary is defined as the CITY corporate boundary (City Limits).

3. Goals and Purposes of this MOU. The CITY and COUNTY recognize that:

- the road system in and around the City crosses the Jurisdictional Boundary which is ever-changing as the City continues to annex and grow.
- a formal agreement for Maintenance of these shared roads has not been developed in the past.
- with a rapidly expanding Jurisdictional Boundary, coupled with transportation system expansions, a formal and periodically updated Maintenance agreement between the CITY and COUNTY is essential for the long term success of the system.
- the cost savings and efficiency of developing an equitable system for splitting the Shared Roads into Maintenance sections that don't necessarily follow strict Jurisdictional Boundaries is in the best interest of the taxpayers.
- The expansion of the roadway system in and around the Urban Systems Boundary should be guided by the Urban Systems Functional Classification Map and the City's Transportation Master Plan.

4. City and County Responsibilities. The CITY and COUNTY agree to the following:

- by February 1st of each biennium, Exhibit A will be updated by the City of Gillette after meetings with Campbell County Public Works. This exhibit will reflect annexation and subsequent ownership and Maintenance changes for the next two-year Maintenance cycle. A database of total lane miles of streets pertinent to this agreement, broken out per CITY and COUNTY, will be maintained by the City.
- with the exception of Belt Roads, which are covered in Section 5, the CITY agrees to assume all Maintenance responsibilities and ownership of all Interior Roads located within, adjacent to, or between the boundaries of all current annexed property and any future annexations as evidenced by including all such roadways within its annexation plats. At the time of entering into this agreement, COUNTY has prepared and executed necessary documents to transferring its right, title and interest in certain existing roadways to further effectuate the purposes of this agreement, copies of which are attached hereto and by this reference, incorporated herein.
- to work together cooperatively, and particularly in instances when an issue falls outside the specifics of this MOU.
- Permits:
    i. Underground or overhead utilities crossing or within the roadway right-of-way shall be permitted by the Party having Maintenance responsibility for the roadway, provided however, that CITY may install utilities within all public roadways within the city limits.

ii. Approach permits shall be processed by the Party approving the development or subdivision accessing the roadway. The Parties shall work together to establish and/or agree upon appropriate standards for approaches.

iii. Both Parties shall work together cooperatively to review and process permits on roadways of common concern.

- Any modifications needed to a Belt Road due to CITY annexations which cross or border the Belt Road are the financial responsibility of the CITY or developer. An example might be the installation, operation and maintenance of traffic signals at major intersections with a City street.

5. Shared Road Split. The CITY and COUNTY agree to the following:

- the COUNTY agrees to assume Maintenance responsibility for the Belt Roads (other than WYDOT roads on the west) and the CITY agrees to assume Maintenance responsibility for the Interior Roads. Exceptions to this general statement are listed below and are shown on Exhibit A attached to the MOU.

i. Echeta Road from Hwy 14/16 west to the Jurisdictional Boundary will be CITY maintained

ii. Force Road from Hwy 50 west to Blue Tick Drive/High Cliff Avenue will be CITY maintained

iii. Buckskin Drive from Jurisdictional Boundary north to Northern Drive will be COUNTY maintained but CITY will plow this section of roadway.

iv. Little Powder River Road 0.23 miles north of Kluver Road to Northern Drive will be COUNTY maintained

v. Boxelder Road east of Garner Lake Road will be CITY maintained

vi. Hannum Road from Warlow Drive to Jurisdictional boundary will be CITY maintained but COUNTY will plow this section of roadway. Hannum Road from Jurisdictional Boundary north to Northern Drive will be COUNTY maintained.

vii. Swanson Road from Southern Drive south to the end of the pavement near the south Jurisdictional boundary will be CITY maintained. The gravel section of roadway to the south will be maintained by the COUNTY or the landowners.

vii. All local public streets within the Jurisdictional Boundary will remain the CITY's responsibility and all local streets outside the City Limits will remain the responsibility of individual homeowners, Homeowner's Associations, and/or Improvement Districts.

viii. The CITY and COUNTY agree that when any future Belt Road is constructed concentrically outside of the current Belt Roads as defined by this agreement, the CITY agrees to assume Maintenance responsibilities for the existing Belt Road.

