

BOARD POLICY	
SUBJECT	Dirt Street Improvement Program
POLICY NUMBER	BP94-05
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	September 4, 2001 (R01-162)
HISTORICAL REFERENCE	R94-173 (August 4, 1994); R94-200 (October 20, 1994); R00-137 (September 5, 2000); September 4, 2001 (R01-162)

Purpose: To establish procedures for improving private unimproved roads (commonly referred to as "dirt streets") so that these roads may be included in the State Secondary Road System maintained by the Virginia Department of Transportation (VDOT).

Procedure:

The Board ~~will~~ [has](#) established [ed and may amend from time to time](#) a priority list (see [Attachment A](#)) which will be used by the County Administrator for initiating action necessary to improve private unimproved roads to standards whereby they may be accepted into the [Virginia Department of Transportation \(VDOT\) State](#) Secondary Road System. [In the event a private road that is not included on the priority list is brought to the County's attention it shall be evaluated by the Department of General Services and presented to the Board of Supervisors during the annual Board Policy review process, along with a recommendation as to what priority it should be given. Additional roads may be added to the list by the County Administrator and subsequently prioritized by the Board of Supervisors.](#)

[The effectiveness of the Dirt Street Improvement Program is dependent on the willingness of the owners of property along the subject street/road to donate, at no cost to the County, such portions of their property as are necessary to provide the right-of-way width required by VDOT for street acceptance as well as any necessary utility and construction easements.](#)

[As streets and roads rise to the top of the Priority List, the following steps will be followed for this program:](#)

1. Phase I - Confirmation of Interest:

- a. County staff will notify all adjacent property owners in writing that the subject road is high on the priority list established by the Board of Supervisors and is being considered for improvements. Property owners ~~will be~~ [are](#) asked if they are interested in having the road improved [to the extent necessary for acceptance into the Virginia Department of Transportation \(VDOT\) and included in the](#) Secondary Road System. Property owners ~~are~~ [also will be](#) notified that [the success of the project effort depends on their willingness they are will be expected to donate such portions of their property as are necessary to provide a VDOT-standard right-of-way and also to donate any permanent or temporary easements as may be necessary for utilities or construction, and right-of-ways for the project and are](#) Property owners will be asked to communicate their interest in the project [and willingness to donate right-of-way/easements](#) in writing within thirty (30) days. The County Administrator or designee may grant an extension to the thirty-day response requirement if there are extenuating circumstances.
- b. [A street will be advanced to the next phase – Phase II, Survey and Acquisition – when:](#)
 1. [100% of ~~if all~~ the property owners along the proposed project respond affirmatively concerning their willingness to donate necessary right-of-way and/or easements; the project proceeds to phase II.](#)
 2. [At least 75% of the property owners have responded affirmatively and the Board of Supervisors, after receipt of a written status report from the County Administrator, has determined that it should be advanced;](#)
- c. ~~If all the property owners do not respond affirmatively, but at least 75% do respond affirmatively, the project is forwarded to the Board of Supervisors for direction.~~

c. If fewer than 75% of the property owners indicate an interest in participating in the program ~~by and/or donating necessary right-of-way or easements~~, the ~~project road is automatically will be~~ moved to an inactive list and the Board ~~will be is~~ notified through written memorandum. If the ~~road project~~ is placed on an inactive list, affected property owners ~~will be are~~ notified in writing ~~of its that the project has been placed in an~~ inactive status and that ~~it the project~~ can ~~be~~ considered for re-activation only if:

1. ~~activated if~~ The 75% affirmative participation threshold is exceeded and the Board of Supervisors, after receipt of a written status report from the County Administrator, determines that it should be re-instated as a project and advanced;

2. ~~The of the affected property owners initiate a request in writing to reactivate the project. If a project is placed on the inactive list, property owner(s) along the project route may also~~ petition the Board of Supervisors and request that the project ~~be re-activated and be~~ reinstated as a project and advanced ~~moved to the next Pphase II of the program even with less than a 75% participation rate, and the Board so approves~~

d. Advancing the project to Phase II means that field surveys funded by the County will be performed to determine the likely extent of necessary right-of-way and easement donations associated with each property along the project route. It does not indicate or imply that the County intends to waive the donation requirement.

