

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b> <b>STANDARD OPERATING PROCEDURES</b>			S.O.P. NO. SA I-1-6 Page 1 of 2
Subject: S.O.P. DESIGNATION AND/OR MODIFICATION OF STATE AID SYSTEM			Distribution A, B, C, D, E
EFFECTIVE  July 1, 2005	ISSUED  July 1, 2005	SUPERSEDES Page 1 of 2  S.O.P. NO. SA I-1-6  EFFECTIVE: March 15, 1999	APPROVED  J. Brooks Miller, Sr.  STATE AID ENGINEER

**PURPOSE:** To set forth the method by which the State Aid System of roads was designated and adopted and how this designated system may be modified.

1. ORIGINAL DESIGNATIONS:

The State Aid System of roads in each County was originally designated by the respective Counties in the early 1950s, in the following manner:

- 1.1. Describing each road adequately, giving the name, location, termini and length of each.
- 1.2. Giving a brief justification for each road's inclusion in the system, such as its connection with other important County roads and State Highways and noting the major interests of the County served.
- 1.3. Preparing a summary of roads, mileage for each route, and total mileage designated in each County.

2. ADOPTION:

The system was adopted by an official order of the Board of Supervisors.

- 2.1. The State Aid Engineer reviewed the designations and advised the Board of his concurrence, sometimes subject to recommended changes being made.

3. MODIFICATION OF SYSTEM:

Additions and/or deletions to the System, as proposed by the Board, will continue to be made as follows:

- 3.1. The Board will pass an official order requesting the State Aid Engineer to approve the proposed changes.
  - 3.1.1. The "order" will include the name and description of the road, its termini, length and justification for its addition to or deletion from the system.
- 3.2. The County Engineer will submit the Board's order to the State Aid Engineer, with his recommendation.

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- 3.3. After receipt of the request, the State Aid District Engineer will make an inspection of the road and submit the following to the State Aid Engineer:
  - 3.3.1. A typed memorandum setting out.
    - 3.3.1.1. Date of the inspection.
    - 3.3.1.2. Type of existing road.
    - 3.3.1.3. Adjacent land use.
    - 3.3.1.4. Adjacent development.
    - 3.3.1.5. Anticipated drainage.
    - 3.3.1.6. Length of route.
    - 3.3.1.7. Recommendation.
  - 3.3.2. Log of inspection (need not be typed)
  - 3.3.3. 8 1/2" x 11" copy of map showing the system request and adjacent system in contrasting colors.
  - 3.3.4. Copy of the Board's order.
  - 3.3.5. Copy of the County Engineer's recommendation.
- 3.4. The State Aid Engineer will review the request and advise the Board of his approval, disapproval or request for alterations or additional data.
- 3.5. No deletions of State Aid routes on which State Aid projects have been constructed will be approved, except where said routes have been taken over for future construction and maintenance by other governmental agencies or abandoned by order of the Board of Supervisors.
- 3.6. An updated, summarized system (where changes have been made) will be prepared from time to time by the State Aid Office, a copy of which will be furnished the Board and County Engineer.