6. Future Roads and Planned Roadway Improvements. The CITY and COUNTY agree to the following:

- Boxelder Road from Burma west to Highway 50 will be a CITY project, maintained by the CITY. Boxelder Road from Highway 50 west to the Westover subdivision will be a CITY project and will be maintained by the CITY.

The parties of this Memorandum of Understanding do agree to the goals and responsibilities described in this agreement effective upon both parties signature.

| | |
|---|---|
| _____ | _____ |
| Matt Avery, Chairman<br>Campbell County Commission | Madame Louise Carter-King<br>Mayor City of Gillette |
| Attest: | Attest: |
| _____ | _____ |
| Susan Saunders, Campbell County Clerk | Karlene Abelseth, City Clerk |

## CHAPTER 3 - ESTABLISHMENT, VACATION OR ALTERATION OF COUNTY HIGHWAYS

### ARTICLE 1 - IN GENERAL

24-3-101. Resolution by county commissioners; petition of county electors; alteration authority specified.

(a) The board of county commissioners of any county, may, on its own motion by resolution duly adopted, where it deems the public interest so requires, initiate the procedure for the establishment, vacation or alteration of a county highway, as the case may be, by setting forth in such resolution the point of commencement, the course and the point of termination of said road to be established, altered or vacated, as the case may be, and thereafter following out the provisions of article 2, chapter 52, Wyoming Revised Statutes, 1931, not inconsistent therewith. If the motion specifies vacation of a county road, alley or highway located within one and one half (11/2 ) miles of the boundary of a city or town, the board shall notify the governing body of the city or town.

(b)(i) Any person desiring the establishment, vacation or alteration of a county highway shall file in the office of the county clerk of the proper county, a petition signed by five (5) or more electors of the county residing within twenty-five (25) miles of the road proposed to be established, altered, or vacated, in substance as follows: To the Board of County Commissioners of .... County. The undersigned ask that a county highway, commencing at .... and running thence .... and terminating at .... be established (altered or vacated as the case may be).

(ii) With said petition shall be filed a list containing the names and also the known post office address of each person owning or having an interest in any land over which the proposed establishment, vacation or alteration of a county highway is to be made.

(c) In altering any county highway under this article or any other road dedicated by recorded plat as a public road, a board of county commissioners may change the designation of any road to a private road. If a board alters any road, it shall reserve the access rights of the area landowners and permit governmental agencies to retain access to that road for performing essential public services. It may also designate a nongovernmental entity to be responsible for the maintenance of any road altered pursuant to this section.

24-3-102. Requiring deposit by petitioners.

The board of the county commissioners may require, in their discretion, that the petitioners for the establishment, alteration or vacation of a public road, shall deposit with the county clerk, a sufficient sum of money to defray the expenses of laying out, vacating or altering such road, and such expense, when so incurred, shall be paid out of such deposit. If the road is finally established, altered or vacated, the money so deposited shall be returned to the person who deposited the same.

24-3-103. Viewer; appointment, qualifications and duties generally.

Upon filing of the petition the board of the county commissioners at a regular or special meeting, or the chairman of the board, if in his judgment an emergency exists, shall appoint a suitable and disinterested person, who may be a member of the board of county commissioners, to examine into the expediency of the proposed road, alteration or vacation thereof, and to report immediately.

24-3-104. Viewer; oath; scope of investigation.

The person so appointed shall be termed a viewer, and he shall be sworn by some person or officer authorized by law to administer oaths, before entering upon his duties, to faithfully and impartially discharge his duties, and he shall file his oath in the office of the county clerk. He shall not be confined to the precise matter of the petition, but may inquire or determine whether that, or any road, in the vicinity of the proposed or altered road, answering the same purpose is required.

24-3-105. Viewer; factors to be considered.

In forming his judgment the viewer shall take into consideration both the public and private convenience, and also the expense of the proposed road.

24-3-106. Viewer; report.

The said viewer shall report in writing to the board of the county commissioners, whether or not in his judgment, said proposed road is practicable, and ought or ought not be established, altered or vacated, as the case may be, stating the probable expense of the same, including damages to the property owners along the line thereof, the benefits thereto, and such other matters therein as shall enable the said board to act understandingly in the premises.

24-3-107. Viewer; compensation.

The board of the county commissioners shall allow the said viewer such reasonable compensation for his services as they shall determine and fix upon.

24-3-108. Roads established by consent of landowners.

