



TOWN OF WINTHROP
ROAD AND STREET CONSTRUCTION
ORDINANCE # 21

eff. 11-6-91
amended, eff. 7/4/95

**Amendments
to
Subdivision Ordinance
&
Road and Street Construction, Ordinance #21**

Date of Public Hearings: June 5, 1995
Date of First Reading: June 5, 1995
Second Reading Waived June 5, 1995
Vote: Unanimous 7 - 0

BE IT ORDAINED THAT THE Subdivision Ordinance be amended as follows:

ARTICLE VIII; Subdivision Plan Criteria and Standards; Section B: Standards; Item 13 be amended to read:

13. Municipal Roads *and Streets*

a. Road access to any lot shall be completed, except for paving, before the final sale of that lot.

b. ~~Such~~ Roads shall be *planned and constructed* in accordance with the "~~Ordinance for the Construction, Reconstruction, Laying Out and Acceptance of Streets, Roads, Ways or parts thereof, in the Town of Winthrop~~" "*Town of Winthrop Road and Street Construction Ordinance #21*."

ARTICLE VIII, Section B, Item 14 shall be repealed.

BE IT ORDAINED THAT THE Town of Winthrop Road and Street Construction Ordinance #21 be amended as follows:

ARTICLE III, APPLICATION PROCEDURES, Section A be amended to read: Prior to the construction of any new street or the reconstruction or lengthening an any existing street, an application shall be submitted to the Town Council *Planning Board* upon a form to be prescribed by the Town Manager *Board*. This form shall include the following information:.....

ARTICLE III; APPLICATION PROCEDURES, Section F, 1) Complete Application to be amended as follows: Within thirty (30) days from the date of receipt the Town Manager Planning Board shall notify the applicant in writing either that the application is complete, or if incomplete, the specific material needed to make it complete. Determination by ~~Town Manager~~ Board that the application is complete in no way.....

ARTICLE VII; VARIANCES AND WAIVERS, Section A. Where the ~~Town Council~~ Planning Board finds extraordinary and unnecessary hardships may result from the strict compliance with these standards or where there are special circumstances of a particular application, it may vary these standards upon recommendation of the Town Manager or his agent, who may be a professional engineer, so that substantial justice may be done and the public interest served.

Section B. In granting waivers and modifications, the ~~Town Council~~ Planning Board shall require such conditions as will, in its judgment secure substantially the objectives of the requirements so waived or modified.

ARTICLE VIII; Section A, When all requirements of this ordinance have been completed, the Planning Board shall so advise the Town Manager. ~~The~~ Town Council shall call a public meeting on the site of the proposed street. The Planning Board shall be notified and may attend in an advisory capacity.

CONTENTS

I. Statement of Purpose 1

II. Applicability 1

III. Application Procedures 1

IV. Design Standards 3

V. Construction Standards 6

VI. Inspection 8

VII. Variances and Waivers 8

VIII. Acceptance 9

Figures

Figure 1: Road Design Standards	4
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I. STATEMENT OF PURPOSE

- A. The purpose of this Ordinance is to specify minimum construction standards for acceptance of new and/or existing roads, streets and ways in the Town of Winthrop.
- B. Roads, streets and ways shall comply with the requirements of this ordinance before formal acceptance by the Town.
- C. The Town may, by vote of the Town Council, modify certain of these requirements upon concurrent recommendation of the Town Manager.

II. APPLICABILITY

- A. **New Construction:**
This Ordinance shall apply to the construction of all new streets within the Town of Winthrop whether public or private. No street shall be accepted as a town way unless it meets the requirements of this ordinance.
- B. **Alterations:**
Alterations, widening and improvements shall be consistent with this Ordinance. The Town of Winthrop shall be exempt from the provisions of this Ordinance when the Town undertakes alterations, widening or improvements. Any such modifications undertaken by the Town should maintain at least existing standards.
- C. **Higher Design and Construction Standards:**
Nothing in this Ordinance shall be construed to prevent the design and construction of streets which meet higher standards, use improved methods or higher quality materials.