2. Phase II - Surveying and Acquisition of Rights-of-Way and Easements:

a. During this phase, the County, at the County's expense, will perform a survey to determine the extent of ~~rights-of-ways~~ and easements that will be required to proceed with the project. After the survey is complete, ~~County staff will prepare~~ plats and deeds for acquisition of needed ~~rights-of-ways~~ and easements will be prepared.

b. The County will deliver to the appropriate property owners all documents required for the acquisition of needed ~~rights-of-ways~~ and easements. Property owners will be advised ~~are given notice~~ that they have 90 days to execute and return the ~~executed~~ documents to donate the necessary rights-of-way deeds and easements in order for the project to stay in an active status. Property owners ~~are also~~ will be notified that it is their responsibility to secure ~~necessary~~ releases or subordinations from ~~any their~~ mortgage company(s) or of lien holder(s) , if applicable, in order needed to give the County clear title to the ~~rights-of-ways~~ and ~~permanent~~ easements. The County Administrator or his designee may grant an extension to the ninety-day response requirement if there are extenuating circumstances.

c. A street will be advanced to the next phase – Phase III – Construction – when:

1. ~~If 100% of all the~~ affected property owners sign all the documents to donate the needed ~~rights-of-ways~~ and easements within 90 days, ~~the project proceeds to Phase III.~~

2. At least 75% of the property owners have signed and returned the documents within 90 days and the Board of Supervisors, after receipt of a written status report from the County Administrator, has determined that it should be advanced;

3. ~~If The project has moved to Phase II as the result of direction provided by the Board (e.g., after a less-than-75% response or a property owner petition) and the all of the property owners provide the needed right-of-ways and easements except the non-participating property owners identified in Phase I and resolution to the acquisition requirement for the non-participating property owners was approved by the Board, the project also moves to Phase III. Board-required number of rights-of-way/easement donation documents has~~ have been executed and returned in accordance with whatever deadline was established by the Board and the Board has determined that it should be advanced to Phase III.

d. If none of the above-noted submission thresholds have been met the road shall be added to the inactive list. all of the property owners do not provide the needed right-of-

~~ways and easements but at least 75% do provide needed right-of-ways and easements, details are forwarded to the Board of Supervisors for further direction.~~

~~e. If fewer than 75% of the affected property owners provide the needed right-of-ways the project is automatically moved to an inactive list and the Board is notified through written memorandum. If the project is placed on an inactive list, the affected property owners are notified in writing that the project has been placed in an inactive status and that it can be activated if 75% of the affected property owners initiate a request in writing to reactivate the project or if property owner(s) petition the Board of Supervisors and the Board reactivates the project.~~

ef. Once all, or the Board-approved percentage, of the required documents needed to donate easements and rights-of-ways are received from the property owners, the County will execute the documents and record them in the Circuit Court Clerk's Office. The project ~~then proceeds~~ will then be advanced to Phase III.

2. Phase III - Preparation of Construction Plans:

a. ~~After easements and rights-of-way are secured from all affected property owners, County staff will proceed, Subject to the availability of adequate available funding, the County will undertake with the preparation of such construction working drawings and construction easements other documentation as may be required by VDOT.~~

b. The completed plans will be submitted to VDOT for review and approval and for determination of any necessary additional right-of-way or easements (permanent or temporary) not previously identified. Information concerning any such additional right-of-way or easement needs will be communicated to the affected property owners to ascertain and confirm their continued willingness to donate their property for the project.

~~c. Subsequent to confirmation of the property owners' willingness to donate any additional rights-of-way or easements, and to After VDOT's approval of plats and the plans, the County staff will request VDOT to provide a complete and reliable construction cost estimate for the project. Concurrently, the County will prepare any additional right-of-way or easement plats and documents for execution and recordation. Once any additional documents have been executed and recorded and County staff receives the project cost estimate has been received from VDOT, the project will proceed to Phase IV.~~

~~d. If 100% of the necessary rights-of-way and easements have not been donated by this point in time, the staff will make one last contact with each of the non-responsive property owners in an effort to ensure that they understand and appreciate the benefits of having the road accepted into the VDOT Secondary System. If this contact results in resolution of all any outstanding donations, the project will be advanced to Phase IV. If there continue to be missing segments of rights-of-way or easements, the Board of Supervisors will be apprised of the situation and the project will be asked to determine whether the project will be added to the inactive list or other options will be pursued in order to advance it to Phase IV.~~

3. Phase IV - Authorization of Construction:

Upon advancement of a project to Phase IV, the County staff will prepare all documents necessary for the Board of Supervisors to consider and take action to officially guarantee the availability of the right-of-way and easements to VDOT, to appropriate the funds for payment to VDOT to cover the construction costs, and to authorize the County Administrator to take such other actions as are necessary to advance the project to completion. approving the transfer of property, easements, and funding so that VDOT may proceed with the project with Board approval, the project then moves to Phase V.

4. Phase V - Completion of Improvements:

VDOT schedules the road for improvements and, upon completion, accepts the road into the State Secondary Road System.