Public roads shall be established without the appointment of a viewer, or without any other proceeding, than the order of the board of county commissioners; provided, that the written consent of all the owners of the land to be used for that purpose, be first filed in the office of the county clerk, and when it is shown to the satisfaction of the said board that the said road is of sufficient importance to be opened and traveled, they shall make an order establishing the same. The board of the county commissioners, when in their judgment such action shall be in the interests of economy or the public good, may purchase or receive donations or rights-of-way for a public road, or any alteration thereof, or any part thereof, from any and all persons along the route thereof, and declare the same opened, whenever the consent of the owners of the land

through which said proposed road or alteration shall run, has been obtained, either by the donations of land or when an amicable adjustment of the amount to be paid therefor has been made between such landowners and said board; and all roads or parts of roads or alteration of roads heretofore opened or made, by consent or adjustment of damages, without recourse to other proceedings, are hereby declared to be public roads, the same as if such roads had been legally opened, or said alterations legally made.

24-3-109. Survey of proposed location for new road; recordation required.

If, upon considering and acting upon the report of the viewer, or otherwise, the board of the county commissioners shall decide to lay out such road, they shall cause the county surveyor to make an accurate survey thereof, if such survey is deemed necessary, and to plat and record the same in the book provided by the county for such purpose; and a copy of said plat and notes of survey shall, without unnecessary delay, be filed in the office of the county clerk.

24-3-110. Notice of location of road to be published or posted; notice by mail to property owners.

(a) Notice shall be published of the proposed location or alteration of any road by posting on the county's official website in the manner provided in W.S. 18-3-516(f) and by publication for two (2) successive weeks in the designated official newspaper of the county, which notice may be in the following form:

To all to whom it may concern: The Board of County Commissioners have decided to locate (or alter, as the case may be) a road commencing at .... in .... County, Wyoming, running thence (here describe in general terms the points and courses thereof), and terminating at .... .

All objections thereto or claims for damages by reason thereof must be filed in writing with the county clerk of said county, before noon on the .... day of .... A.D. .... or such road will be established (or altered) without reference to such objections or claims for damages.

..... County Clerk

Dated .... A.D.

(b) The county commissioners shall cause a copy of the above notice to be mailed by registered mail to all persons owning lands or claiming any interest in any lands over or across which said road is proposed to be located or altered. The publication and posting of such notice shall be a legal and sufficient notice to all persons owning lands or claiming any interest in lands over which the proposed road is to be located or altered.

24-3-111. Objections and claims for damages; when filed.

If the board of the county commissioners shall determine to establish, lay out or alter any road, they shall appoint a day, not less than thirty (30) days after such determination, on or before

which day all objections to the establishment, alteration or vacation of the proposed road, and claims for damages by reason thereof, shall be filed with the county clerk.

24-3-112. Objections and claims for damages; when barred.

No objections or claims for damages shall be filed or made after the noon of the day fixed for filing the same, and if no objections or claims for damages are filed, on or before noon of the day fixed for filing the same, they shall be disregarded, and not considered, and shall be deemed to have been waived and barred.

24-3-113. Objections and claims for damages; continuance of hearing upon filing.

If objections to the establishment, altering or vacating of the road, or if any claims for damages shall be filed, the further hearing of the application may be continued by the board until the matter can be properly disposed of.

24-3-114. Appraisers; number; appointment; qualifications; duties generally; report.

When claims for damages are filed, at the next regular meeting or special meeting of the board of the county commissioners, or as soon thereafter as may be practicable and convenient, the said board shall appoint three (3) suitable and disinterested electors of the county as appraisers, to view the ground, on a day fixed by said board, and they shall report their doings in the matter and file their report in writing with the county clerk within thirty (30) days after the date of their appointment, fixing the amount of the damages sustained by the claimants.

24-3-115. Appraisers; notification of appointment required; contents.

The county clerk shall cause each of the said appraisers to be notified in writing, of his appointment, stating in said notice, first, the names of all appraisers, second, the names of all claimants for damages, on account of the location or alteration of the said road, with the amount of damages asked by each claimant, third, stating when their report must be filed, and fourth, the law relating to their duty as found in W.S. 24-3-116. The county clerk shall prepare suitable blanks, for such notice, for the oath of the appraisers and for the report, a proper number of which shall be forwarded by him to them.

24-3-116. Appraisers; specific duties enumerated; compensation.

