

**SUMTER COUNTY
PUBLIC WORKS**

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Procedures and Policies for Sumter County Roads



August 2007

<i>DEFINITIONS</i>	2
<i>MISSION STATEMENT</i>	3
<i>DIRT ROADS</i>	4
Standards of County Dirt Roads.....	4
Maintenance of County Dirt Roads	4
<i>CRUSHER RUN/ROCK ROADS</i>	5
Standards of County Crusher Run/Rock Roads	5
Maintenance of County Crusher Run/Rock Roads.....	5
<i>PAVED ROADS</i>	6
Standards of County Paved Roads	6
Maintenance of County Paved Roads.....	6
<i>RIGHT-OF-WAY POLICY</i>	7
<i>DITCHING POLICY</i>	7
<i>DRIVEWAY POLICY</i>	7
<i>REQUIREMENTS FOR ROADS TO BE ACCEPTED INTO SUMTER COUNTY ROAD SYSTEM</i>	8
Guidelines for Exceptions to Current Road Acceptance Policy for County Council	9
Guidelines (from County Council).....	9
<i>RURAL COMMUNITY DRIVEWAYS</i>	11
<i>STREET SIGNS</i>	13
County Street Signs.....	13
Private Street Signs	13
<i>BREAKDOWN OF ROADS IN SUMTER, SOUTH CAROLINA</i>	14
<i>CRITERIA FOR SUMTER COUNTY TO PAVE COUNTY ROADS</i>	15
County Roads Paved with Road User Fee.....	15
County Roads Paved with County Transportation Committee Funds (CTC Funds)	15
County Roads Resurfaced with Road User Fee.....	15
<i>WORKSHEET FOR PAVING PRIORITY CRITERIA</i>	17
<i>WORKSHEET FOR RESURFACING PRIORITY CRITERIA</i>	19
<i>WHO MAINTAINS YOUR ROAD?</i>	20

DEFINITIONS

Except where specifically defined herein, all words shall carry their customary meanings.

COUNTY ROAD SYSTEM – County roads that have been accepted by Sumter County and maintained on a routine basis; this includes dirt, crusher-run and paved roads (Effective 1996 all roads accepted into the Sumter County Road System must be paved to SC DOT standards.)

COUNTY ROAD – Refers to a duly recorded (deeded) public road easement which serves a public purpose; the road has been accepted into the County's Road System and meets all of the county's specifications, which includes, dirt, crusher-run/rocked and paved roads

LOT - A single parcel of land, whether created by lease or deed, usually, but not necessarily always, occupied or to be occupied by a building and its accessory buildings.

PRESCRIPTIVE EASEMENT - County claims ownership of roadway from ditch to ditch

PRIVATE ROAD – A road that does not serve a public purpose does not meet county specifications and has not been accepted in the County Road System.

RIGHT-OF-WAY - Deeded permission to pass across a portion of one lot for access to another lot.

ROAD - Public way for vehicular traffic which affords the principle means of access to properties. The word "road" shall mean the entire right of way.

ROAD USER FEE - A fee to provide a stable recurring source of funds for the maintenance and improvement of the rural county road system, currently \$15 annually per vehicle registered in Sumter County.

RURAL COMMUNITY DRIVEWAYS – Private streets in the unincorporated areas of Sumter County which serve no more than five lots and only approved as part of a Lifetime Transfer of property.

SUBDIVISION - The division of a lot, tract or parcel of land into two or more lots, tracts or parcels or other divisions of land.

MISSION STATEMENT

The primary mission of the Sumter County Public Works Department is to maintain the County road system for the health and welfare of the citizens of Sumter County. Other areas of responsibility shall be, but not necessarily limited to, the construction of new roads/bridges as directed by County Council; to maintain all County owned vehicles and equipment; the operation of County owned landfills, the solid waste collection system to include recycling centers; to sponsor community wide drainage projects; to provide assistance to new and existing industries in accordance with the Council adopted Aid to Industry policy; to lend assistance to public schools, churches and civic organizations as directed by Council; to assist with the construction and maintenance of parks and recreational area; and, to assist with any/all emergency situations as dictated by circumstances.

DIRT ROADS

At present, Sumter County maintains **138.02** miles of dirt roads.