Dirt Street Improvement Program								
Active List								
A.Number	B.Street Name	Vicinity	Length	Current R/W Width	#Dwellings	Condition	Estimated Cost to County	Cost/Benefit Score
1	Russell Lane	Bethel	1060'	20'	6	7	95000	4.42
2	Kay Lane	Tabb	650'	26'	10	8	58500	13.67

Dirt Street Improvement Program								
Priority List of Potential Projects								
C.Number	D.Street Name	Vicinity	Length	Current R/W Width	#Dwellings	Condition	Estimated Cost to County	Cost/Benefit Score
1	Eisenhower Drive	Dandy	300'	15'	4	7	27000	10.37
2	Clark Lane	Seaford	600'	10'	5	10	54000	9.26
3	Gordon Lane	Tabb	300'	15'	3	8	27000	8.89
4	Muse Lane	Lackey	300'	50'	3	8	27000	8.89
5	Unnamed road off Fenton Mill Road	Skimino	900'	30'	7	10	81000	8.64
6	Dryden Lane	Tabb	500'	50'	5	7	45000	7.78
7	Rocky Road	Harris Grove	430'	12'	5	6	38700	7.75
8	Sandpiper Cove	Dare	700'	10'	6	8	63000	7.75
9	Dusty Lane	Skimino	460'	50'	4	8	41400	7.73
10	Coburn Court	Lackey	650'	16'	5	8	58500	6.84
11	Dandy View Lane	Dandy	420'	50'	5	5	37800	6.61
12	Baranmore Lane	Dandy	650'	20'	4	9	58500	6.15
13	DeAlba Lane	Seaford	900'	30'	8	6	81000	5.92
14	Finch Lane	Seaford	600'	15'	3	10	54000	5.56
15	Hunters Lane	Dare	580'	15'	4	7	52200	5.36
16	Swain Lane	Tabb	500'	50'	3	8	45000	5.33
17	Hudson Drive	Bruton	1070'	40'	10	5	96300	5.19
18	Olde Pond Lane	Tabb	900'	25'	6	7	81000	5.19
19	Club Way	Seaford	650'	40'	5	6	58500	5.13
20	Austins Point	Dare	1100'	10'	7	7	99000	4.95
21	Ann's Court	Skimino	750'	50'	4	8	67500	4.74
22	Jefferson Lane	Grafton	1000'	12'	6	6	90000	4.00
23	Whites Lane	Seaford	1000'	30'	7	5	90000	3.89
24	Kirby Lane	Tabb	600'	20'	3	7	54000	3.89
25	Old House Point Circle	Dare	450'	40'	5	3	40500	3.70
26	Giles Lane	Lackey	900'	30'	3	10	81000	3.70
28	Chandler Lane	Lackey	570'	30'	3	6	51300	3.51
29	Dillard Lane	Tabb	575'	15'	3	6	51750	3.48
30	Spivey Lane	Seaford	800'	30'	3	8	72000	3.33
31	Bunting Point Road	Tabb	1540'	10'	9	5	138600	3.25
32	Fox Lane	Seaford	700'	12'	5	4	63000	3.17
33	Calthrop Point	Tabb	1230'	15'	5	7	110700	3.16
34	Cabot Drive	Lackey	250'	50'	7	1	22500	3.11
35	Melinda Lane	Tabb	2000'	25'	7	8	180000	3.11
36	Anchor Lane	Dare	1250'	30'	5	7	112500	3.11
37	Cheadle Point Road	Seaford	780'	20'	4	5	70200	0.51
38	Belvin Lane	Dandy	1200'	50'	3	7	108000	0.46

Dirt Street Improvement Program Priority List of Potential Projects								
C.Number	D.Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost to County	Cost/Benefit Score
39	Montgomery Lane	Seaford	749'	20'	3	5	67410	0.4
40	Edith Lane	Dare	500'	30'	3	3	45000	0.36
41	Sangaree Twist	Grafton	580'	50'	5	2	52200	0.34
42	Ironmonger Lane	Seaford	250'	10'	4	1	22500	0.32
43	Laurel Acres	Waterview	1600'	20'	4	6	144000	0.3
44	Fishermans Cove	Dare	1600'	10'	4	6	144000	0.3
45	Phillips Lane	Tabb	1370'	10'	4	5	123300	0.29
46	Sycamore Lane	Lackey	350'	30'	5	1	31500	0.28
47	Smoots Lane	Seaford	2030'	30'	6	4	182700	0.27
48	Old Taylor Road	Bruton	5000'	30'	7	9	450000	0.25
49	Country Lane	Grafton	1600'	50'	5	4	144000	0.25
50	Hunter Lane	Bruton	750'	16'	4	2	67500	0.21
51	Dandy Haven Lane	Dandy	590'	30'	6	1	53100	0.2
52	Sandbox Lane	Dandy	520'	20'	5	1	46800	0.19
53	Glebe Spring Lane	Tabb	2000'	25'	3	6	180000	0.18

Note: No. 27, Scuttle Lane, was removed due to petition and County Administrator memorandum dated January 20, 2011, amending this Board Policy (interim).