The said appraisers shall, within ten (10) days after receiving notice of their appointment, meet at some convenient place, on the line of said proposed or altered road, and take and administer to each other, an oath or affirmation to faithfully and impartially discharge their duties. They shall then view the ground, so far as they shall deem it necessary, and fix the amount of damages sustained by each claimant, after allowing for all benefits that may accrue to each claimant, by reason of the location or alteration of the said proposed road. They, or a majority of them, shall as soon as practicable, after performing their said duties, make a report in writing to the county clerk of their doings, stating that they were so sworn or affirmed as aforesaid, before performing their duties and fixing the amount of damages, if any, sustained by each claimant, after allowing

and deducting for benefits, and where they have disallowed claims for damages, they shall so state in their report, and they shall immediately transmit their report, when made, to the county clerk. They shall, whenever they can conveniently do so, notify the claimants or their agents, of the place of their meeting and may hear such evidence as they may deem necessary in determining the amount of damages fixed by them. They are hereby authorized to administer oaths to each other and to such witnesses as they may hear. If any one (1) of them shall fail or refuse to perform his duty, the other two (2) appraisers shall serve and shall appoint a suitable and disinterested elector in his place, who shall be within easy access, and he shall be sworn or affirmed in like manner as the other two (2) appraisers, and the facts of such appointment and qualification shall be stated in said report to the county clerk. The said appraisers shall each receive for his compensation such reasonable sum as the board of county commissioners shall allow.

24-3-117. Neglect of duty by appraiser or viewer.

If any viewer or appraiser shall refuse or neglect to perform any of the duties required by law or shall fail to act after his appointment, without a satisfactory excuse for such refusal or neglect, he shall be fined in any sum not exceeding fifty dollars ($50.00), upon his conviction thereof in any court of competent jurisdiction, and such fine when collected shall be paid into the county treasury for the benefit of the road fund.

24-3-118. Hearing before county commissioners; determination and payment of damages; entry on land; abandonment prohibited; records; surveys.

(a) At the next meeting of the county commissioners after the report of the appraisers has been filed, or as soon thereafter as may be practicable, the said board may hear testimony and consider petitions for and remonstrances against the establishment or alteration, as the case may be of any road, or may establish or alter any road or may refuse so to do, as in the judgment of the said board, the public good may require, but in case there shall be no claim for damages filed, they shall act as speedily as possible in the matter. Said board may increase or diminish the damages allowed by the appraisers, and may make such establishment or alteration of any road, dependent or conditioned upon the payment, in whole or in part, of the damages awarded or expenses incurred in relation thereto by the petitioners for such road or such alteration of any road.

(b) The amount of damages awarded, if any, shall immediately be paid to the person or persons entitled thereto or deposited with the county clerk for delivery to such person or persons, which payment shall be without prejudice to the right of such person or persons to appeal to the district court as provided by law.

(c) When the road has been established and the award has been paid by the board of county commissioners or by the department of transportation, to the person or persons entitled, or deposited with the county clerk, the highway authorities and their contractors and employees may take possession and exercise full control of the land within the right-of-way of the road so established.

(d) After the county or the department of transportation has taken possession of the right-of-way, there shall be no abandonment of the establishing of the highway, and in the event of an appeal by an owner of real estate affected to the district court from the award finally made by the board of county commissioners, the board shall pay the amount finally determined to be due.

(e) A certificate, authorized by the board of county commissioners and signed by its chairman, setting forth the legal description of the property taken shall be recorded in the office of the county clerk, and indexed in like manner and with like effect as if it were a conveyance of the easement or right-of-way from said owners to the county.

(f) If, upon considering and acting upon the report of the viewers or otherwise, the board of county commissioners shall decide to lay out or alter any road, they shall cause the county surveyor to make an accurate survey thereof, if such survey is necessary, and to plat the same in books to be provided by the county for such purpose, and the county clerk shall record in the same books opposite or near to such plat so that the same may be easily ascertained to be concerning the platted road, the proceeding of the said board in relation to the location, establishment or alteration of said road, in order to keep in a separate book a record of all the county roads of that county.

24-3-119. Appeals from decisions of county commissioners; notice; bond required.