Sumter County has not accepted dirt roads into the County Road System since 1991. (See "Requirements for Roads to be Accepted into Sumter County Road System")

Standards of County Dirt Roads

1. Sumter County dirt roads have a travel surface between 12' – 22' wide.
2. All County maintained dirt roads have a prescriptive easement or a dedicated right-of-way of 50' or more.

Maintenance of County Dirt Roads

1. Sumter County dirt roads are graded every six weeks as weather conditions dictate. The Public Works Department maintains a daily diary on when roads are graded.
2. Shoulder Work (as needed)
3. Ditching/Drainage (See Ditching Policy)
4. Cutting Right-of-Way (See Right-of-Way Policy)

CRUSHER RUN/ROCK ROADS

At present, Sumter County maintains **64.46** miles of crusher run/rock roads.

Standards of County Crusher Run/Rock Roads

1. Sumter County crusher run/rock roads have a travel surface between 16' to 22' wide.
2. Sumter County crusher run/rock roads have a prescriptive easement or a dedicated right-of-way of 50' or more.

Maintenance of County Crusher Run/Rock Roads

1. Sumter County crusher run/rock roads graded every eight weeks or as weather conditions dictate. The Public Works Department maintains a daily diary on when roads are graded.
2. Calcium-chloride is applied to selected crusher/run roads in the spring or summer months for dust control. The Public Works Director decides which roads receive calcium chloride based on number of residences on road and amount of dust on road when traveled.
3. Ditching/Drainage (See Ditching Policy)
4. Cut Right-of-Way (See Right-of-Way Policy)

PAVED ROADS

At present, Sumter County maintains **141.35** miles of paved roads.

Standards of County Paved Roads

1. Sumter County paved roads have a travel surface between 22' to 26' wide.
2. Sumter County has a dedicated right-of-way on paved roads from 50' to 66'.

Maintenance of County Paved Roads

1. Sumter County paved roads are patched quarterly; or due to severe weather conditions.
2. Sumter County paved roads are also patched/repared upon visual notice from a citizen or a public works employee.
3. Sumter County paved roads are resurfaced every 20 – 25 years or as road surface dictates and as funds are available.
4. Ditching/Drainage (See Ditching Policy)
5. Cut Right-of-Way (See Right-of-Way Policy)

RIGHT-OF-WAY POLICY

Right-of-way is cut once a year on County maintained roads. There is one right-of-way crew. Cutting of right-of-way begins on May 1st and is completed when all right-of-way is cut which is usually around December 1st.

Right-of-way at county road intersections is cut upon notification to the County Public Works office that there is a hazard of visibility.

DITCHING POLICY

Sumter County maintains seven large drainage canals throughout the county. The drainage canals right-of-way is cut/mowed once a year. The canals are dredged as needed.

Ditching is performed on county roads as roads are worked (graded) and/or upon notification of a drainage blockage.

DRIVEWAY POLICY

Sumter County will install one driveway per lot at no cost to the citizens on a County dirt, crusher-run or paved road. Depending on the road, the driveway could be ramped-in or a culvert (pipe) would be placed on the right-of-way to provide access for the citizens.

A typical driveway culvert is 20' wide. The size of the pipe depends upon the ditch.

If a citizen wants a wider driveway or an additional driveway, then they must pay for the additional pipe at the cost that the county incurs for the pipe. There is no charge for labor.

Driveways on county paved roads are tied in (asphalted) from the paved road to the end of the county's right-of-way only if the citizen's driveway is not under construction. (See exception below.)

Exception to asphaltting County driveways: Contractors in Sumter County have been notified that they must tie in the driveways to the county paved roads when constructing new homes/driveways.