III. APPLICATION PROCEDURES

- A. Prior to the construction of any new street or the reconstruction or lengthening of any existing street, an application shall be submitted to the Town Council upon a form to be prescribed by the Town Manager. This form shall include the following information:
 - 1) The full name(s) of the owner(s) of the land containing the street(s) to be constructed.
 - 2) The full name of the developer(s).
 - 3) The full name of the land surveyor and/or professional engineer and registration number(s).
 - 4) A statement of any legal encumbrances on the property.
 - 5) A statement of the proposed length, starting and

- 6) ending points of the street(s) to be constructed. The book and page numbers as registered in the Kennebec County Registry of Deeds of the property involved and as located on the property maps of the Town of Winthrop.
- B. The application shall also be accompanied by three (3) sets of plans of the street(s) as follows:
- 1) Drawn to a scale of 50' to 1".
 - 2) To be on sheets of paper 24" by 36" in size.
 - 3) Shall show the magnetic north.
 - 4) Clearly show the starting and ending points of the street(s) in relation to established streets or ways.
 - 5) Show the ownership and frontage in feet of all abutting lots.
 - 6) Show the dimensions, both lineal and angular, of all boundaries and easements.
 - 7) Show the waterways and water courses in or on land contiguous to the said street(s).
 - 8) Show monument locations as required in Section 5, Article F.
- C. The application shall also be accompanied by three sets of profile plan(s) of said street(s) drawn to a longitudinal scale of 50' to 1" and a vertical scale of 5' to 1" showing the profile of the existing ground. The profile may be on the same sheet as the plan.
- D. The application shall also be accompanied by three (3) sets of cross-sections drawn to a scale of 5" to 1". The cross sections shall be shown at a minimum of 100' intervals, or at lesser intervals as condition warrant.
- E. The application shall include on B, C, and/or D above the proposed provisions for ditching, culverts, underdrain, bridges, underground utilities and erosion control for drainage with respect to waterways and contours. It shall also include, but not be limited to, special construction features, guard rails, fencing and curbing.
- F. Application Review
- 1) Complete Application
Within thirty (30) days from the date of receipt, the Town Manager shall notify the applicant in writing either that the application is complete, or if incomplete, the specific material needed to make it complete. Determination by the Town Manager that the application is complete in no way commit the

Town as to the adequacy of the application to meet the requirements of this ordinance.

- 2) Application approval
(set application approval requirements and a time limit)

IV. DESIGN STANDARDS

A. These design standards shall apply to all roads and streets covered by this Ordinance.

- 1) The design standards show in Figure 1 shall apply according to street classification.

ROAD TYPE	ROAD DESIGN STANDARDS			
	MINOR	(State) MAJOR	PRIVATE MINOR	PRIVATE MAJOR
ADT	0 - 250	250 +	0 - 100	100 +
ROW WIDTH	50 feet	60 feet	50 feet	50 feet
Minimum Pavement width	20 feet	22 feet	18 feet	20 feet
Minimum Shoulder width	3 feet	4 feet	3 feet	3 feet
Agg. subbase required (comp)	18 inches	24 inches	18 inches	18 inches
Hot Bituminous Pavement surf.	2" base 1" subsurface	2" base 1" surf.	N/A	2" base 1 "
Roadway crown	1/4 " /ft	1/4 " /ft	1/2" /ft	1/4"/ft
Maximum grade	10%	8%	12%	8%
Min. intersect. Angle deg.	60 deg.	60 deg.	60 deg.	60
Min. centerline Rad. for curves	100 feet	100 feet	100 feet	100 feet
Min. tangent between curves	100 feet	100 feet	50 feet	100 feet

Figure 1: Road Design Standards

- 2) **Traffic generation studies**
Traffic generation studies shall be made in accordance with the Town of Winthrop Subdivision Ordinance, Article VIII.B.7.
- 3) **Typical cross-section**
 - a) **Gravel**
 - 1> Typical gravel cross-section design shall conform to enclosure No. 4, titled "Desirable Minimum Dimension of a Low-volume Gravel Road (Maine)" as developed by the Maine Local Roads Center, dated 1989.
 - b) **Paved**
 - 1> Typical paved cross-section design shall conform to enclosure No. 5, titled "Desirable Minimum Dimensions of a Low-volume Paved Road (Maine)" as developed by the Maine Local Roads Center, dated 1989.
 - c) **Sideslope**

The sideslope shall not be greater than 3:1 (3' horizontal to 1' vertical) and fill heights shall not exceed 5 feet unless beam type guard rails are installed. If guard rails are used, the side slopes shall not be greater than 1-3/4:1 (1-3/4' horizontal to 1' vertical) and minimum shoulder widths shall be 6'.
- 4) **Dead End Streets**
 - a) All dead-end streets shall have an approved cul-de-sac or turnaround at the closed end.
 - b) Cul-de-sacs on dead end streets shall have a minimum right of way radius of 60 feet and shall meet the minimum requirements of enclosure No. 1.
 - c) Turnarounds on dead-end streets shall meet the minimum requirements of enclosure No. 2 or No. 3.
- 5) **Storm Water Management Standards**
 - a) Adequate provision shall be made for disposal of all storm water.
 - 1> All components of the storm water disposal system shall be designed to meet the requirements of a twenty-five year storm.
 - 2> The minimum pipe size for any storm drainage pipe shall be twelve inches.

