

MINIMUM STREET
REQUIREMENTS
ORDINANCE
FOR THE
MUNICIPAL TOWN OF
OXFORD

ADOPTED
March 8, 1986

AMENDED
April 22, 1989
June 21, 2008

**MINIMUM STREET REQUIREMENTS
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THE MUNICIPALITY OF OXFORD**

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Section I: PURPOSE

The purpose of the Ordinance is to promote the health, safety, and public welfare of the residents of the Municipality of Oxford by means of establishing minimum standards for streets.

Section II: AUTHORITY AND ADMINISTRATION

A. Authority

1. This Ordinance is adopted pursuant to Home Rules Powers as provided in Article VIII-A of the Maine Constitution and Title 30-A, M.R.S.A. (Maine Revised Statutes Annotated), § 3301 and §§ 4401 *et. seq.*
2. This Ordinance shall be known and cited as the Minimum Street Requirements Ordinance for the Municipality of Oxford, Maine.

B. Administration

1. This Ordinance shall be administered by the Board of Selectmen (hereinafter Board) for the Municipality of Oxford who shall consult with the Planning Board and the Road Commissioner.
2. The provisions of this Ordinance shall apply to all streets, as defined, located in the Municipality of Oxford.

Section III: EFFECTIVE DATE AND REPEAL OF FORMERLY ADOPTED MINIMUM STREET REQUIREMENTS FOR TOWN ACCEPTANCE

1. This Ordinance shall be effective upon passage by a majority vote of a Town Meeting.

2. Upon approval of this Ordinance, Minimum Street Requirements for Town Acceptance previously adopted is hereby repealed.

Section IV: APPLICABILITY

1. This Ordinance shall apply to all streets within the Town accepted as town ways after the effective date of this Ordinance, except that streets under construction on the date this Ordinance is approved shall be completed under the provisions of the prior Minimum Street Requirements for Town Acceptance.
2. Alterations, widening and improvements of town ways shall be consistent with **Section IX: General Requirements for all Street Construction** of this Ordinance. Where the alterations, widening or improvements of town ways cannot be completed in accordance with this Ordinance, the Selectmen shall specify in writing the nature of any waivers of these standards.
3. 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. The determination of the acceptability of other standards, methods, or materials shall be made by the Board of Selectmen, with advice of the Planning Board and Town Road Commissioner.

Section V: APPLICATIONS

Prior to the construction of any new street or the reconstruction or lengthening of an existing street, an application shall be submitted to the Board of Selectmen. Persons (other than applicants for subdivision approval) petitioning for the laying out of a town way or dedicating a street in fee to the Town for acceptance as a town way shall submit the following information in the application:

1. Submission Requirements:
 - a. The name(s) of the applicant(s),
 - b. The name(s) of the owner(s) of record of the land upon which the proposed town way is to be located,

- c. A statement of any legal encumbrances on the land upon which the proposed town way is located,
- d. The anticipated starting and completion dates of each major phase of street construction, and
- e. A plan profile and typical cross-section views of all proposed streets.

2. Plans:

The plans and illustrations submitted as part of the application shall be prepared by a Registered Land Surveyor or Professional Engineer to include the following information:

- a. The scale of the plan (all streets and roadway plan and profile drawings shall be drawn to a scale 1" equals 20' - 50' horizontal and 1" equals 5" - 10" vertical);
- b. The direction of magnetic north;
- c. The starting and ending point with relation to established roads, streets, or ways and any planned or anticipated future extensions of the streets proposed for acceptance (all terminal points and the centerline alignment shall be identified by survey stationing);
- d. The roadway and roadway limits with relation to existing buildings and established landmarks;
- e. Dimensions, both lineal and angular, necessary for locating boundaries, and necessary for locating subdivisions, lots, easements and building lines;
- f. The lots as laid out and numbered on said street, showing the names of all owners of abutting property;
- g. All natural waterways and watercourses in or on land contiguous to the said streets or ways;
- h. The kind, size, location, profile, and cross-section of all existing and proposed drainage ways and structures and their relationship to existing natural waterways;
- i. A soil erosion and sedimentation control plan showing interim and final control provisions;
- j. Curve data for all horizontal and vertical curves shall be the center- line radius, arc length, beginning of curve and end of curve points;
- k. All centerline gradients shall be shown and expressed as a percent;
 - l. All curve and property line radii of intersections;

- m. The limits and location of any proposed sidewalks and curbing;
- n. The name(s) of each proposed new road or street; and
- o. The locations of all existing and proposed overhead and underground utilities. When locations in the case of underground utility are approximate, such approximate locations shall be noted on the plan as such. Locations include, but are not limited to, the following:
 - i. Public water supply lines;
 - ii. Sanitary sewer lines;
 - iii. Storm drains;
 - Telephone line poles or underground vaults;
 - v. Electrical power line poles or underground vaults;
 - vi. Fire hydrants;
 - vii. Street lights; and
 - viii. Gas lines

Section VI: SUBDIVISION APPLICATIONS

Applicants for subdivisions as defined in Title 30A, M.R.S.A., §§ 4401 *et. seq.* and as subsequently amended, including developments where there are three or more units involved, such as mobile home parks, multiple family dwelling(s), condominiums, leased or rented dwelling units, divisions of structures for commercial or industrial use, shopping centers, and industrial parks and which contain proposed streets, shall submit to the Planning Board as an integral part of the plot plan all information concerning proposed street required in **Section V**, above.

