

# COUNTY ROAD SNOW PLOWING REQUEST

MOFFAT COUNTY ROAD DEPARTMENT  
P. O. BOX 667, 822 E. 1<sup>ST</sup> STREET  
CRAIG, CO 81626  
(970) 824-3211

Road No. \_\_\_\_\_  
Date Issued \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

Applicant hereby requests the Moffat County Road Department provide snow removal services for Moffat County Road Number \_\_\_\_\_ from Mile Marker \_\_\_\_\_ to Mile Marker \_\_\_\_\_ for a total distance of \_\_\_\_\_. The reason the applicant is requesting this road be plowed: \_\_\_\_\_

**INCLUDE WITH THE APPLICATION:**

- 1. Map designating portion of road to be plowed.
- 2. List of property owners affected by the proposed service.

Moffat County shall not snowplow any road unless and until such road has been dedicated to the public use and accepted for county maintenance by the Board of County Commissioners (Commissioners). It shall be at the sole discretion of the Commissioners to determine which roads so dedicated and accepted will be plowed by Moffat County.

**All such requests shall be submitted to the Moffat County Road Department (Road Department) before September 1.**

Requests received after September 1 will be considered as requests for the following winter season. Exceptions to the September 1 date may be allowed at the discretion of the Commissioners.

Upon receipt of the Snow Plowing Request, the Road Department shall inspect the location and prepare a report for the Commissioners, which will address the following:

- 1. An assessment of the condition of the road including width, base, drainage, fencing, etc.
- 2. An evaluation and estimate of cost to bring the road up to a standard suitable for winter maintenance and snow plowing.
- 3. An evaluation on whether equipment used on adjacent roads to remove snow will be sufficient to remove the snow from the requested location.
- 4. An evaluation on the frequency, duration and extent of snowplowing, amount of manpower and time involved.
- 5. An assessment of safety considerations involved with the request.
- 6. A statement as to whether the road is a natural extension of an existing snowplow route.
- 7. A statement of any general public benefit served by providing snow removal service.
- 8. An assessment of any negative impact that might result from providing snow removal service.

At a public meeting of the Commissioners, the Road Department shall present the Snow Plowing Request along with their report. At its discretion, the Commissioners may approve or deny the request for the County to plow the road. The Commissioners may conditionally approve the request based on, but not limited to, the following conditions:

- 1. The frequency, duration and extent of snow plowing services to be provided.
- 2. Property owners' financial participation in preparing the road for snow removal.
- 3. A time limit with periodic review for continuation of service.

In signing this Snow Plowing Request, the Applicant signifies they have read, understand and accept the foregoing provisions and conditions. The person signing as the Applicant must be an owner or legal representative of the property served by the Snow Plowing Request and have full authority to request snow removal services and all its terms and conditions.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL OF COUNTY ROAD SNOW PLOWING REQUEST**

By \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_  
Authorized County Representative

# **MOFFAT COUNTY ROAD DEPARTMENT POLICIES AND PROCEDURES**

## **COUNTY ROAD SNOWPLOWING REQUEST**

The purpose of this policy is to outline the procedures and criteria by which the Board of County Commissioners of Moffat County (Commissioners) will consider requests to plow snow on a public road under the County's jurisdiction.

Moffat County shall not snowplow any road unless and until such road has been dedicated to the public use and accepted for county maintenance by the Board of County Commissioners; except that it shall be in the sole discretion of the Commissioners to determine from time to time which such roads so dedicated and accepted will be plowed by the County.

A request to the County to provide snow removal services on a County Road to an area not currently being served shall be submitted on a County Road Snow Plowing Request form to the Moffat County Road Department (Road Department). The written request shall include:

1. Name and number of the road requested to be plowed.
2. A map designating the portion of the road to be plowed.
3. The distance to be plowed.
4. Other information that may be required by the Road Department.
5. A list of property owners benefiting from the proposed service.
6. The reason the plowing is being requested.

All such requests shall be submitted to the Road Department before September 1. Requests received after September 1 will be considered as requests for the following winter season. Exceptions to the September 1 date may be allowed by the Commissioners.

Upon receipt of the request, the Road Department shall conduct a site visit and prepare an evaluation report for the Commissioners. The report shall address the following:

1. An assessment of the condition of the road including width, base drainage, fencing, etc.
2. An evaluation and estimate of cost to bring the road up to a standard suitable for winter maintenance and plowing.
3. An evaluation on whether the equipment used on adjacent roads to remove the snow will be sufficient to remove the snow from the requested location, the frequency, duration and extent of snowplowing, the amount of manpower and time involved and an estimate of cost.
4. An assessment of safety considerations involved with the request.
5. A statement as to whether the road is a natural extension of an existing snowplow route.
6. A statement of any general public benefit served by providing snow removal service.
7. An assessment of any negative impact that might result from providing snow removal service.

The County Road Snow Plowing Request to provide snow removal service together with the evaluation prepared by the Road Department shall be submitted to the Commissioners. All requests shall be considered in a public meeting of the Board. At its discretion, the Commissioners may approve or deny the request for the County to plow the road. The Commissioners may conditionally approve the request based on, but not limited to, the following conditions:

1. The frequency, duration and extent of snow plowing services to be provided.
2. Property owners' financial participation in preparing the road for snow removal.
3. A time limit with periodic review for continuation of the service.

The County will exercise its appropriate, lawful authority to ensure compliance with the County Road Snow Plowing Policy.

Adopted by Resolution 2005-113 on December 6, 2005