- 1> The minimum size for driveway pipes shall be 15 inches
 - 2> The minimum size for road crossing pipes shall be 18 inches
 - 3> Catch basins shall be installed where necessary and located at the curb line.
- b) The storm water management system shall be designed to accommodate upstream drainage and shall include a surplus design capacity factor of 25% for potential increases in upstream runoff.
- B. Said streets shall have a minimum right of way width of 50 feet. Easements or wider right of way shall be provided for slopes and/or drainage, when necessary, beyond the 50 foot limit.
- C. The travel way shall be in the approximate center of the right of way and in no case less than 10 feet from either side boundary.
- D. The travel way shall conform to the grades and the cross sections to within 0.1 foot, confirmed by the Town Manager or his agent, as shown on the plans of said streets.
- E. Any sidewalks, when required, shall be located as far as practicable from the travel way but within the right of way and shall meet these minimum requirements:
- 1) Bituminous Sidewalks
 - a) The gravel sub-base shall be no less than twelve (12) inches thick
 - b) The crushed aggregate base course shall be no less than two (2) inches thick
 - c) The hot bituminous pavement surface course shall be no less than two (2) inches after compaction
 - 2) Portland Cement Concrete Sidewalks
 - a) The same base shall be not less than six (6) inches thick
 - b) The Portland Cement concrete shall be reinforced with six inch square, number 10 wire mesh and shall be no less than four (4) inches thick
- F. Curbs and Gutters

- 1) Street curbs and gutters shall be installed as required by the Town Manager
 - 2) Curbs shall be vertical except when slope curbs are specifically allowed by the Town Manager
- G. Said streets shall be monumented at every angle point with granite or reinforced concrete markers (6" X 6" X 3' or 6" diameter X 3' minimum size) or brass or iron pins 1/2" X 6' firmly affixed into ledge, to be installed prior to acceptance.
- H. Additional Improvements and Requirements
- 1) Erosion Control
 - a) Slopes and drainage ditches shall be stabilized in such a manner as to prevent erosion and/or washing of silt which will obstruct flowage through culverts or catch basins. This shall be accomplished by one or more of the following methods:
 - 1> Loam (2" minimum) and seed, or sod
 - 2> Ditches of 12% or greater shall be with stone, cement slabs or pit screenings.
 - 3> Hay bales or erosion control mesh
 - 4> Any combination of the above
 - 5> Other methods which may be found acceptable by the Town Manager or his agent
 - 2) Cleanup
 - a) Following street construction, the developer or contractor shall conduct a thorough cleanup of stumps and other debris from the entire street right of way.
 - b) If on-site disposal of the stumps and debris is proposed, the site shall be indicated on the plan, and be suitably covered with fill and topsoil, limed, fertilized and seeded.

V. CONSTRUCTION STANDARDS

A. Preparation

- 1) Before any clearing has started on the right of way, the centerline and side lines of the new road shall be staked or flagged at 50 foot intervals.
- 2) The proposed roadway shall be cleared of trees, stumps, roots and perishable materials before any

fill is placed. Remaining portions of the right of way shall be cleared as necessary to insure proper drainage. Natural features not interfering with travel, use or drainage and deemed to be desirable by the Town Manager may remain.

- 3) All organic materials shall be removed to a depth of two feet below the subgrade of the roadway. Rocks and boulders shall also be removed to a depth of two feet below the roadway. On soils which have been identified as not suitable for roadways, the sub-soil shall be removed from the street site to a depth of two feet and replaced with material meeting the specifications for gravel aggregate sub-base below.
- 4) All underground utilities shall be installed to the edge of the right of way and tested prior to paving.

B. Base Material

1) Aggregate Subbase

a) Gravel

This material shall meet Maine Department of Transportation (MDOT) Standard Specification #703.06(B) - Type D for the entire fill thickness as measured after compaction.

b) Sand

This material shall meet Maine Department of Transportation (MDOT) Standards Specification #703.06(B) - Type F for the entire fill thickness as measured after compaction.

c) All aggregate subbase material shall be free of rocks or rock particles which will not pass a four (4) inch square mesh sieve.

d) Compaction

- 1> For 18" of material, compaction shall occur after each 9" lift.
- 2> For 24" of material, compaction shall occur after each 12" lift.

C. Pavements

- 1) Minimum standards for the base layer of pavement shall be the MDOT specifications for plant mix grade B with an aggregate size no more than 3/4" maximum.
- 2) Minimum standards for the surface layer of pavement

shall be the MDOT specifications for plant mix grade C with an aggregate size no more than 1/2" maximum.

