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**APPENDIX C – WINTER MAINTENANCE AND SNOWPLOW POLICY AND PROCEDURE**

- **Regulations Concerning the Snow Plowing of the Roads of Montrose County**

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**REGULATIONS  
CONCERNING THE  
SNOW PLOWING OF THE ROADS  
OF MONTROSE COUNTY**

Adopted November 19, 2001 by Resolution No. 57-01  
Revised August 21, 2006

Board of County Commissioners  
Montrose County, Colorado

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## **Article I. Primary Conditions**

Montrose County shall not plow snow on any road unless and until such road has been determined to be a public road and accepted for County maintenance by the Board. It shall be in the sole discretion of the Board to determine from time to time which such public roads will be plowed by the County.

Those public roads that are claimed for maintenance but do not receive snow plowing services shall be listed and published each year.

## **Article II. Snow Removal Services on Public Roads**

### **Section 2.01 Policy**

It is the policy of the County *not* to provide snow removal services on private roads and *not* to extend existing snow removal routes on public roads except under *extreme* weather conditions.

### **Section 2.02 Requests for County to Provide Snow Removal**

A request for the County to provide snow removal services on a public road to an area not currently being served shall be submitted in written form to the Montrose County Engineer.

#### **A. Written Request**

The written request shall include at a minimum:

- The name and number of the road requested to be plowed.
- If necessary, a map designating the portion of the road to be plowed.
- The distance to be plowed.
- If required, evidence that the road is a public road.
- A list of property owners benefiting from the proposed service.
- The reason the plowing is being requested.
- Other information that may be required by the County Engineer.

All requests shall be submitted to the Montrose County Engineer before September 1. Requests received after September 1 will be considered as requests for the following winter season.

#### **B. Fees**

The County's permit fees are established under appropriate enabling resolutions and/or ordinances and are subject to change periodically. A complete fee schedule for the Montrose County Engineering Department can be found in Appendix H of the Montrose County Standards and Specifications for Roads and Bridges.

#### **C. Site Survey**

Upon receipt of the request, the County Engineer or designee shall conduct a site visit and prepare an evaluation report for the Board of County Commissioners.

The report shall address the following:

- An assessment of the condition of the road including width, base drainage, fencing, etc.
- An evaluation and estimate of cost to bring the road up to a standard suitable for winter maintenance and plowing.

- A recommendation of the type of equipment that would be required to remove snow; the frequency, duration and extent of snowplowing, the amount of manpower and time involved and an estimate of cost.
- An assessment of safety considerations involved with the request.
- A statement as to whether the road is a natural extension of an existing snow plow route.
- A statement of any general public benefit served by providing snow removal service.
- An assessment of any negative impact that might result from providing snow removal service.

**D. Approval Process**

The written request to provide snow removal service together with the evaluation prepared by the County Engineer shall be submitted to the Board of County Commissioners. Requests may be considered in a regular public meeting of the Board.

At its discretion, the Board of County Commissioners may approve or deny the request for the County to plow the road. The Board may conditionally approve the request based on, but not limited to, the following conditions:

- The frequency, duration and extent of snow plowing services to be provided.
- Property owners' financial participation in preparing the road for snow removal.
- A time limit with periodic review for continuation of the service.

The County shall exercise its appropriate, lawful authority to ensure compliance with this Snow Removal Policy.

**Section 2.03 Requests by Private Individuals to Plow a Public Road**

The purpose of policy is to outline the procedures and criteria by which the Montrose County Board of County Commissioners will consider requests presented to perform private snow removal on a public road under the County's jurisdiction.

The requirements and procedures set forth herein and in the permit should be considered the minimum and additional information or criteria may be applied.

In order to facilitate the plowing of a road that might not otherwise be plowed, the Montrose County Engineer may allow a private individual or company to remove snow from all or part of a public road.

No person shall remove snow from a public road that is under the County's jurisdiction without first receiving permission from the Montrose County Board of County Commissioners and a Snow Removal Permit issued by the Montrose County Engineer.

**A. Written Request**

A request to plow a public road shall be made in writing to the Montrose Engineer. The written request will include at a minimum:

- The name and/or number of the road to be plowed.
- If necessary, a map designating the portion of the road to be plowed.
- The distance in miles to be plowed privately.
- The type of equipment to be used to remove the snow.
- The name of the person(s) responsible for snow removal.
- The names and mailing addressed of property owners located along the proposed snow removal route.

- The reason the plowing is being requested.
- The time period for which the permit is being requested.
- Other information that may be required by the County Engineer.

Requests to provide snow removal should be submitted to the County Engineer on an annual basis no later than September 1 of each year.

**B. Fees**

The County's permit fees are established under appropriate enabling resolutions and/or ordinances and are subject to change periodically. A complete fee schedule for the Montrose County Engineering Department can be found in Appendix H of the Montrose County Standards and Specifications for Roads and Bridges.

**C. Site Survey**

Upon receipt of the request, the County Engineer or designee shall conduct a site visit and prepare an evaluation report for the Board of County Commissioners. The report shall address the following:

- An assessment of the condition of the road, including width, base drainage, fencing, etc.
- An evaluation and estimate of cost to bring the road up to a standard suitable for winter maintenance and plowing.
- A recommendation of the type of equipment that would be required to remove snow; the frequency of plowing; and the duration of plowing.
- An assessment of safety considerations involved with the request.
- A statement of any general public benefit served by providing snow removal service.
- An assessment of any negative impact that might result from providing snow removal service.

**D. Approval Process**

If the plowing is authorized by the Board of County Commissioners the County Engineer or designee and the person requesting permission to remove snow shall meet on-site to evaluate the condition of the road before plowing begins.

The County may require that improvements and repairs be made to the road that are necessary for public safety and to protect and preserve the road. Such improvements or repairs shall be made at the expense of the private individual unless otherwise agreed to by the County.

For the purposes of this policy, snow removal work shall include:

- Removal of snow from all the traveled way (full width, extending past bar ditches), including sufficient turnouts for safe and efficient use of all users; and
- Leaving culvert inlets in a natural condition without snow or other material plowed into them so that the drainage system will function normally.

Upon review of the plow request, Montrose County may request a bond or a cash deposit to secure performance according to this policy. The amount of security required will be relative to the distance being plowed, and the surface of the road.

Montrose County shall require the permittee to provide insurance sufficient to protect the County as determined by the County on a case by case basis naming Montrose County as Additional Insured.

The person requesting permission to remove snow from a County road indicates that he/she has read, understands and agrees to comply with the conditions set forth in this policy and with the conditions of a permit if one is issued.

The County shall exercise its' appropriate, lawful authority to ensure compliance with this Snow Removal Policy.

Nothing in this policy is, or shall be construed to be, an obligation of the Board of County Commissioners to permit the private snowplowing of any particular road.

A plowed public road shall be considered open for public travel and shall not be gated for private use.

**Section 2.04 Private Plowing of Public Roads for winter access to subdivisions (not including interior subdivision roads)**

Winter maintenance on public roads that provide access to subdivisions that are beyond the noticed "end of winter maintenance" as published each year, shall not be allowed without the establishment of an assured permanent funding mechanism for such winter maintenance (taxing entity ).

Such taxing entity's may either obtain a permit from the County for private winter maintenance each year or petition the Montrose County Board of County Commissioners to take such roads onto the County winter maintenance schedule while providing adequate funds from the taxing entity to the County Road & Bridge Fund for such maintenance.

In the event that maintenance is to be provided by the taxing entity all conditions of Section 2.03 above shall apply.