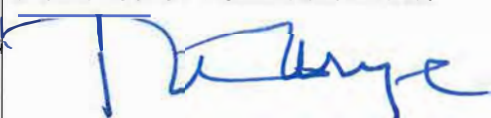


# GEORGETOWN COUNTY

## POLICY AND PROCEDURES MANUAL

<b>SECTION:</b> Department Policy	<b>TITLE:</b> Planning and Development
<b>SUBJECT:</b> The agency conducts planning for the maintenance, expansion, improvement, or replacement of existing systems to meet future needs. Impacts on operations and maintenance should be addressed to ensure that the agency is able to sustain the infrastructure and services. Funding for the Road Improvements is provided by the <u>"C" Fund for Road Improvements</u> .	
<b>PURPOSE:</b>	The "C" Fund Program is a statewide program for improving roads. The fund for the program comes from a tax on each gallon of gas and diesel fuel. Currently the tax amounts to 2.66 cents per gallon. This tax is set by the General Assembly and applied throughout South Carolina. Funds from this tax vary annual for Georgetown County.
<b>PROCESS:</b>	A State Law requires the appointment of a County Transportation Committee. This committee reviews priorities recommended by the County Division of Public Works and the South Carolina Department of Transportation (SCDOT) Maintenance Engineer. The priorities will include county, municipal, and state roads, and will also include paving, rocking, and resurfacing projects.
<b>PETITIONING:</b>	<p>Georgetown County residents can call the Public Works Division at (843) 545.:3438 and request a "C" Fund Petition. The petition will be mailed. Complete and return to the Georgetown County Public Works Division, P O Drawer 421270, 2236 Browns Ferry Road, Georgetown, SC 29442.</p> <p>Every Property Owner on the road must agree that: (1) she/he wants the road improved, and (2) she/he will give any needed right-of-way. Unless property owners agree to give rights-of-way, the road may not be considered.</p> <p>Petitions may be submitted at any time during the year. Petitions submitted after October 1st of each year will be held for the following year.</p> <p>Property owners, city/town/ county governments, SCDOT, and the Legislative Delegation can submit a petition. The "C" Fund Program exists to assist every jurisdiction to improve their public roads.</p> <p>Annually the CTC will establish priorities for all road improvement projects to meet the transportation needs of the entire county. Using the standardized County street improvement priority criteria table, actual site visits and direct input from concerned County residents at formal CTC meetings they will recommend priorities by majority vote. These recommendations will then be forwarded to the County Council for formal approval.</p>
<b>DATE:</b> 11/05/2014	<b>DIRECTOR OF PUBLIC SERVICES:</b> 
<b>REVIEW DATE:</b> 11/05/2017	<b>POLICY NUMBER:</b> 10.5.3,24.1.3 <b>PAGE NUMBER:</b> Page 1 of 2

<p><b>PETITIONING (CONT):</b></p>	<p>Steps:</p> <ol style="list-style-type: none"> <li>(1) Obtain the signatures of all property owners and return the petition to the Georgetown County Public Works division before October 1st.</li> <li>(2) The staff will examine the history of the road, count homes, do a traffic count, and school bus routing information to analyze the road use.</li> <li>(3) This information will be submitted annually to the County Transportation Committee to be prioritized.</li> <li>(4) The CTC will select roads/projects to fund based on prioritization and available funding.</li> <li>(5) Priority list will be submitted to County Council for final approval.</li> </ol>
<p><b>SPECIAL PROJECTS:</b></p>	<p>At any time during the year, Public Services Department can call a special CTC meeting to present a special project. Special projects include road paving, rocking, major repair beyond general maintenance or other project associated with improving transportation that the County deems a priority. The CTC will review the recommend projects by majority vote and send recommendations to County Council for approval.</p>
<p><b>COUNTY COUNCIL:</b></p>	<p>Whenever CTC sends recommendations to County Council, they are presented at a formal meeting at which the improvement projects will be reviewed, modified if required, and approved by majority vote. This will constitute PWD authority to execute the prioritized road improvements.</p>
<p><b>CRITERIA:</b></p>	<p>Road to be considered must be a public road, publicly maintained by the state, County, or a city. It must connect to an existing publicly maintained road, and Finally, the road should not possess any unusual features that could cause construction to be abnormal.</p>

<p><b>DATE:</b> 11/05/2014</p>	<p><b>DIRECTOR OF PUBLIC SERVICES:</b></p> 	<p><b>POLICY NUMBER:</b> 10.5.3,24.1.3</p>
<p><b>REVIEW DATE:</b> 11/05/2017</p>		<p><b>PAGE NUMBER:</b> Page 2 of 2</p>

**REQUEST FOR PROGRAMMING**

**C Program Administration**

COUNTY: \_\_\_\_\_ CONGRESSIONAL DISTRICT: \_\_\_\_\_

LOCAL PAVING (OFF SYSTEM)       STATE ROAD PROJECT (ON SYSTEM)

MATCH PROGRAM       SCDOT DIRECT LABOR PROJECT

REVISION TO CURRENT C PCN: \_\_\_\_\_

**PROJECT INFORMATION SECTION**

DESCRIPTION OF REQUESTED INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INITIAL ESTIMATED COST OF PROJECT: \_\_\_\_\_