VI. INSPECTION

- A. The Town Manager, or his agent, who may be a professional engineer, shall check the street(s) for meeting all requirements of this ordinance prior to acceptance according to Section X below.
- B. Notification of Construction
At least ten (10) days prior to commencing street construction the applicant shall notify the Town Manager of the time when he proposes to commence construction so that inspection can be made to assure that all municipal specifications and requirements shall be met during the construction.
- C. Noncompliance with plan
If it is found, upon inspection of the improvements, it is not being or has not been constructed in accordance with the approved plans and specifications, the Town Manager shall then notify the applicant and take all necessary steps to preserve the municipality's rights under the guarantee, security or bond.
- D. Modification during construction
If at any time before or during the construction of the street, it is demonstrated to the satisfaction of the appointed inspector that unforeseen conditions make it necessary or preferable to modify the location or design of the street, the appointed inspector may, upon approval of the Planning Board, authorize modifications provided these modifications are within the spirit and intent of the Town Manager's approval. the appointed inspector shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the Planning Board at its next regular meeting.

VII. VARIANCES AND WAIVERS

- A. Where the Town Council finds extraordinary and unnecessary hardships may result from the strict compliance with these standards or where there are special circumstances of a particular application, it may vary these standards upon recommendation of the Town Manager so that substantial justice may be done and the public interest served.
- B. In granting waivers and modifications, the Town Council shall require such conditions as will, in its judgment,

secure substantially the objectives of the requirements so waived or modified.