REQUIREMENTS FOR ROADS TO BE ACCEPTED INTO SUMTER COUNTY ROAD SYSTEM

1. Road being proposed must connect to another publicly maintained road with a dedicated right-of-way.
2. Recordable plat showing right-of-way, drainage and site easements.
3. Right-of-way agreement deeding road right-of-way to Sumter County.
4. Plot plan or layout including center-line profile showing grades, catch basins, size of pipe and general drainage system and improvements.
5. All right-of-way including site areas must be cleared and disposed of out of right-of-way limits.
6. Storm sewer installed to grade and proper size, construct junction boxes or drop inlets at pipe size change or direction change. Build headwall or rip-rap ends of storm sewer.
7. No open ditches on side lot lines (must be piped to natural drain). Major drainage ditches must have one to one side slopes and a 12 foot berm graded away from ditch on both sides.
8. Roads graded to typical section previously approved by the County Public Works Director.
9. All utilities will be installed and completed after storm sewer and rough grading completed.
10. Roads must be paved to meet SCDOT Specifications with typical section previously approved by County Public Works Director.
11. After all construction has been completed and is acceptable, all the disturbed areas within the right-of-way will be grassed or sodded to control and prevent erosion before a final approval will be given by the County Public Works Director.
12. Any exceptions to the above policy will be made only upon approval of Sumter County Council based on the needs of the county and/or the safety and/or welfare of its citizens.

Guidelines for Exceptions to Current Road Acceptance Policy for County Council

PURPOSE STATEMENT

That each County has a duty to provide for general public works including roads, drainage, bridges and related access services. Currently, Sumter County has 102,000 residents and several hundred of miles of paved and unpaved roads. There also exist an undetermined number of miles of dirt surface roads that are private or not otherwise part of the County Road System. The majority of these roads serve as the sole means of ingress and egress by many Sumter County residents and taxpayers. This latter group of roads are not generally maintained and are more often difficult for persons living on them and persons having business on them to have a decent means of accessing their property.

Sumter County Council recognizes that in order for its residents and citizens to have reasonable access to government provided services to work, church and other available opportunities, a reasonable means of getting to and from their residences is essential. That over recent years, Council has endeavored to put into effect regulations which require that where residential lots are sold or otherwise transferred, proper provisions be made for an adequate road system. County, by said regulations, has also endeavored to present undue private advantage by sellers of lots or developers at the expense of the general public.

It is hereby declared to the Policy of Sumter County Council that in an orderly manner, and as available resources permit, a reasonable effort will be made to provide the residents of Sumter County with the access roads to their dwellings which roads will be maintained by the County. This Policy shall apply to dwellings existing prior to enactment of this Policy, and to those situations in which proper easements exist or may reasonable be obtained without litigation or other condemnation proceedings. That this policy shall be implemented to the extent possible to prevent abuse and unjust enrichment by any individual.

That County Council shall develop the specific provisions for implementation of this policy, and it shall have sole responsibility for determining in what instances access roads will be provided and maintained.

Guidelines (from County Council)

1. The abutting property owners of any proposed right-of-way must sign a petition requesting Sumter County Council to review their drive and to improve it to a public dedicated road.
2. Sumter County Council must declare this road a public purpose.
3. A plat and/or deed must be prepared at the expense of the property owners that dedicate the right-of-way to Sumter County with a clear title to the right-of-way being provided.
4. A 50-foot right-of-way must be presented to Sumter County and right-of-way must have a minimum of five (5) residents located on it which have residences currently built which have existed on the property for a minimum of five (5) years.

5. The length of the drive being proposed to be dedicated into a road must be over 500 feet from a currently dedicated public drive and must have a density of development of one (1) residence per 300 linear feet of road based upon the estimate of the County Public Works Department. The cost shall not exceed eleven (\$11.00) dollars per lineal foot by Sumter County for the preparation of this road unless approved by County Council.
6. The County Council must direct the Public Works Director to prepare an estimate for the preparation of the road to meet County standards and this cost estimate should be provided to the property owners for determining their participation rate.
7. All road work will take place as time permits and can be scheduled by the Public Works Director.
8. It should be noted that at no time will this procedure be utilized to develop a road in an area which is underdeveloped and in which the property owners are seeking assistance from the County to build a road in order for them to subdivide their land to make a profit.

(The above was approved and adoptive by Sumter County Council on January 28, 1992.
By: Ruben L. Gray, Chairman Attested By: Mary W. Lewis, Clerk of County Council)

RURAL COMMUNITY DRIVEWAYS

The following specifications for rural community driveways are from the Sumter County Zoning & Development Standards Ordinance, dated June 22, 2004.