Dirt Street Improvement Program Inactive List					
E.Number	F.Street Name	Vicinity	Length	Date Classified Inactive	Reason for Placement on Inactive List
1	Griffin Street	Cary's Chapel Rd.	550'	11/03/97	Owner wanted compensation for property to be used for easement.
2	George Emerson Lane	Tabb	300'	11/06/97	Less than 75% of residents agreed to the project.

Dirt Street Improvement Program Completed Projects (Since 1980)						
G.Number	H.Street Name	Vicinity	Length	# Dwellings	Actual Cost	Year Completed
1	Oak Street	Bethel off Rt. 17	845	14	10250	1980
2	West Woodland Drive	Breezy Point area	792	26	24350	1981
3	Beechwood Lane	Bethel/Shady Banks	1530	11	56935	1982
4	Dogwood Drive	Bethel/Shady Banks	845	8	21370	1982
5	Bayberry Lane (partial)	Bethel/Shady Banks	660	20	10514	1982
6	East Woodland Drive	Breezy Point area	1584	20	25021	1983
7	Dawson Drive	Seaford	1901	31	58650	1983
	Dawson Crescent	Seaford	1162	20		
	Park Lane	Seaford	792	14		
8	Oak Lane	Bethel/Shady Banks area	1109	5	14396	1984
9	Bayberry Lane (Remaining)	Bethel/Shady Banks area	660	20	10604	1984
10	Whites Road	Grafton	423	4	22000	1987
	Second Street	Off of White Road	484	15		
11	Pine Street (Privately Funded)	Bethel off Rt. 17	423	14	0	1987
12	Trinity Drive (Privately Funded)	Bethel off Rt. 17	845	8	0	1987
13	Red Dirt Road	Bruton area	1215	9	29996	1990

**Dirt Street Improvement Program
Completed Projects (Since 1980)**

G.Number	H.Street Name	Vicinity	Length	# Dwellings	Actual Cost	Year Completed
14	Kentucky Avenue Maple Road	Kentucky Farms Airport area Lackey area	158 2905	11 25	26667	1990

Ranking based upon Length of Road per Improved Property

<i>Ranking</i>	<i>Street Name</i>	<i>Feet Road / Impr Prop</i>	<i>Length of roadway</i>	<i>Improved Properties</i>
1	Cabot Drive	44	220	5
2	Old House Point Circle	58	230	4
3	Dandy View Lane	75	450	6
4	Coburn Court	79	630	8
5	Sycamore Lane	89	355	4
6	Rocky Road	94	375	4
7	Fox Lane	100	600	6
8	Cheadle Point Road	100	600	6
9	Whites Lane	100	600	6
10	Kirby Lane	103	515	5
11	Dandy Haven Lane	108	540	5
12	Barcanmore Lane	118	470	4
13	Olde Pond Lane	118	940	8
14	Dillard Lane	120	360	3
15	De Alba Lane	129	900	7
16	Dryden Lane	130	780	6
17	Anchor Lane	138	1100	8
18	Sandbox Lane	138	550	4
19	Sandpiper Cove	145	725	5
20	Hunters Lane	148	590	4
21	Edith Lane	153	460	3
22	Club Way	155	620	4
23	Jefferson Lane	155	930	6
24	Hunter Lane	163	490	3
25	Montgomery Lane	183	730	4
26	Bunting Point Road	183	550	3
27	Smoots Lane	191	1905	10

<i>Ranking</i>	<i>Street Name</i>	<i>Feet Road / Impr Prop</i>	<i>Length of roadway</i>	<i>Improved Properties</i>
28	Carters Neck Road	193	1350	7
29	Calthrop Point	205	1230	6
30	Vine Drive	206	1030	5
31	Ann's Court	235	705	3
32	Fishermans Cove	270	1080	4
33	Greg Lane	300	900	3
34	Old Taylor Road	301	3010	10
35	Spivey Lane	320	1600	5
36	Melinda Lane	400	1600	4
37	Laurel Acres	443	1770	4
38	Country Lane	635	3175	5