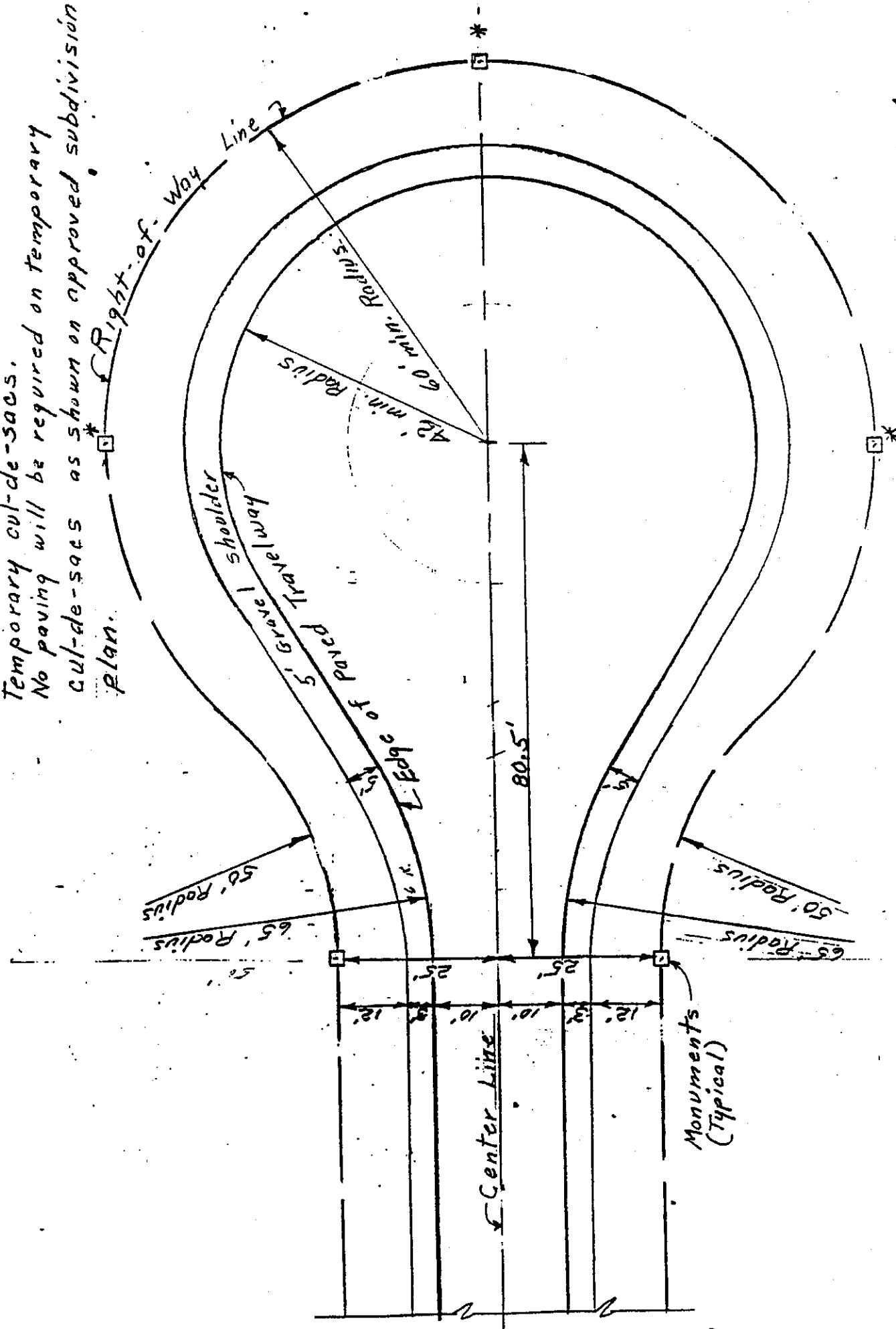
VIII. ACCEPTANCE

- A. When all requirements of this ordinance have been completed, the Town Council shall call a public meeting on the site of the proposed street. The Planning Board shall be notified and may attend in an advisory capacity.
- B. Following the hearing, a street may be accepted or rejected as a town way by a majority vote of the Town Council at the first regular Council meeting after the public hearing.
- C. If the street or road is not accepted, the Council shall send a letter within five (5) working days explaining what items are in violation and what steps should be taken to have the street accepted.
- D. After acceptance of a street, the owner shall convey to the Town by Warranty Deed the land within the right of way limits and all slope and drainage easements. AT the time the Warranty Deed is recorded, the street shall become a town way.