**COMPLETE IF APPLICABLE TO PROJECT**

BEGINNING POINT: \_\_\_\_\_ ENDING POINT: \_\_\_\_\_

TOTAL MILEAGE: \_\_\_\_\_ MILE(S)

TYPE OF CONSTRUCTION:     NEW CONSTRUCTION       RESURFACING       OTHER

**LOCATION MAP MUST BE ATTACHED**

**PLEASE GIVE FOLLOWING INFORMATION IF WORK PERFORMED BY OTHERS THAN SCDOT:**

NAME OF GOVERNMENT ENTITY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

TITLE OF CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / TOWN: \_\_\_\_\_ SOUTH CAROLINA    ZIP CODE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ DATE \_\_\_\_\_

CHAIRMAN, COUNTY TRANSPORTATION COMMITTEE

**FOR SCDOT INTERNAL USE ONLY**

SCDOT DISTRICT: \_\_\_\_\_ SCDOT CONTACT PERSON: \_\_\_\_\_

PLANNED PROJECT # IN P2S: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

**RETURN TO: S.C. DEPARTMENT OF TRANSPORTATION  
955 PARK STREET, COLUMBIA, S.C. 29202  
ATTENTION: C PROGRAM ADMINISTRATOR**

(STATE OF SOUTH CAROLINA)

PETITION

(COUNTY OF GEORGETOWN)

We, the undersigned residents and property owners, living on \_\_\_\_\_ in Georgetown County, hereby request  
(name of road for improvement)  
 Georgetown County to evaluate the referenced road for improvement, which is approximately \_\_\_\_\_ mile(s) long. We hereby certify that \_\_\_\_\_  
(# of houses on the road)  
 separate dwelling units have entrances off of this roadway and that school buses [ DO ] or [ DO NOT ] use this roadway.

We understand that the County will each year rank according to an approved formula all roads with valid petitions for improvement and those roads with the highest ranking will be recommended for improvement. The recommended list will be based on anticipated funding levels.

Every property owner on the road must agree that (1) he/she wants the road improved, and (2) that he/she gives any needed right-of-way. Unless every property owner agrees to [ PAVING ] or [ ROCKING ] and giving rights-of-way, the road may not be considered.

NAME	ADDRESS	TELEPHONE #	DATE

Return Petition To:  
 Georgetown County  
 Department of Public Services  
 P. O. Box 421270  
 Georgetown, SC 29442-1270





KEY TO TABLE  
AND METHODOLOGY

S - Source of Request    P – Petition  
                                  G – Government  
                                  L – Letter  
                                  O - Old Request Made to Delegation

Y - Year Request Filed

STREET IMPROVEMENT CRITERIA

1 Length in Miles:

0.0 - 0.5 mi. \ 5 pts.  
0.5 - 1.0 mL \ 3~ 4 pts.  
>1.0 mi. \ 0 - 2 pts.

2 Street Classification:

Arterial \ 7 - 10 pts.  
Collector \ 4 - 6 pts.  
Residential \ 0 - 3 pts.

3 Maintenance Costs Per Mile:

High \ 7 - 10 pts.  
Medium \ 4 - 6 pts.  
Low \ 0 - 3 pts.

4 Residences Served Access:

>20 \ 7 -10 pts.  
10-20\ 4-~6 pts.  
<10 \ 0 - 3 pts.

5 Other Land Uses: Up to ten points may be applied if the road serves as access to nonresidential uses (e.g. church, recycle center, fire station) business, etc.)

6 Average Daily Traffic: ADT =10(# of homes)

>150 \ 1-10 pts.  
100 -150 \4 - 6 pts.  
<100\0-3pts.

7 Bus Route: Up to five points may be applied if the road is utilized by a school bus.

8 Estimated Cost of improvements:

<\$20,000 \ 10,-15 pts.  
\$20,000 - \$40t000 \ 5 - 10 pts.  
>\$40,000 \ 0 - 5 pts.

9 Width of Right-of-Way

≥ 50' \ 7 - 10 pts.  
40' - 50' \4 -6 pts.  
<40' \ 0 - 3 pts.

- 10 Recent Improvements: Up to 15 points may be applied if recent improvements to the road and/or drainage system are evident.
- 11 Right-of-way Clearance: Up to 5 points may be applied if the existing R.O.W. is clear of obstructions.
- 12 Drainage Problem Area; Up to 10 points may be applied if no drainage problem are evident.
- 13 Bridges: Up to 10 points may be applied if no bridges are present along the road segment.
- 14 Wetlands: Up to 5 points may be applied if there are no wetlands within or adjacent to the roadway.
- 15 Contiguous to a paved street: Up to 10 points may be applied if the roadway is abutting a paved road.
- 16 Connects two paved roads: Up to 5 points may be applied if the roadway connects two paved roads.
- 17 Unusual features; Up to 5- points may be applied if any unusual features are present (e.g. heavy truck use, proximity to school, etc.).
- 18 Length of time on approved prioritization list: 1points for every year road has been on list.

T Total Points Awarded