



TUG HILL COMMISSION TECHNICAL PAPER SERIES

TUG HILL COMMISSION

Dulles State Office Building, 317 Washington Street, Watertown, New York 13601
315-785-2380/2570 or 1-888-785-2380 fax: 315-785-2574

E-mail: tughill@tughill.org Web site: www.tughill.org

Procedure for Implementation of Low-Volume Roads Designation

Prepared by the NYS Tug Hill Commission

Information current as of March 2014

The following publications are necessary or useful to the process of low-volume roads designation and minimum maintenance road designation.

- “Adopting Local Laws in New York State,” James A. Coon Local Government Technical Series, New York State Department of State, May 1998.
Contact: NYS Department of State, 41 State Street, Albany, New York 12231, (518) 473-3355, 1-800-367-8488, www.dos.state.ny.us
- “Manual: Guidelines for Rural Town and County Roads,” Local Roads Research and Coordination Council, December 1992
Contact: Cornell Local Roads Program, 416 Riley-Robb Hall, Ithaca, New York 14853, (607) 255-8033, www.clrp.cornell.edu/
- “Highway Standards for Low-volume Roads in New York State,” Cornell Local Roads Program, September 2009 (includes model local law for classifying low-volume and minimum maintenance roads)
Contact: Cornell Local Roads Program, 416 Riley-Robb Hall, Ithaca, New York 14853, (607) 255-8033, www.clrp.cornell.edu/

The following are the steps to carry out low-volume roads designation and minimum maintenance road designation.

1. Town board holds public hearing on local law to implement “Guidelines for Rural Town and County Roads.” Town board may use model local law developed by NYS Rural Resources Commission.
2. Town board adopts local law to implement “Guidelines for Rural Town and County Roads.”
3. Highway superintendent establishes low-volume road classifications and findings for each road or road segment based on the workbook “Classifying and Managing Low-Volume Roads.” Note: it is recommended that the superintendent establish the proposed maintenance regime for each road or road segment for the first year or two as well, so as to inform the town board and the public of the superintendent’s intentions.
4. Proposed low-volume road designations and findings are filed with the town clerk and a copy of the designation presented to each member of the town board by the town clerk within 10 days of filing.

5. Town board adopts resolutions accepting low-volume road designations. Designation becomes effective immediately.

The further “minimum maintenance” designation of roads classified as either agricultural or recreational access roads must follow the following additional procedures.

6. Highway Superintendent submits recommendations to town board on roads that should be designated minimum maintenance.
7. Town board prepares findings on any proposed minimum maintenance roads and a local law designating such roads, files them with the town clerk, and issues them to the board of education of the school district, town planning board, county planning board, and the general public for comment at least 60 days before the hearing.
8. The planning boards and school board shall file their recommendations with the town clerk within 45 days.
9. Town board notifies any property owners adjacent to proposed minimum maintenance roads by certified mail, 10 days before hearing.
10. Town board holds a public hearing on proposed minimum maintenance road designation local law.
11. Town board accepts, accepts in part or rejects the recommendations of the school board or planning board on proposed minimum maintenance roads.
12. Town board takes action on proposed minimum maintenance roads designation local law.
13. Minimum maintenance roads posted. Designation becomes effective upon posting.

The Tug Hill Commission *Technical and Issue Paper Series* are designed to help local officials and citizens in the Tug Hill region and other rural parts of New York State. The *Technical Paper Series* provides guidance on procedures based on questions frequently received by the Commission. The *Issue Paper Series* provides background on key issues facing the region without taking advocacy positions. Other papers in each series are available from the Tug Hill Commission at the address and phone number on the cover.