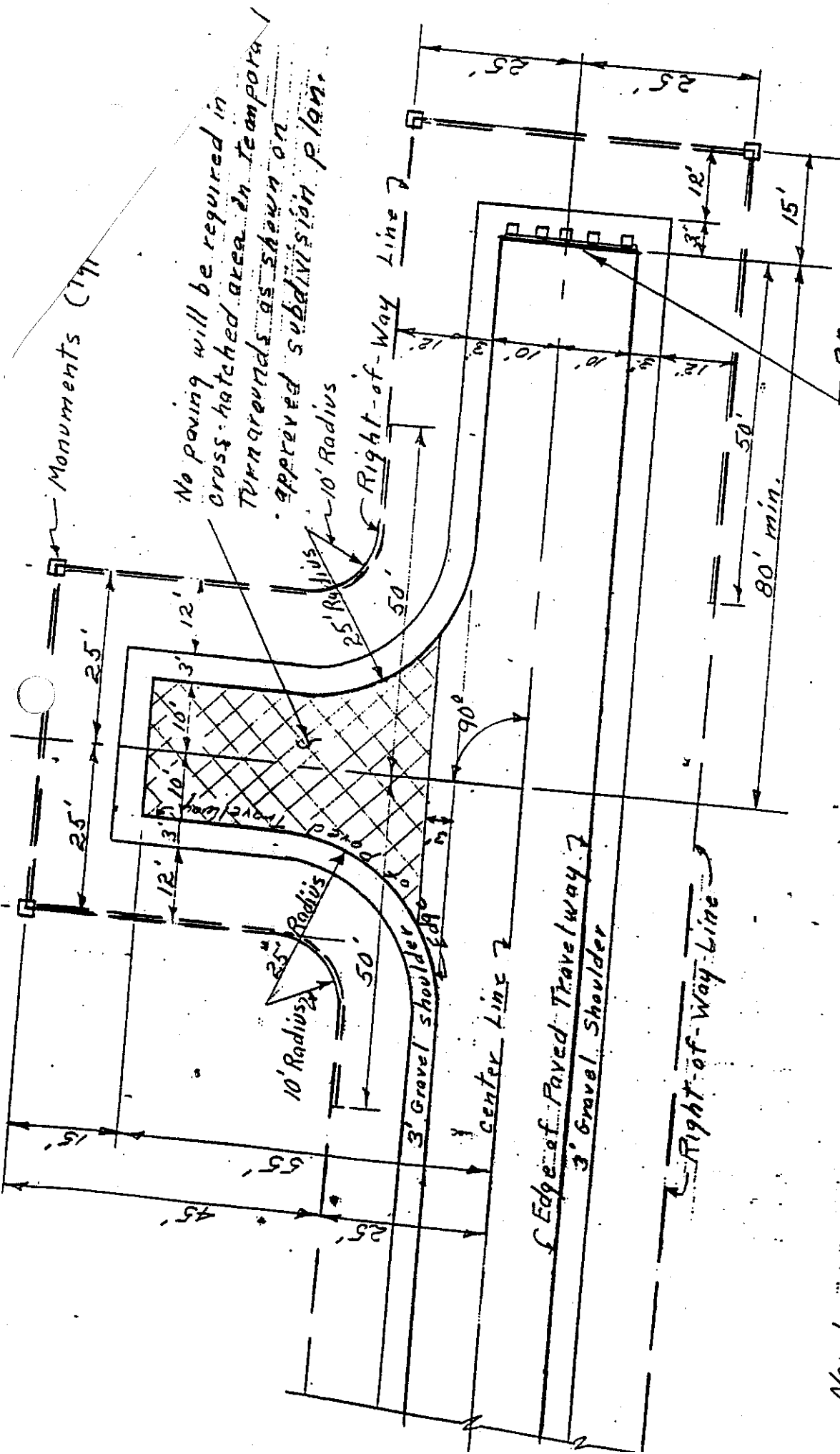
Adopted October 7, 1991

Effective November 6, 1991

Monuments marked * may be omitted on Temporary cut-de-sacs.
 No paving will be required on Temporary cut-de-sacs as shown on approved subdivision plan.



Enclosure No. 1
 Cut-de-sacs



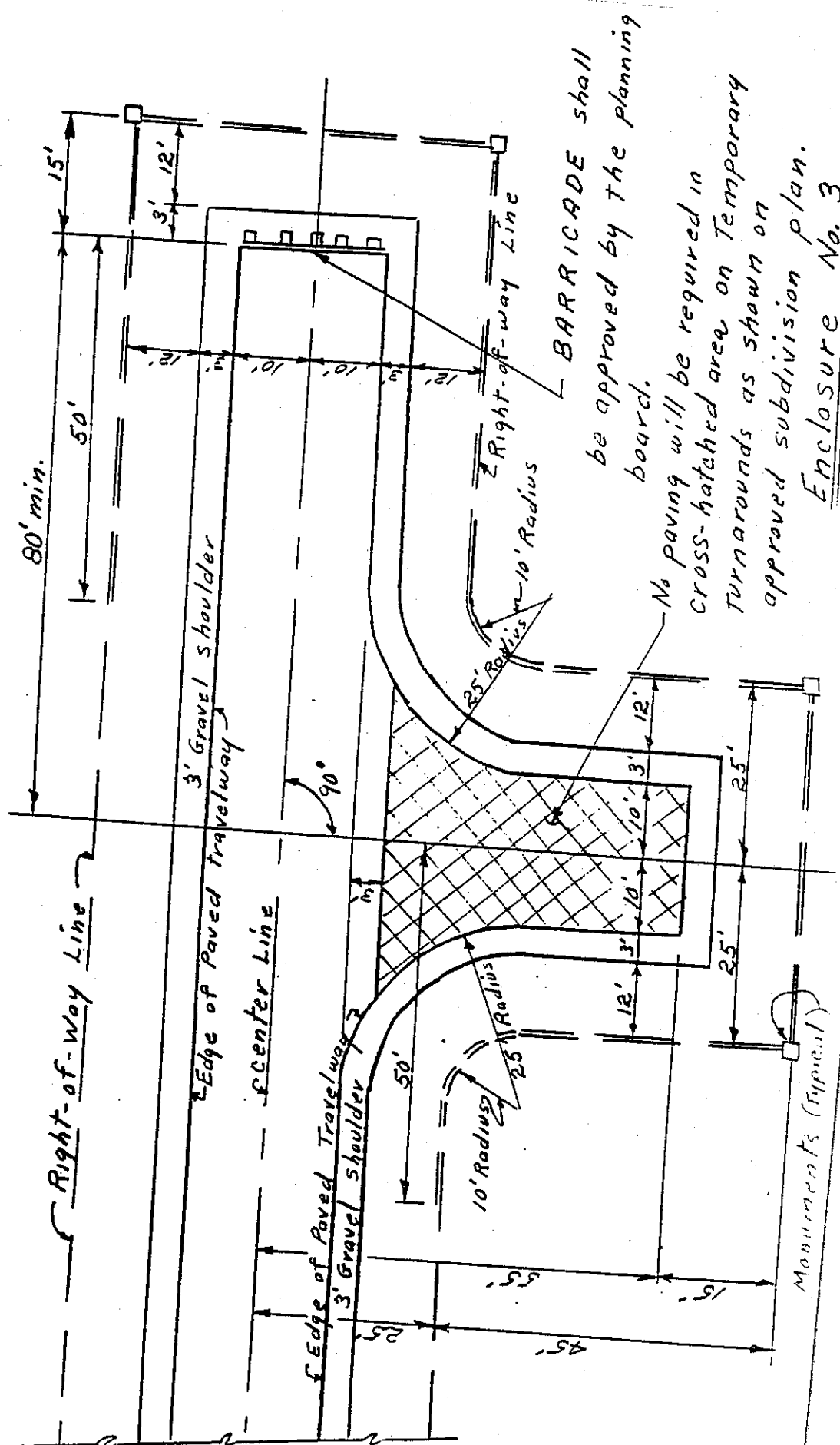
No paving will be required in cross-hatched area in temporary Turnarounds as shown on approved subdivision plan.

