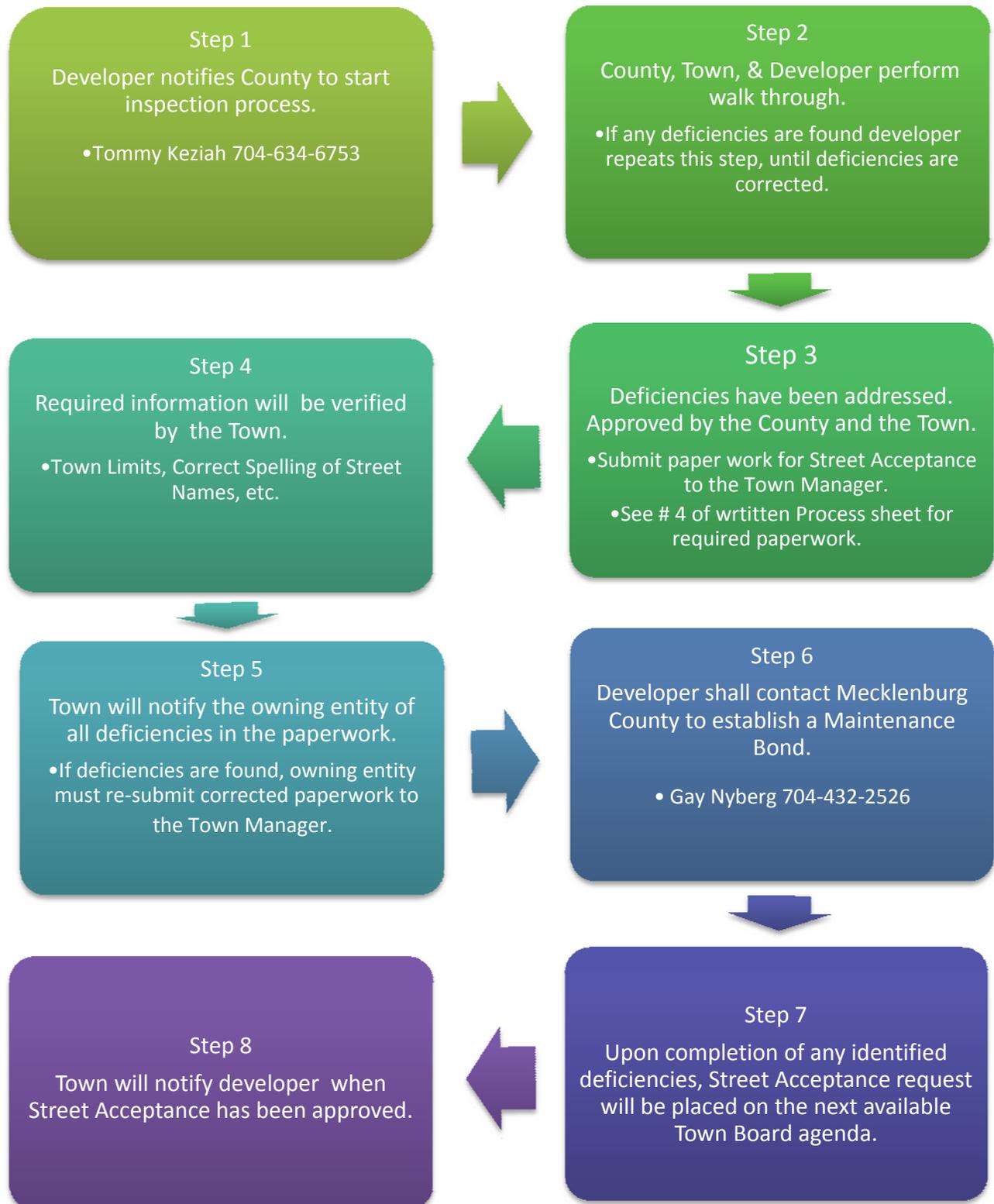




## Street Maintenance Acceptance Process Flow Chart





## **TOWN OF CORNELIUS STREET MAINTENANCE ACCEPTANCE PROCESS**

1. Developer will notify Mecklenburg County and request an inspection of the streets to be taken over by the Town for maintenance.
2. Mecklenburg County will contact the Town and set up a meeting for a representative from County, Town and Developer to do a final walk through. If any deficiencies are found, the Developer will make repairs and repeat step two of process.
3. Once all deficiencies have been addressed and approved by the County and the Town, then the developer may submit paperwork for Street Maintenance Acceptance to the Town.
4. The Town of Cornelius may consider the acceptance of privately owned streets upon the written request of the owning entity. To initiate the acceptance procedure, the following information shall be submitted to the Town Manager:
  - (1) A letter to the Town Manager requesting that the Town consider accepting subject streets for public maintenance; and
  - (2) One (1) copy of the recorded map(s) (24x36, to scale per individual plat) of the subject street(s); and
  - (3) One (1) copy of the recorded map(s) of the subject street(s) indicating which lots have been issued a Certificate of Occupancy (CO); and
  - (4) One (1) completed "Application for Street Maintenance Acceptance" form(s) of the subject street(s);
  - (5) Written verification from County Engineering that the street(s) have been constructed according to the required standards and completed.
5. Once the required information and form(s) have been submitted, the paperwork shall be verified by the Town of the subject street(s).
6. Developer shall contact Mecklenburg County to establish a Maintenance Bond.
7. The Town shall notify the owning entity of all paperwork deficiencies (Town limits, correct spelling of street name, etc.)
8. Upon completion of any identified deficiencies (as identified by the Town), the Board of Commissioners shall then consider the acceptance of the subject street(s). Placed on the next available meeting agenda.
9. A follow up letter will be sent to notify of street acceptance.



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 Cornelius, NC 28031

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[townhall@ci.cornelius.nc.us](mailto:townhall@ci.cornelius.nc.us)

Date: \_\_\_\_\_

## TOWN OF CORNELIUS APPLICATION FOR STREET MAINTENANCE ACCEPTANCE

Gentlemen:

I hereby certify, as the owner, that to the best of my knowledge the improvements in \_\_\_\_\_ have been constructed in accordance with the construction documents and are shown on a record map filed in the Mecklenburg County Register of Deeds Office. All work conforms to the construction standards of the Town of Cornelius and the Town of Cornelius Subdivision Ordinance.

I, therefore, request that the following streets in \_\_\_\_\_ be considered for maintenance acceptance by the Town of Cornelius. I understand that acceptance of said streets shall be made only by the Cornelius Board of Commissioners in accordance with the Town's street acceptance policy.

Street Name	From	To	Approx. Length (in feet)

(if additional space is required, continue on back)

\_\_\_\_\_  
 Signature of Owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone Number