Section VII: APPLICATION REVIEW

After receipt of a complete application, the Board of Selectmen shall notify the Planning Board and Road Commissioner requesting their review and written comments. After receipt of a complete application for subdivision approval that includes a proposed street(s), the Planning Board, shall notify the Board of Selectmen and Road Commissioner requesting their review and written comments. The Board of Selectmen shall take action on all applicants for street approval within 45 days of the receipt of a complete application.

Section VIII: PUBLIC ACCEPTANCE OF STREETS

The approval by the Board of Selectmen of a proposed street shall not be deemed to constitute or be evidence of any acceptance of the street by the Municipality of Oxford. Final acceptance of a proposed street shall be by an affirmative vote of Town Meeting.

Section IX: GENERAL REQUIREMENTS FOR ALL STREET CONSTRUCTION

1. Existing streets shall be extended at the same or greater width, and in no case shall they be extended at less than the Original width.
2. Street names shall require the approval of the Board of Selectmen. Streets that are obviously in alignment with streets already existing and named, shall be given the name of the existing street. Names of new streets shall not duplicate or closely approximate those of existing streets.
3. All street intersections shall be at angles as close to ninety degrees as possible. In no instances shall street intersections be at an angle less than sixty degrees.
4. The curb line radius at street intersections shall be at least 25 feet. Where the angle of the street intersects is less than ninety degrees, a longer radius may be required.
5. All dead-end Streets shall be provided at the closed end with a turn-around having a property line diameter of at least 130 feet and a traveled way radius of at least 50 feet. The use of a T-shaped turn-around will be permitted as an alternative when it is at least 24 feet wide, 40 feet long and located between 50 and 100 feet from the end of the street. All dimensions cited for the T-shaped turn-around are for the traveled way.

6. Drainage. Adequate provision shall be made for disposal of all surface water and underground water through ditches, culverts, underdrains, and/or storm water drainage systems. Provisions must be made for natural water courses.
 - i. Catch-basins (of standard design) shall be built where necessary and culverts of proper size and capacity (at least 15 inches in diameter) will be installed at all watercourses with necessary headers.
 - ii. Culverts will be tarred or galvanized corrugated steel, concrete, aluminum, or approved equivalent.
 - iii. Slopes and ditches shall slope away from the shoulders of the road at a ratio of at least four (4) horizontal feet to one (1) foot vertical and never steeper than 2 to 1. In cases where this is not possible or practical as where the roadway cuts through the side of a hill, all cuts shall be made so that adjacent slopes will not slide. The tops and sides of all cuts shall be cleared of all trees, stumps and boulders for an adequate distance to prevent such material from sliding into the ditches. Banks will be loamed, seeded, and mulched.
7. All streets shall be rough graded to the full width of the traveled way and the shoulders.
8. Sidewalks. The Planning Board shall have the authority to designate whether sidewalks shall be required only in those subdivisions where the sub-divider proposes to pave the subdivision streets.
9. Utilities. Longitudinal runs of water and/ or sewer mains shall be laid outside of the travel lanes and clear of any present or designated sidewalks. Utility poles shall be so placed that any present or designated sidewalks may be contained within the boundaries of the street or way without obstructions by poles or appurtenances.

10. Two concrete or stone monuments shall be installed at least 36 inches in length and 4 inches square with a suitable center point at each street intersection on the right-of-way line. An iron pin monument 3/4 inches in diameter and 36 inches long shall be installed at all points on boundary lines of lots where there is a change in direction and at all lot corners.

Section X: CLASSIFICATION OF STREETS - Streets are classified as follows:

1. **Major Streets** - Streets that carry "through traffic" from community to community, or to and from major traffic generators within a community.
2. **Collector Streets** - Streets which carry traffic to and from the major streets to the local streets. Collector streets also provide access to business, commercial and industrial areas.
3. **Local Streets** - Streets which provide access to residential properties where through traffic is not desired.