Any applicant for damages claimed, or caused by the establishment or alteration of any road, may appeal from the final decision of the board of the county commissioners to the district court of the county, in which the land lies, for the taking of which for a public road, damages are asked; but notice of such appeal must be made to the county clerk, within thirty (30) days after such decision has been made by the said board, or such claim shall be deemed to have been abandoned. No appeal shall be allowed, unless a good and sufficient bond be given by the party appealing, in a sum not less than fifty dollars ($50.00) to cover costs, said bond to be approved by the clerk of the district court.

24-3-120. Appeals from decisions of county commissioners; duties of county clerk.

The county clerk shall, within ten (10) days after the notice of an appeal as provided for in W.S. 24-3-119 is filed in his office, make out and file in the office of the clerk of the district court, in his county, a transcript of the papers on file in his office, and the proceedings of the board in relation to such damages.

24-3-121. Appeals from decisions of county commissioners; recovery of damages; court costs.

The amount of damages to which the claimant shall be entitled on such appeal shall be ascertained in the same manner as in a civil action, and the amount so ascertained, if any, shall be entered of record, but no judgment shall be entered therefor. The amount thus ascertained shall be certified by the clerk of the court to the county clerk who shall thereafter proceed as if such amount had been allowed by the board of the county commissioners to the claimant as damages. If the appellant shall fail to recover an amount exceeding fifty dollars ($50.00) above

the amount allowed to him by the board of the county commissioners, he shall pay all costs of the appeal.

24-3-122. Condemned land tax free during use by state.

No taxes covering the real estate taken by the county or the department of transportation for rights-of-way shall be assessed, or charged against the land owner or owners during the time that rights-of-way are being used for the purposes for which they were established.

24-3-123. Effect of location of new road on route of previous road.

The establishment of a new road on the route of a road already established according to law, shall not vacate any road previously established, unless such vacation shall be ordered by the board of the county commissioners.

24-3-124. Removal of fences on right-of-way.

Whenever a public road is ordered to be established or altered, according to the provisions of this act, which shall pass through, or on enclosed lands, the road overseer, or other proper officer, shall give the owner, agent or occupant of such lands, notice in writing to remove the fences thereon, and if such owner, agent or occupant shall not move his fence, within thirty (30) days thereafter, the same may be removed by the proper officer, and the road opened and worked; and such owner shall forfeit and pay twenty dollars ($20.00) for each day he shall permit his fence to remain after said thirty (30) days, and shall pay all necessary cost of removal, to be collected by the proper officer, in any court of competent jurisdiction, for the use and benefit of the general county road fund.

**31-5-301. Maximum speed limits.**

(a) No person shall drive a vehicle on a highway at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. Consistent with the foregoing, every person shall drive at a safe and appropriate speed when approaching and crossing an intersection or railroad grade crossing, when approaching and going around a curve, when approaching a hillcrest, when traveling upon any narrow or winding roadway and when special hazards exist with respect to pedestrians or other traffic or by reason of weather or highway conditions.

(b) Except when a special hazard exists that requires lower speed for compliance with subsection (a) of this section, subject to W.S. 31-5-203(b), the limits specified in this subsection or established as otherwise authorized shall be maximum lawful speeds and no person shall drive a vehicle on a highway at a speed in excess of maximum limits:

(i) Twenty (20) miles per hour when passing a school building, the grounds thereof, within any other area or space in the vicinity of a school designated by an official traffic control device as a school zone with a reduced speed limit or a school crossing if appropriate signs giving notice of a reduced speed limit are erected;

(ii) Thirty (30) miles per hour in any urban district and in any residence district or subdivision except on roads that have been designated a private road pursuant to W.S. 18-5-306(a)(vii);

(iii) Seventy-five (75) miles per hour on interstate highways. Nothing in this paragraph shall be construed to:

(A) Affect the authority of the superintendent to otherwise designate lower or higher maximum speed limits on interstate highways in accordance with other laws; or

(B) Authorize noncompliance with posted speed limits on interstate highways.

(iv) For all other locations, sixty-five (65) miles per hour where the roadway is paved and fifty-five (55) miles per hour where the roadway is unpaved;

(v) Repealed By Laws 1997, ch. 61, 2.

(c) Subject to W.S. 31-5-203(b), the maximum speed limits set forth in this section may be altered as authorized in W.S. 31-5-302 and 31-5-303.