1. Private streets shall be allowed pursuant to 3.o.6 of this Ordinance for approved PD's;
2. Rural Community Driveways (RCD) shall be allowed **only** in the unincorporated areas of Sumter County when serving no more than five lots; (*The five lots do not include any lot that borders the rural community drive and public road of the driveway for the lot is from the public road and no variance above the 5 lots may granted by the Planning Commission*), provided;
 - a. The Rural Community Driveway may only be approved as part of a Lifetime Transfer of property as defined in subparagraph 6 under Subdivision, Exempt in Section 10.b.1. Definitions and the family relationship shall not go beyond first cousins under any circumstances.
 - b. That such lots shall be not less than one (1) acre in size and be no less than 125 feet wide at the building line;
 - c. That the driveway shall be privately maintained and owned by all property owners, and shall be accessible to each lot so created, and to a public street;
 - d. That access, ownership and maintenance of the community driveway be the sole responsibility of the affected property owners, and so stated in restrictive covenants accompanying the sale and/or transfer of each lot and so noted in the capital letters on the deed of record, as follows: "The driveway providing access to lots in this subdivision is privately owned and is not maintained by Sumter County nor the City of Sumter, nor is it likely to be maintained in the future. Owners of lots in this subdivision are financially obligated to maintain this driveway for the benefit of all property owners in the Subdivision."
 - e. The restrictive covenants shall refer to the plat required for recording;
 - f. That further subdivision of lots shown on the plat shall be prohibited by the restrictive covenants, except the provisions of this Section shall not prohibit adjustments in lot lines which do not reduce the size of any affected lot to less than one (1) acre, and where no additional lots is created. Additionally, variances will not be allowed for less than one (1) acre lots.
 - g. That the restrictive covenants shall provide that they not be amended or modified except by written consent of the Sumter City-County Planning

Commission (or any other successor organization) and all property owners in the subdivision.

- h. That the restrictive covenants shall require that any deed conveying an interest in any lot in the subdivision shall conspicuously contain the following language with an appropriate space for a signature by the grantee or grantees acknowledging same. **“The real property described in this deed is subject to restrictive covenants recorded in Deed Book ___ at page ___. These restrictive covenants provide, among other things, a financial commitment to maintain a community driveway. These restrictive covenants are specifically acknowledged by the grantee(s).”**
- i. That the plat required for recording be prepared in accordance with the plat approval requirements for minor subdivisions:
- j. That the driveway shall not be less than fifty feet (50 ft.) wide and shall have not less than sixty feet (60 ft.) frontage on a public road or street. Roadbeds shall have an all-weather surface of crusher-run or equivalent of not less than fifteen feet (15 ft.) in width and a 50 foot radius cul-de-sac at the end of the right-of-way for emergency vehicle turnaround.
- k. That the owner shall conspicuously place and maintain on the privately maintained rural community driveway all traffic control signs and a street name sign showing the RCD as a private driveway.
- l. That the uses for property on an RCD shall be residential (as allowed by zoning district) and Home Occupations only.
- m. That the driveway shall be maintained by all adjacent property owners until accepted into the County Road System. If Sumter County incurs any costs to maintain the road, those costs shall be a lien on all lots on the RCD and that those costs will be allocated equally among the lots and added to the ad valorem taxes on those lots.
- n. If any lot on a RCD is voluntarily transferred as limited by subsection a above outside the family within the 5 years following the final inspection of the dwelling on the final lot, the RCD shall be upgraded to a road that meets all Sumter County standards to be accepted into the County Road System. After 5 years, the RCD may remain as is for property transfer.

STREET SIGNS

County Street Signs

Sumter County Public Works installs and maintains public street signs within the county (signs on County and State Roads). Streets must be officially named and certified by the Auditor.

County street signs are on metal posts with the names being shown horizontally in white reflective letters on green reflective markers and are erected on the right-of-way.

County street signs will initially be installed once a road is accepted into the county's or state's road system. County street signs will be replaced upon notification to the County Public Works Department.

Private Street Signs

The installation and maintenance costs of private street signs are the responsibility of the property owner. The private street signs may be purchased at a local sign company.

Private street signs should be on metal posts with the names being shown horizontally in white reflective letters on blue reflective markers. The blue reflective signs are to be used only on private streets and rural community driveways that have been approved by the Planning Commission.

