

Petitioning for Road Addition to the State Maintained System in Orange County

This document outlines the steps citizens need to follow to add a road to the NCDOT state maintained road system. Most of the petitioning process, including the documents resources needed to begin the process are under the purview of NCDOT; however the County hopes that this outline will assist citizens in understanding the process and procedures. This outline only related to petitions for road additions in Orange County and may differ from procedures in other locations.

1. Contact the NCDOT Division 7 – District 1 offices to obtain forms SR-1 and SR-4. The office maybe contacted by phone at (336) 570-6833 or fax at (336) 570-6873. The main purposes of the forms are to insure that the road in question conforms to NCDOT standards and that a majority of the residents of the road agree with requesting state maintenance. These forms must be completed fully and returned to the NCDOT Division 7 offices to begin the process.
2. As part of the petition documentation (form SR-1) you will need to obtain two copies of the recorded subdivision plat or property deeds, which refer to candidate road. These are available from the Orange County Register of deeds and will incur a fee consistent with the current County fee schedule.
3. Once the forms have been completed and submitted to NCDOT, NCDOT conducts a review of the road in question.
4. After the review is completed, NCDOT sends all the documentation regarding the petition to the Orange County Transportation Planning Department.
5. Upon receiving the petition documentation, the Planning department will write up the petition as an agenda item with an abstract and attachments and present it to the Orange County Board of County Commissioners at a regularly scheduled meeting. The citizens who submitted the petition are not required to attend this meeting, but may be interested in doing so if they wish to speak regarding the petition.
6. If the BOCC approves the petition, the BOCC Clerk returns the petition documentation along with a form noting the BOCC's approval to the NCDOT Division 7 office.
7. The petition is then added to the agenda at a meeting of the NC Board of Transportation (NCBOT) for their approval. If the petition is approved by the NCBOT, the process is complete and the road is now under state maintenance.