(d) Speeding violations of up to eighty (80) miles per hour where the posted speed limit is at least sixty-five (65) miles per hour but not more than seventy-five (75) miles per hour, or less than six (6) miles per hour over the posted speed limit in all other instances and zones, except violations for exceeding the speed limit in a school zone, or construction zone, and violations received while operating a commercial motor vehicle as defined by W.S. 31-7-102(a)(viii), shall not be made a part of the abstracts or records kept by the department of transportation pursuant to W.S. 31-5-1214 or 31-7-120.

**31-5-302. Establishment of specific maximum speed limits by superintendent.**

Whenever the superintendent determines upon the basis of an engineering and traffic investigation, or in the event of a vehicle or weather emergency, that a maximum speed greater or less than that authorized herein is safe and reasonable under the conditions found to exist at any intersection or other place or upon any part of the state highway system, the superintendent, except as provided for in W.S. 31-5-303(b), may determine and declare a reasonable and safe maximum limit thereat, which shall be effective when appropriate signs giving notice thereof are erected and which shall not exceed eighty (80) miles per hour on interstate highways. The maximum speed limit may be declared to be effective at all times or at such times as are indicated upon the signs and differing limits may be established for different times of day, different types of vehicles, varying weather conditions, and other factors bearing on safe speeds, which shall be effective when posted upon appropriate fixed or variable signs. This section does not grant power to the superintendent to declare statewide or countywide maximum speed limits but grants power to declare maximum speed limits for the public safety in localized geographic areas.

**37-3-303. Activity near overhead line; safety restrictions.**

(a) Unless danger against contact with high voltage overhead lines has been effectively guarded against as provided by W.S. 37-3-304 a person or business entity, individually or through an agent or employee or as an agent or employee, shall not:

(i) Require any other person to perform any act if at any time during the performance of the act it is possible that the actor could move or be moved closer to any high voltage overhead line or if it is possible that any part of any tool or material used by the actor could be moved closer to any high voltage overhead line during the performance of the act than the following clearances:

(A) For lines rated fifty (50) kilovolts or less, six (6) feet of clearance;

(B) For lines rated over fifty (50) kilovolts, six (6) feet plus four-tenths (.4) of an inch for each kilovolt over fifty (50) kilovolts.

(ii) Operate any mechanical equipment or hoisting equipment or any load of equipment, any part of which is capable of vertical, lateral or swinging motion closer to any high voltage overhead line than the following clearances:

(A) For lines rated fifty (50) kilovolts or less, ten (10) feet of clearance;

(B) For lines rated over fifty (50) kilovolts, ten (10) feet plus four-tenths (.4) of an inch for each kilovolt over fifty (50) kilovolts.

**24-2-106. Appointment of chief engineer; duties of director and engineer.**

(a) With the approval of the commission, the director of the department of transportation shall appoint a qualified chief engineer who shall:

(i) Compile all available information relative to the public roads and bridges within the state;

