

REQUIREMENTS FOR ESTABLISHING NEW PUBLIC ROADS

___ 1. The road to be established must begin on a public road and end on a public road, or begin on a public road and service a public park, public aviation area, state supported school, public recreation area, or begin on a public road and service at least three private residences or businesses in the first five hundred feet, and one private residence or business in each two hundred feet thereafter as per Ohio Revised Code, Section 5553.02.

___ 2. A petition must be signed by at least twelve freeholders of the county residing in the vicinity of the proposed road as per Ohio Revised Code, Section 5553.04 (husband & wife owning same property count as only one signature). It is the responsibility of the petitioner to obtain the signatures. In addition, the petitioner may wish to obtain signatures from the township trustees.

___ 3. An easement form must be signed by all affected property owners, through which the road is located, in order to dedicate a public right-of-way to the County Commissioners. In most cases, this easement will be a minimum of fifty (50) feet in width plus an additional fifty (50) by one-hundred (100) foot area for turn around if the road dead ends. The person(s) petitioning to establish the road is (are) required to gather the signatures. If any property owner refuses to sign the easement, the new road cannot be established. The signatures must be witnessed and the easement form notarized.

___ 4. A plat of survey, showing the centerline of the proposed road, and tied into an existing road intersection or government corner, with property owners designated along the road, must be performed and signed by a Professional Surveyor licensed in the State of Ohio, and must be presented to the County Commissioners as part of the dedication of said right-of-way as per Section 5553.31 of the Ohio Revised Code. A road centerline profile and typical section shall be required by the Jackson County Engineer.

___ 5. A letter of resolution must be obtained from the Township Trustees of the township in which the road lies, stating whether or not they are willing to accept the road in it's present condition, that is, with proper grading, ditches, surface, etc. If the Trustees will not accept the road as is, it must be improved to meet specifications as provided by the Jackson County Engineer.

___ 6. After completion of the above steps, the petition, easement form, plat of survey, and letter of resolution must be presented to the Jackson County Commissioners (Courthouse Annex, Portsmouth St., Jackson) and at that point a date and time will be set for a viewing and public hearing for the road. The law requires that this be advertised in the largest circulating local newspaper. The petitioner must bear this expense as well as doing the legwork involved.

___ 7. Upon final approval and acceptance by the Jackson County Commissioners, the road will likely become a township road and will be maintained by the township trustees.

___ 8. The petitioner should have at least two choices prepared for a road name. If the first name is already being used on another road, the second choice may be used instead.

___ 9. If residents wish to receive mail on the newly established public road, it is the responsibility of the petitioner to present us with their names and current mailing addresses. The County Engineer's office will provide a sketch to the petitioner showing the road with the houses and/or businesses located along it. The petitioner should print legibly the name of the resident and that resident's current mailing address next to the proper house or business. Once this is completed, the sketch should be returned to the Engineer's office. We will then meet with the appropriate post office and assign a new address to each resident. The new addresses will become effective only if the U.S. Postal service determines that the road meets their criteria for mail delivery. The road must be in good condition and must have an adequate turn around area if it is a dead end road. Residents will have to contact their post office to find out where to relocate their mailboxes.