
ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Transportation & Development

SECTION: Real Property/Survey

PROCEDURE #: ERE-5

SUBJECT: Maintenance Maps

DATE: 11/13/01 **REVISION #:**

PREPARED BY: Bob Wigglesworth

APPROVED BY: Matthew Dominy, P.E., Director Of Public Works

POLICY: **The preparation of a map that depicts the area of a roadway public works maintains will be accomplished in accordance with Florida Statute 95.361, "Roads Presumed To Be Dedicated."**

1. Follow steps 1-10 for Ordering Contract Surveys (ERE-01), or perform survey internally.
2. Surveyor must prepare an as-built survey of the given right of way.
3. A Road and Bridge Department representative will indicate to the surveyor the area within the right of way that has been historically maintained.
4. Maintenance line will be depicted on map along with all as-built data as specified by scope.
5. Maintenance map will include all survey data, description, surveyor's certification, dedication (to be accepted by the governing body), recording (to be accepted by the Clerk for recording).
6. The map shall be titled, "Maintenance Map", and in upper right corner depict "Maintenance Map Book _____ Page _____."
7. Refer to previously recorded maintenance maps for details and proper wording.
8. Follow post-survey steps 1-3 for Ordering Contract Surveys (ERE-01).
9. Surveyor shall submit one certified and one uncertified Mylar, at least four certified prints and 2 disks compatible with AutoCAD, release 14 or higher, along with his final invoice (based upon actual time).
10. The RPC's office will file at least one certified print in the job folder and file the uncertified mylar along with at least one certified print in the flat file. The original disk will be filed in the RPC's office. At least two certified prints and a copy of the disk will be furnished to the requesting party.
11. RPC's office prepares Blue Sheet in accordance with the Departments Blue-Sheet procedures, for Board's consideration to accept Maintenance Map and authorize Chair to sign.
12. Once the Board Chair has signed the Maintenance Map, the Contracts Coordinator will

return it to the RPC's office at Public Works.

13. The RPC's office will file the Maintenance Map in the public records of Alachua County at the Official Records department and obtain a copy of the recorded Maintenance Map for the RPC's office.
14. Add the recording information to the Survey Index Book and file the recorded copy of the Maintenance Map in the maintenance map flat file located in the RPC's work area.