BREAKDOWN OF ROADS IN SUMTER, SOUTH CAROLINA

Total miles of roads in Sumter	1,479.8 miles
Miles of state roads in the county	872.8
Miles of state roads in the city	202
Miles of paved city streets	59
Miles of unpaved city streets	3
Miles of county paved roads	141
Miles of unpaved county roads	202**

**138 miles of dirt roads + 64 miles of crusher-run roads = 202 miles of county unpaved roads

Total miles of state roads	1,074.8
Total miles of city streets	62
Total miles of county roads	<u>343</u>
	1,479.8 miles

% of roads maintained by SCDOT	72.7%
% of roads maintained by the City of Sumter	4.2%
% of roads maintained by Sumter County	23.1%

CRITERIA FOR SUMTER COUNTY TO PAVE COUNTY ROADS

County Roads Paved with Road User Fee

Sumter County will pave, when funds are available, only county maintained roads that are part of the Sumter County Road System. Currently, Sumter County paves approximately 1.5 miles per year with Road User Fee Funding.

The road must serve a public purpose and must connect to an existing publicly maintained road. All right-of-way must be dedicated by plat to Sumter County. Any county road in subdivisions must be at least 75% owner-occupied to be considered for paving. County roads with high maintenance costs are given top priority for paving.

See the "Worksheet for Paving Priority Criteria" for how roads are selected for paving. Roads are scored on the following scale from the "Worksheet for Paving Priority Criteria:"

Category A = < 40 points

Category B = 40 - 69 points

Category C = 70 - 99 points

Category D = 100 - 150 points

It is the policy of the county to pave the county roads with the greatest needs (Category "D") as determined by the "Worksheet for Paving Priority Criteria."

All county roads selected for paving are chosen by the Public Works Director and Staff and final approval comes from Sumter County Council.

County Roads Paved with County Transportation Committee Funds (CTC Funds)

The Sumter County Transportation Committee (CTC) which is selected by the Sumter County Legislative Delegation also provides funds for road paving in Sumter County. These funds which are derived from the gasoline taxes are split between SCDOT in Sumter, Sumter County and the City of Sumter. SCDOT in Sumter receives 25%, the City of Sumter receives 25% and Sumter County receives 50% of these funds yearly.

All roads selected for paving, utilizing CTC funds, whether state roads, city roads or county roads are selected and approved by the five member CTC committee.

County Roads Resurfaced with Road User Fee

Sumter County will resurface, when funds are available, county paved roads that are part of the Sumter County Road System. County paved roads with high maintenance costs are given top priority for resurfacing.

See the "Worksheet for Resurfacing Priority Criteria" for how roads are selected for resurfacing. Roads are scored on the following scale from the "Worksheet for Resurfacing Priority Criteria:"

Category A = < 30 points

Category B = 30-49 points

Category C = 50-69 points

Category D = 70-100 points

It is the policy of the county to resurface the county roads with the greatest needs (Category "D") as determined by the "Worksheet for Resurfacing Priority Criteria."

All county roads selected for resurfacing are chosen by the Public Works Director and Staff and final approval comes from Sumter County Council.

WORKSHEET FOR PAVING PRIORITY CRITERIA

Name of Road: _____ Length of Road: _____
 Total Number of Homes on Road: _____
 Total Number of Homes Owner-Occupied _____

POINTS

1. Length in Miles:
 - 0 – 0.5 miles \ 5 pts. _____
 - 0.5 – 1.0 miles \ 3 pts.
 - >1.0 mile \ 1 pt.

2. Number of owner-occupied homes:
 - <5 \ 1 pt.
 - 5 – 10 \ 3 pts.
 - 11 – 15 \ 5 pts.
 - 16 – 20 \ 8 pts.
 - > 20 \ 10 pts _____

3. Number of homes per mile:

T= (number of homes) / (length in miles)

(Line 2) (Line 1)

 - < 20 \ 5 pts.
 - 21 – 30 \ 10 pts.
 - 31 – 40 \ 15 pts.
 - 41 – 50 \ 20 pts.
 - 51 – 60 \ 25 pts.
 - > 60 \ 30 pts. _____

4. Estimated cost of paving:
 - < \$120,000 \ 20 pts.
 - \$120,000 - \$200,000 \ 15 pts.
 - \$200,000 - \$300,000 \ 10 pts.
 - \$300,000 - \$400,000 \ 5 pts.
 - > \$400,000 \ 1 pt.