No drive way will be permitted in areas shown by double right-of-way lines.

BARRICADE shall be approved by the planning board.

Enclosure No. 2
Turnarounds

No driveways will be permitted in areas shown by double right-of-way lines.

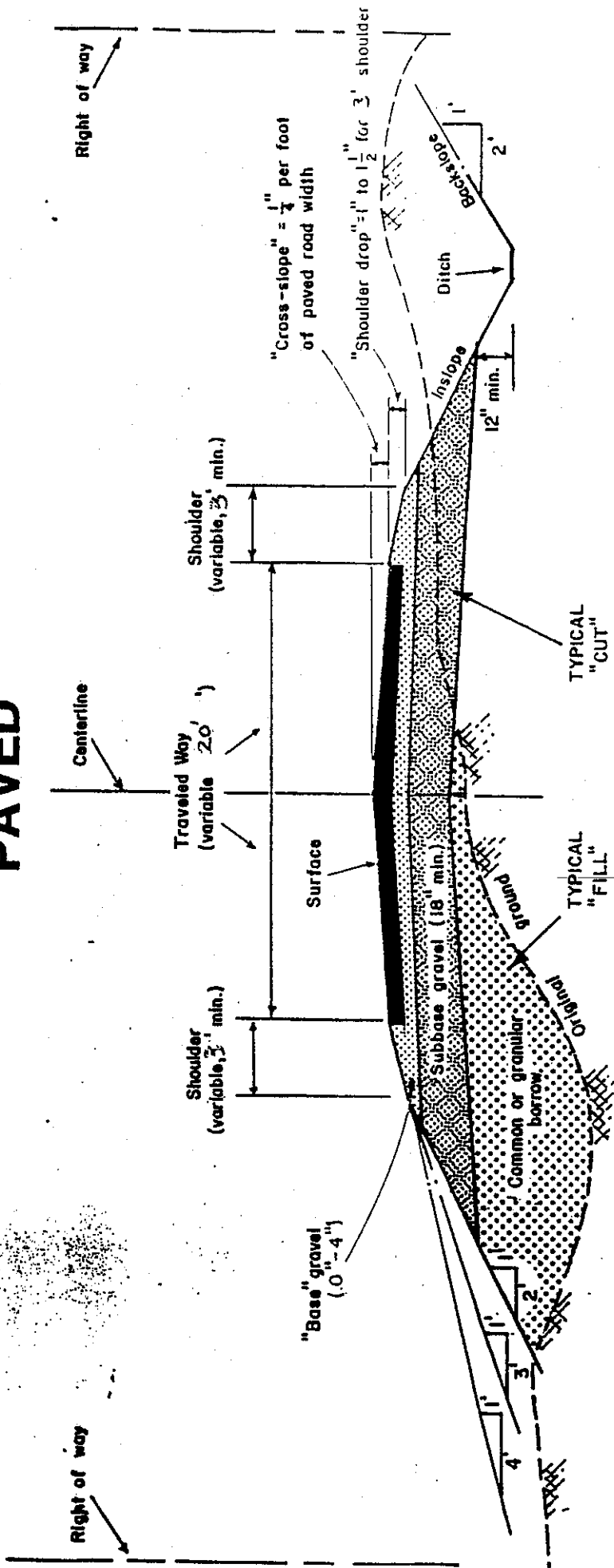


BARRICADE shall be approved by the planning board.

No paving will be required in cross-hatched area on Temporary Turnarounds as shown on approved subdivision plan.

