



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 • Fax 928-632-7365**

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**TRANSITION REQUEST FORM**

Date:	Parcel #
Owner Name:	Phone #:
Mailing Address:	
Site Address:	
Road(s) submitted for Town ownership:	
Road(s) located:	

I/We the undersigned do hereby request the Town of Dewey-Humboldt, accept this letter of intent in accordance with the Town of Dewey-Humboldt Resolution No. 07-49. Private Road Transition Policy:

Our intent is as follows:

1. To work with our neighbors and gain agreement to see this process through.
2. Make application by the property owners for consideration by the Town for the transfer of ownership and maintenance responsibility, of our roads listed herein.
3. Work with the Town Staff and aid in the review of the application and identification of issues concerning the proposed roads.
4. Upon acceptance and agreement by the Town staff to submit a favorable recommendation to the Mayor and Town Council, I/we will join with our neighbors to secure and pay for a survey as required by the Town.
5. I/We will work with the Mayor and Town Council in seeking consideration and approval of our application.
6. Upon the Mayor, Town Council and all property owners, agreement: I/We will transfer ownership, responsibility of maintenance, and future improvements of all roads listed herein to the Town so as to become part of the Towns road system in accordance with Resolution No. 07-49.

Signed: \_\_\_\_\_



**TOWN OF DEWEY-HUMBOLDT  
DEPARTMENTAL REGULATION**

**DR No ENG10-04**

**Department: Engineering**

**Subject: *Private-to-Public Procedures***

**Effective Date: April 5, 2010**

1. **Purpose.** The purpose of this Regulation is to implement Town Code § 92.01.
2. **Scope.** Town Code § 92.01 establishes a policy and minimum criteria relating to the acquisition and maintenance of private streets. Any private street proposed for acquisition and maintenance by the Town shall be in accordance with the policy and criteria as set forth in Town Code § 92.01.
3. **Procedures for Acceptance of Existing Private Streets for Public Ownership.**
  - 3.1. In order to be considered, a street owner or property owner's association shall make an application to the Town Engineer on an application form provided by the Engineering Department.
  - 3.2. The Town Engineer shall review any complete application submitted by the street owners or property owner's association. The Town Engineer shall prepare a written inspection report of the street and Rights-of-Way proposed for dedication and the accompanying map. He shall determine if any design, construction or maintenance deficiencies exist that would result in an unacceptable assumption of liability or cost on the part of the Town. This report may recommend corrective action items to be accomplished by the existing owners as a condition of acceptance. This may include removal of all buildings, steps, walls or other structures not functionally part of the traveled way or of drainage facilities. The Town Engineer shall make a written recommendation to the Council regarding the offer of dedication and acceptance by the Town.
  - 3.3. The Council shall consider the Town Engineer's recommendation and determine to accept or reject the offer of dedication. The Council may attach any additional conditions they deem necessary to their acceptance.
  - 3.4. Subsequent to an acceptable and favorable application as determined by the Mayor and Town Council, the applicant shall submit the following items:
    - 3.4.1. An ALTA/ACSM Land Title Survey and legal description of the proposed Rights-of-Way prepared shall be stamped by a registered land surveyor licensed by the State of Arizona. The ALTA/ACSM shall conform to 2005 Minimum Standards Detail Requirements For ALTA/ACSM Land Title Survey Land Title Surveys, as adopted by American Land Title Association and National Society of Professional Surveyors, and all subsequent revisions. The map shall include the street, Rights-of-Way and all adjacent lots or parcels and shall also include the following:
      - 3.4.1.1. A scale (written and bar graph), north point and date of preparation, including dates of any subsequent revision;
      - 3.4.1.2. Boundary lines and vicinity map;
      - 3.4.1.3. Names, locations and widths of adjacent streets, roads, highways and ways;

3.4.1.4. The width and location of all existing or proposed easements for special purposes which are contained within or adjacent to the proposed Rights-of-Way to be dedicated, such easements for the purposes of drainage, sewers, utilities, flood control or access;

3.4.1.5. Locations, elevations and size of culverts and storm drains and detention facilities;

3.4.1.6. Location of all existing or proposed structures, walls, fences, irrigation ditches, water wells, pipelines and other physical features within or adjacent to proposed Rights-of-Way. The map shall indicate which improvements are to remain, be altered or removed.

3.4.2. A fee simple title to the entire Rights-of-Way for the street conveyed by the street owner or property owner's association. The Rights-of-Way shall be of sufficient width to accommodate requirements set forth by the Town.

3.4.3. Documentation acceptable to the Town Attorney that the street owners or property owner's association have legal authority to convey the Rights-of-Way to the Town.

3.5. If directed by the Council, the Town Engineer shall sign the map indicating Town acceptance of the dedication. The Town Clerk shall record the accepted new street with the necessary documentation with the appropriate county recorder's office.

<b>TOWN MANAGER APPROVAL</b>	Initial: _____
Notes: _____	
_____	
_____	

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RESOLUTION NO. 07-49

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, ADOPTING A POLICY AND PROCEDURE FOR THE IDENTIFICATION, TRANSFER AND MAINTENANCE OF PRIVATE RIGHT OF WAY FOR PURPOSES OF DEVELOPING THE TOWN ROAD SYSTEM.

WHEREAS, within the Town limits there are significant sections of roadway that are privately owned and maintained, and,

WHEREAS, circulation and transportation within the Town would benefit in some instances if portions of private roads became owned by the Town, and,

WHEREAS, a policy and procedure for incorporating private roads into the Town's system would assist property owners and the Town in considering requests for transfer of ownership maintenance responsibility:

NOW THEREFORE BE IT RESOLVED that the Town of Dewey-Humboldt hereby adopts the Private Road Transition Policy as follows,

**Private Road Transition Policy**

1. Any neighborhood or group of property owners wishing to transfer ownership and maintenance of a private road to the Town will provide a written request to the Town identifying the portion of roadway to be transferred, the names and parcel numbers of property owners adjacent to the roadway and signatures of those property owners that are indicating support of the transfer.
2. Upon receipt of the request, Town Staff will review the request and prepare a report identifying the condition, the required width, drainage considerations, connection of the proposed roadway to existing Town owned roads and other factors that may be deemed relevant to the maintenance and ownership of the roadway by the Town. The report will also identify any improvements to the roadway that may require resolution prior to being accepted for transfer of ownership.
3. Upon recommendation of the Town Staff for transition to Town ownership of the proposed roadway, each property owner will provide a survey of the proposed roadway by a registered surveyor for their parcel.
4. The proposed transfer will be placed on the next available Town Council Agenda for Public Hearing and consideration for acceptance of ownership and maintenance by the Town.

5. Upon approval by the Town Council, property owners will transfer ownership of the designated right of way to the Town and the Town will arrange for recording of modifications to each portion of parcels and property and designation of the transferred right of way as Town owned property.

6. As of the effective date of the creation of the right of way, the Town will add the right of way to its assets and begin providing standard maintenance of the roadway.

7. Future paving of the roadway may be proposed by the Town or the property owners and may be financed by formation of a Local Improvement District and/or Town resources.

**EFFECTIVE DATE:** This Resolution shall be effective upon passage.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Yavapai County, Arizona, this 20th day of November, 2007.



\_\_\_\_\_  
Earl Goodwin, Mayor

**ATTEST:**

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Debbie Gifford, MMC, Town Clerk

**APPROVED AS TO FORM:**

  
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Kenton Jones, Town Attorney