5. School Bus Routes:
 - 10 points applied if road is on a school bus route _____

6. Right-of-way:
 - 10 points applied if all right-of-way is dedicated and recorded to Sumter County. _____

7. Right-of-way:
 - 10 points applied if the existing right-of-way is clear of all obstruction _____

8. Drainage problem area:
 - 10 points applied if no drainage problems are evident _____

9. Cost of road for Sumter County to annually maintain:
 < \$6,000 per mile \ 5 points
 \$6,000 – 10,000 per mile \ 15 points
 ≥ \$10,000 \ 25 points _____

10. Wetlands:
 15 points applied if there are no wetlands within the
 right-of-way _____

11. C-Funds:
 5 points applied if the road has been approved by the
 CTC Committee for paving _____

(Maximum number of points = 150) **Total** _____

Rating Category _____

Date: _____

Evaluator: _____

WORKSHEET FOR RESURFACING PRIORITY CRITERIA

Name of Road/Subdivision: _____
 Length of Road: _____
 Total Number of Homes on Road/Subdivision: _____

POINTS

1. Length in Miles:
 0 – 1.5 miles \ 15 pts.
 1.5 – 3 miles \ 12 pts.
 3 – 5 miles \ 10 pts.
 > 5 miles \ 8 pts. _____

2. Number of homes per mile:
 T= (number of homes) / (length in miles) _____
 ≤ 20 \ 5 pts.
 21 – 30 \ 10 pts.
 31 – 40 \ 15 pts.
 41 – 50 \ 20 pts.
 51 – 60 \ 25 pts.
 > 60 \ 30 pts. _____

3. Estimated cost of resurfacing:
 ≤ \$200,000 \ 15 pts.
 \$200,001 - \$300,000 \ 12 pts.
 \$300,001 - \$400,000 \ 10 pts.
 \$400,001 - \$500,000 \ 5 pts.
 > \$500,000 \ 1 pt. _____

4. Additional cost for resurfacing paving (drainage, subgrade, driveways, etc.):
 < \$10,000 \ 1pt.
 \$10,000 – \$20,000 \ 3 pts.
 \$20,000 – \$30,000 \ 8 pts
 > \$30,000 \ 10 pts. _____

6. Cost of road(s) for Sumter County to annually maintain (patching):
 < \$2,000 per mile \ 10 pts.
 \$2,000 – \$4,000 per mile \ 20 pts.
 \$4,000 – \$ 6,000 per mile \ 30 pts _____

(Maximum number of points = 100) **Total** _____

Date: _____ **Rating Category** _____

Evaluator: _____

WHO MAINTAINS YOUR ROAD?

The following conditions can help you determine if your road is state, county or city maintained:

STATE MAINTAINED:

Most paved roads are state maintained. You can identify a state road by looking for a number on the top of the stop sign at the end of the road. This number will begin with S-43. All major highways belong to the state.

COUNTY MAINTAINED:

Most dirt roads in the county are county maintained if the roads have been built to county standards and accepted by the Sumter County Public Works Department. Any paved roads in the county that does not have the number S-43 above the stop sign, is a county maintained road.

CITY MAINTAINED:

Any paved street within the city limits that does not have the number S-43 above the stop sign, is a city maintained street.

STREET SIGNS:

Sumter County Public Works erects street signs on all County and State Maintained roads in the county. The City Public Works erects street signs on all city and state maintained roads in the city. These signs are *Green with White* letters. Private roads and lanes should be identified by having *Blue with White* letter signs at their intersections. The installation and maintenance costs of private street signs are the responsibility of the property owner.

WHO TO CONTACT FOR ASSISTANCE!

If you encounter any problems with a road, right-of-way or drainage, contact the department responsible for the road.


Sumter County Public Works 436-2241
S.C.D.O.T. 778-5466
City Public Works 436-2560

Passed, approved, and adopted on August 14, 2007: effective upon adoption.

THE COUNTY COUNCIL FOR SUMTER COUNTY
SOUTH CAROLINA

BY: 
Vivian Fleming McShaney
ITS: Chairwoman

ATTEST:


BY: Mary W. Blandino
ITS: Clerk to County Council