

ROAD PETITION (13-2-203)
INSTRUCTIONS & INFORMATION

General Instructions

Please furnish all information requested so that your petition will not be delayed. Remember that complete and legible information will speed processing.

Requirements for road to be petitioned:

- A. All owners of property abutting the private road to be petitioned, including those with an easement or other property interest in it must sign the petition.
- B. The road must meet all applicable law, regulations, and the County's Standard Specifications and Details for construction.
- C. No petition can be approved if it is determined by the Planning & Zoning Officer that the road proposed for acceptance is the responsibility of a developer, or if a determination is made that the road is for private rather than public convenience.
- D. Road being petitioned must have a minimum of five (5) dwellings or commercial units for each mile petitioned (i.e., at least one dwelling for each 1,056 feet of road).
- E. Road being petitioned must connect to a county or state owned road.

Responsibilities of and Commitments by Petitioners

- A. Furnish complete/accurate and legible property information requested on form.
- B. All property owners of each lot or parcel as shown on deed must sign the petition, e.g., both husband and wife.
- C. If the roadbed is owned by someone other than the adjoining property owners, the owner of the roadbed must agree to and sign the petition.
- D. If more than one road is being petitioned, separate petitions must be submitted for each road (or portion thereof).
- E. Carefully read Section V of the petition form by which each petitioner agrees to certain specific conditions.

F. Mail or deliver completed petition to:

Department of Public Works/Bureau of Highways
2662 Riva Road, 3rd Floor
Annapolis, MD 21401

Public Works Responsibility After Petition is Received

After the petition has been received and validated, not later than six (6) months after the date of the petition, the Director of Public Works, or his designee, will advise the petitioners concerning whether or not the petition, as submitted, is valid for further consideration by the county. If the petition is not valid, petition spokesperson will be advised what steps are necessary in order to make the petition administratively acceptable.

The County will arrange to have the roadway inspected to determine compliance with Anne Arundel County Standard Specifications and Details for construction. This field inspection will determine if the roadway visually appears to meet minimum construction standards, allowing the petition process to go forward. If the roadway fails the visual inspection, the spokesperson for the petitioners will be notified of the reasons. At this point the petitioners have the option of withdrawing the petition. For the petition to move forward, it becomes the responsibility of the petitioners to have an assessment performed detailing the extent of work needed for the roadway to meet County standards. Based on the assessment and cost estimate, the petitioners must decide whether to proceed with the petition. If the decision is made to proceed, the County will review the construction plans to confirm compliance with County standards. Once all necessary construction has been completed, the County will begin the procedure to transfer fee simple ownership to Anne Arundel County.

The County will not maintain any road until the entire right of way has been turned over to the County, accepted and so recorded.

Please provide the information requested in accordance with these instructions. If you have any questions after you have read these instructions and studied the petition form, please contact the Bureau of Highways at 410-222-7321.

**ANNE ARUNDEL COUNTY, MARYLAND
ROAD PETITION (13-2-203)**

PETITION # _____
(to be assigned by Public Works)

DATE: _____
(date petition mailed or hand carried to
Public Works - NOT date collection of
petitioner signatures is begun).

NOTE: Be certain all information is complete and understandable. Otherwise your petition may be delayed.

I. This petition is submitted for consideration in accordance with Section 2-203 of Article 13 of the Anne Arundel County Code. The undersigned accepts responsibility as spokesperson for this group of petitioners and has also signed as a petitioner. The undersigned spokesperson confirms by signature below that petitioner signatures appearing in Section VI of this petition are the actual signatures of owners of property abutting the petitioned road (or portion thereof) and that each petitioner does understand that the purpose of this petition is for the County to assume ownership of the roadbed described in this petition.

Spokesperson Name (printed)

Signature

Mailing Address

Phone Number

II. The road (or portion thereof) being petitioned for acceptance into the county road system is described as follows:

(a) is named _____

(b) runs from _____ to _____

(c) is in subdivision or locality named _____

(d) is in the _____ assessment district.

(e) abuts _____ which is a County or State owned road.

III. Petition validation information concerning the road (or portion thereof) being petitioned:

(a) is approximately _____ feet long.

(b) has _____ homes erected on properties abutting.

(c) has, to the best of my knowledge, _____ property owners.

- IV. Draw a map of the location of the road (or portion thereof) being petitioned on an attached sheet of paper. Show sufficient detail so Department of Public Works inspectors can find the road easily and that others involved in processing this petition can locate the road on tax maps, etc. Give as much detail as you would like to have if *you* had to find the road. Specifically indicate on this drawing the road (or portion thereof) being petitioned. The nearest major road MUST be shown.
- V. We, the undersigned petitioners, do hereby propose for acceptance into the Anne Arundel County road system the private road (or portion thereof) described in Sections II, III, and IV above. We, the undersigned:
- (a) are prepared to deed, without cost to Anne Arundel County, Maryland, such additional rights of way and slope easements as may be necessary to cause said road to conform to minimum county standards effective as of the date of this petition, and
 - (b) waive any claim for damages to improvements, fences, shrubs, hedges, or trees within the required right of way, and
 - (c) do agree that in the event the road bed *as it is being used* goes outside the dedicated right of way and encroaches on the property of any of the signers of this petition, to deed that portion to the county also if requested to do so, and
 - (d) do understand that if the roadbed of the existing private road is separately owned by parties other than abutting property owners and those parties do not participate in this petition, the petition cannot be allowed.

VI. Here begin the signatures and other relevant property information of owners of property abutting _____ road, privately owned, which is being petitioned for the county to assume ownership of said road.

ALL INFORMATION MUST BE LEGIBLE AND COMPLETE

I have read and understand Section V of this petition:

Name(s) (signed) _____/_____

(printed) _____/_____

Address _____ Phone No. _____

Witnessed by _____

(a) Lot No. _____ Block No. _____ Subdivision _____

or (b) Parcel No. _____ Tax Map No. _____ Locality _____

Frontage _____ ft. No. of dwellings/commercial bldgs along frontage _____

Tax Account Number _____

I/We own this abutting property by virtue of a deed dated _____ and recorded in Anne Arundel County, Maryland, in Liber _____ Folio _____

I have read and understand Section V of this petition:

Name(s) (signed) _____/_____

(printed) _____/_____

Address _____ Phone No. _____

Witnessed by _____

(a) Lot No. _____ Block No. _____ Subdivision _____

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