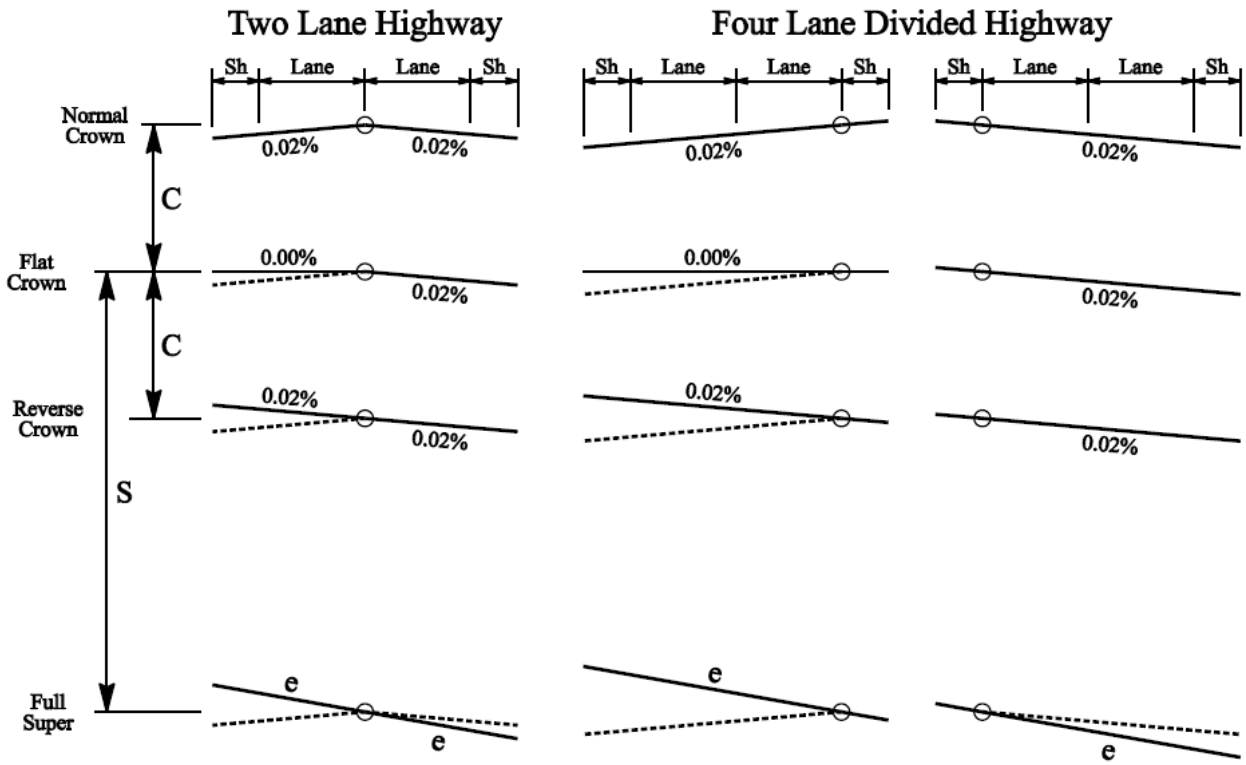
(ii) Prepare standard plans and specifications for the construction of roads, culverts and bridges, and compile data relative to road and bridge materials and their values;

(iii) Furnish standard plans, specifications and data to any board of county commissioners upon request, and advise with boards of county commissioners with respect to highway construction and improvements not within the jurisdiction of the department when requested;

(iv) Prepare or approve plans and specifications for all bridges to be constructed by any county, city or town within the state;

(v) Be a licensed professional civil engineer, knowledgeable and experienced in highway and bridge construction and maintenance.

(b) No contract for the construction of a bridge is valid unless the plans and specifications have been prepared by the director of the department of transportation or the chief engineer or, if prepared by other professional engineers, the bridge designs, plans and specifications have been approved by the director or the chief engineer before the start of construction. The review and approval under this section shall be made without cost to cities, towns and counties. Final payment upon any contract shall not be made until the bridge is inspected and the payment approved by the designer of the bridge and the appropriate governing body.

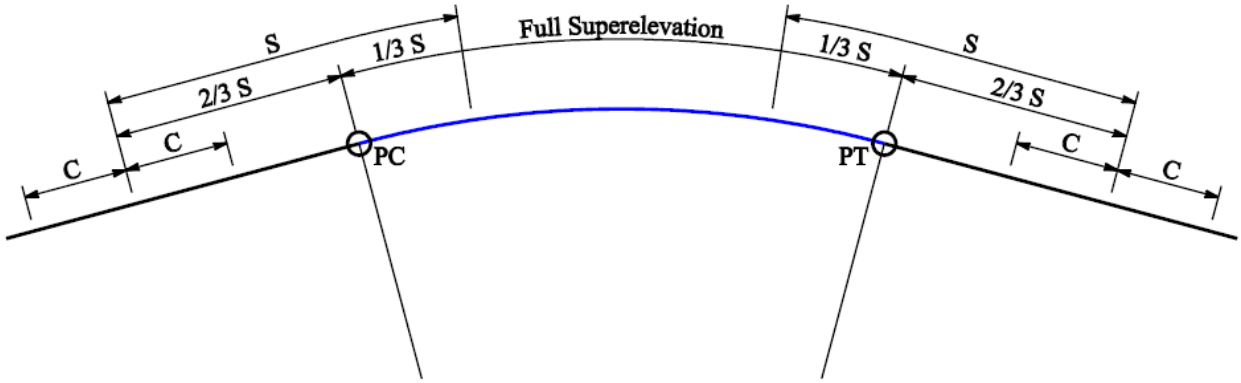



## Superelevation Rotation

S = Superelevation Runoff

C = Crown Runoff

Note: WYDOT uses a 2% Normal Crown and Campbell County uses a 3% Normal Crown




## Superelevation and Crown Runoff for a circular curve