

Town Road Mapping Overview

Note: **Bold** indicates a document that is part of the process and is linked to either an example and/or template of that document. Public hearings are optional for resolutions, mandatory for local laws.

Step 1: Establish Town Road System

Establish the extent of the town road system and certify that anything not mapped is abandoned.

- Highway superintendent certifies road system and road abandonments in **letter of transmittal** and **highway map** to town board.
- Town board adopts official map and accepts road abandonments by **resolution**. **Certificate** of adoption of official road map filed with county clerk.

Step 2: Classify Town Roads

Establish the road classifications for the town road system.

- Town board must adopt “A Model Local Law for the Classification, Maintenance & Rehabilitation of Rural County & Town Roads” by **local law**. Public hearing required.
- Highway superintendent classifies each and every town road segment into one of the six low-volume road categories (low volume collector, residential access, farm access, resource/industrial areas, agricultural land access, and recreational land access.) using “**Classifying and Managing Low-volume Local Roads (1996)**,” and presents recommended **low-volume road classification map** to the town board for approval along with **findings** for chosen designations.
- Town board must approve low-volume road map and classifications by **resolution**.
- Highway superintendent should establish **proposed maintenance regime** intentions of road segments.

Step 3: Establish Minimum Maintenance Roads

Select from “agricultural access” and “recreational access” roads those that should be further designated as “minimum maintenance.” There are specific notices and timelines in this section that need careful attention, details **here**.

- Highway superintendent presents recommended **minimum maintenance road map** to town board.
- Town board prepares **findings** and after following mandated timelines and noticing, adopts **local law** establishing minimum maintenance roads. Public hearing required.
- Highway superintendent posts signs.

In addition to the mapping and related local laws detailed above, three other steps can be taken by towns to reinforce their intent to keep these roads unplowed.

Step 4: Plowing Law

There are occasions when private individuals express interest in plowing or maintaining town roads. This is not recommended to occur for many reasons, including liability issues.

- Town board adopts a **plowing law** to require a license for anyone other than the highway department to plow, groom, or otherwise maintain a seasonal and/or minimum maintenance roads.

Step 5: Driveway Installation Law

The interface between the travel way of a road and the land along the road may be controlled through a highway access law adopted pursuant to NYS Town Law Section 130(7-a). Such a law may require town approval of driveway entrances to property adjacent to a road, and reinforces enforcement of zoning requirements. This regulatory tool provides the town and property developers greater flexibility in that it may be used to allow year-round land use permits for uses having access to both minimum maintenance and year-round roads, as long as the access is only to the year-round road.

- Town board adopts **driveway installation local law** to control access to town roads.

Step 6: Control Land Use along Minimum Maintenance Roads

Amend local laws to prohibit all but seasonal uses accessing minimum maintenance roads.

- Town board amends **zoning law** to create category of season uses allowed to access minimum maintenance roads.

All linked documents can be found on the Tug Hill Commission website at <https://tughill.org/roads/>.