

McKenzie County – Private Road Improvement Checklist

This checklist is for private companies that are improving an existing County road, Township road, or section line in McKenzie County, North Dakota.

Project Initiation: When a private company plans to improve an existing County or Township road, the following steps must be taken.

- The private company must be aware of the current McKenzie County Design Standards found on the McKenzie County website and must follow those design standards. Where the McKenzie County Design Standards lack, NDDOT design standards, specifications and standard drawings must be followed.
 - o Road plans proposed by the private company must be approved by the McKenzie County Engineer prior to construction.
 - An approved plan set by the McKenzie County Engineering team does not mean McKenzie County will maintain the road being constructed.
 - o Determination must be made by the County Engineer if the road is to be improved as a paved road or a gravel road at project initiation before plans are prepared.
- The private company must be aware that they need to research ROW on the road they intend to improve.
 - o Documentation must be provided if ROW exists or if it needs to be acquired.
 - o If ROW needs to be acquired, the private company proposing the road improvement must acquire the ROW through their own financial resources for McKenzie County.
 - o Landowner agreements must be provided if McKenzie County does not have ROW.
 - o All Right of Way and Landowner Agreements that are acquired must be shown, in writing, to the County Engineering Department before the project will be approved and move forward to construction.
- If the road is a township road in an organized township, documentation must be provided to the McKenzie County Engineer that the Township Board approves the project.
- Point of contacts must be established for the private company and the McKenzie County Engineer.
- An agreement between McKenzie County and the private company shall be prepared and executed before any construction. The Agreement shall be approved by the McKenzie County Board of Commissioners, the private company, and the Township Board (if applicable) before construction may begin.

Plan Review: Plans must be prepared by a professional engineer licensed in the State of North Dakota and approved by the McKenzie County Engineer prior to construction. It is best for the private company to provide McKenzie County the project plans for the road early in the design phase.

- Plans submitted to McKenzie County shall include but are not limited to:
 - o Title Sheet
 - Needs certification language and signature block for McKenzie County Engineer.
 - o Plan Notes
 - o Typical Sections
 - o Plan and Profile Sheets

- Pipe types must be approved by McKenzie County Engineer.
 - Grading Plans
 - Striping and Signing Plans
 - Cross Sections
- If the private company has deviated from any standards, an explanation must be provided on why they deviated and how the road will still meet requirements set forth in the standards or by the NDDOT. Any deviations must be approved by the McKenzie County Engineer.
 - If ditch separation standard is not met, a drainage study must be completed to justify the ditch separation.
- A final, approved plan set must be submitted prior to construction.

Construction Inspection: McKenzie County must be notified when construction will start and be provided a schedule for anticipated project milestones.

- The private company must provide McKenzie County Engineer test results for tests performed throughout construction.
 - Testing must be completed per McKenzie County Design Standards. Subgrade, Base, and Pavement must be tested per the NDDOT Field Sampling and Testing manual and the NDDOT Standard Specifications for Road and Bridge Construction.
- The McKenzie County Engineer must be notified in writing a week before paving is to begin, if applicable.
- McKenzie County Engineers will make routine inspections throughout construction.
- The McKenzie County Engineer must be notified when the road is completed and allowed time to complete a final inspection of the project.

Note: McKenzie County Engineer's review and approval does not guaranty that the County will own and maintain said road.