Enclosure No. 3
Turnarounds

PAVED



DESIRABLE MINIMUM DIMENSIONS
OF A LOW-VOLUME PAVED ROAD
(MAINE)

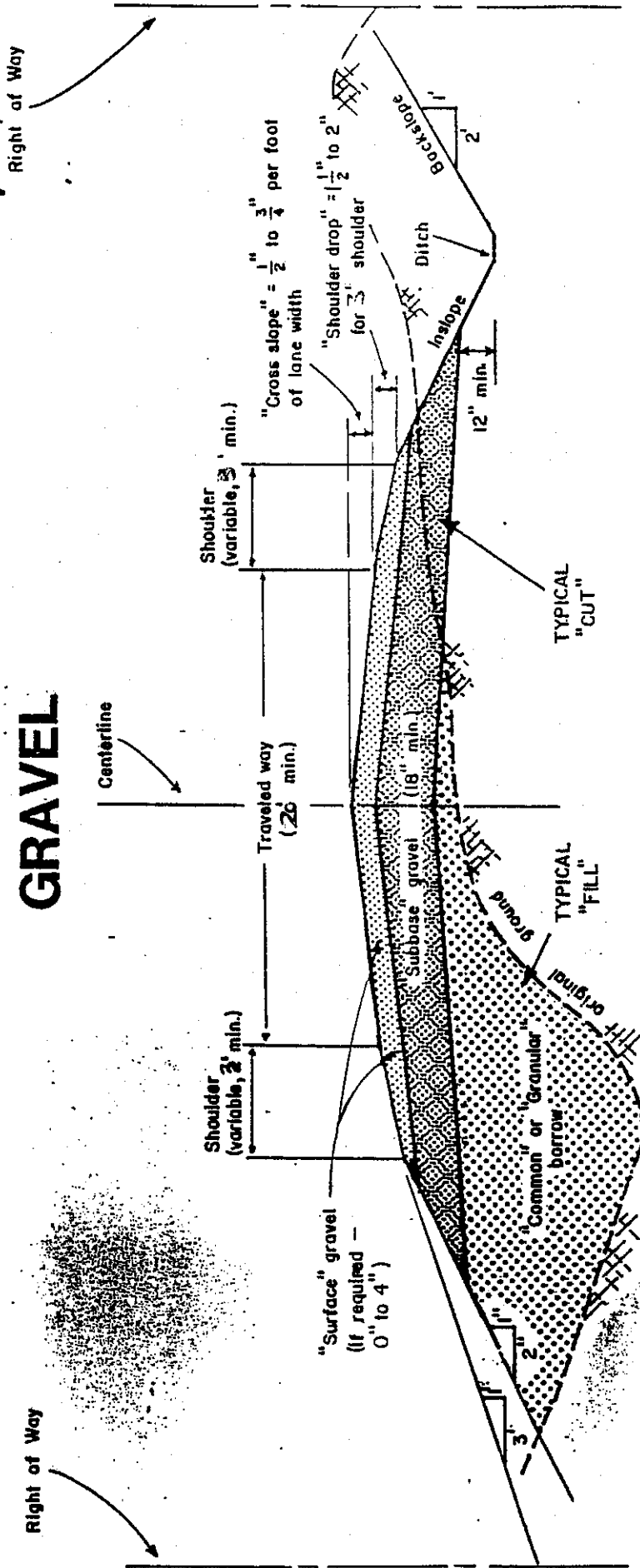
Developed by
MAINE LOCAL ROADS CENTER

M.D.O.T.

1989

Figure 2

GRAVEL



DESIRABLE MINIMUM DIMENSIONS OF A LOW-VOLUME GRAVEL ROAD (MAINE)

Developed by
MAINE LOCAL ROADS CENTER

M.D.O.T.

1989

Figure 1



Captain
Bob Ouellette

Winthrop Fire Department

Payson Tucker Hose Company #1

15 Town Hall Lane

Winthrop, Maine 04364

Phone (207) 377-7223 E-Mail paysontucker1@prexar.com

Chief
Roger J. Audette



Deputy Chiefs
Jordan Mangin
Dan Brooks

Road Widths

There have been many inquiries lately on right of ways and the width of access roads in the Town of Winthrop. From a fire protection standpoint there are many different considerations that need to be looked at to determine the proper width.

- What does the State Fire Marshal's Office recommend?
- How long will the proposed road be?
- Is the road for one single-family dwelling or is there any future possibility that more homes could be built off of this road?
- How wide is the road that the proposed road is coming from?
- Is the proposed road in the municipal water supply and have hydrants?
- Fire apparatus is on average 2-3' wider than trucks from a generation ago.

All of these considerations need to be looked at when any person requests a permit for a new road. The Winthrop Fire Department has developed the following guidelines for proper road widths.

Any road up to a distance of 500' that is for the purpose of one single-family dwelling must maintain a 14' width.

Any road that is over 500' regardless of the amount of homes or businesses must maintain a 16' width.

Any proposed road for commercial use or for the development of more than one residence will be approved on an individual basis and be no less than 16' wide.

Roger J. Audette

Chief

"Prepared for Today"

"Planning for Tomorrow"

"Proud of our History"