Section XI: DESIGN AND CONSTRUCTION STANDARDS

ITEM	MAJOR	COLLECTOR	LOCAL
1. Minimum Width of Right-of-Way	80'	60'	60'
2. Minimum Width of Pavement	44'	24'	20'
3. Minimum Grade	.5%	.5%	.5%
4. Maximum Grade	5%	8%	12%
5. Maximum Grade at Intersections	3% within 50' of intersections		
6. Minimum Angle of Intersections	90°	60°	60°
7. Width of Shoulders	9'	8'	8'
8. Minimum Center Line Radii on	800'	200'	200'
9. Minimum Tangent Length	300'	200'	100'
10. Road Base (minimum)	24"	18"	14"
Sub-Base	18"	12"	8"
Upper Base	6"	6"	6"
11. Paving	2½ "*"	2½ "*"	2"*"
12. Road Crown (minimum)	¼" /1'	¼" /1'	¼" /1'

13. Sidewalks (where required)			
Base	12"	12"	12"
Pavement	2"*	2"*	2"*
14. Dead End Street (width)	N/A	N/A	60'
Length, not more than	N/A	N/A	800'
Radii of property line at end	N/A	N/A	65'
Radii of pavement at turn	N/A	N/A	50'
15. Property Line Radii at	26'	15'	10'
16. Curb Radii:			
At Intersections less than 90	25'	25'	25'
At Intersections less than 90	30'	30'	30'
17. Minimum Distance Between	400'	400'	400'

- Bituminous hot top, chip seal, concrete or other hard surface acceptable to Planning Board.
- Except that a sub-divider may elect not to pave proposed subdivision street, in which case the Town shall not accept any such unpaved subdivision street(s) until said subdivision streets are paved in accordance with the standards of the Town of Oxford which may be in effect at that time and until so voted on by the residents of the Town of Oxford.

Section XII: GUARANTEE, SECURITY, OR PERFORMANCE BOND

A. The Board of Selectmen (or the Planning Board if a Subdivision street) may require as a condition of approval that at the time of approval and prior to any construction a performance guarantee in an amount sufficient to defray all expenses of the proposed improvements including but not limited to streets, sidewalks, utilities, storm drains, *etc.* This may be tendered in form of a certified check payable to the Municipality of Oxford, a savings

account or certificate of deposit assigned to the Municipality of Oxford, or a faithful performance bond running to the Municipality of Oxford and issued by a surety company acceptable to the Board of Selectmen (or the Planning Board if a Subdivision street). The conditions and amount of such a security bond shall be determined by the Board of Selectmen (or the Planning Board if a Subdivision street) with the advice of various municipal officers concerned. The amount shall be sufficient to insure the furnishing, installing, connecting and completing all improvements specified on the approved plan within two years of the date of the certified check or performance bond. If the street(s) or subdivision is to be completed in phases, the Board of Selectmen (or the Planning Board if a Subdivision street) may require a performance guarantee for each phase rather than a single guarantee for the entire street(s) or subdivision provided each phase conforms to the two-year completion requirement of this section.

- B. The Board of Selectmen (or the Planning Board if a Subdivision street) may recommend a maximum extension of 12 months to the guaranteed performance period when it can be demonstrated to the satisfaction of the Board of Selectmen (or the Planning Board if a Subdivision street) and other interested officials or agencies, good cause for such extension. Such recommendation for extension shall be referred to the Board of Selectmen by the Planning Board if a Subdivision street for official action.

- C. The Board of Selectmen (or the Planning Board if a Subdivision street) may, at its discretion, waive the requirement of a guarantee, security or performance bond and recommend a properly executed conditional agreement with the Municipality of Oxford. Such agreement shall be endorsed in writing and if a Subdivision street shall provide that no lot in such subdivision may be sold and no permit shall be issued for construction of any building on any lot on any street in such Subdivision until all agreed upon improvements have been made.

Section XIII: INSPECTION OF REQUIRED IMPROVEMENTS

- A. At least ten (10) days prior to commencing construction of improvements or alteration of roads and utilities, the Town Manager shall be notified in writing of the time when the proposed construction of such improvements is to commence so that the municipal officers can cause inspection to be made to assure that all municipal specifications and requirements shall be met during the construction of required improvements and to assure the satisfactory completion of improvements and utilities required by the Board of Selectmen (or the Planning Board if a Subdivision street). At this time an inspection fee equal to 2% of the estimated cost of the required improvements shall be paid to the Municipality of Oxford. In the alternative, an inspection fee equal to the estimated cost of inspection by an engineer appointed by the Selectmen shall be paid by check to the Municipality of Oxford stating the purpose of the fee.
- B. If the Municipal Building Inspector or Engineer or appointed engineer shall find, upon inspection of the improvements performed before expiration date of the guarantee or security arrangement or performance bond required by Section X that any of the required improvements have not been constructed in accordance with plans and specifications filed by the sub divider, he shall so report to the municipal officers, Building Inspector and Board. The municipal officers shall then notify the subdivider and if necessary, the bonding company, and take all necessary steps to preserve the municipality's rights under the guarantee, security or bond. No plan shall be approved by the Board as long as the subdivider is in default on a previously approved plan.
- C. If at any time before or during the **construction of the street and any required improvements it is demonstrated to the** satisfaction of the Municipal Building Inspector or Engineer or appointed engineer that unforeseen conditions make it necessary or preferable to modify the location or design of such required improvements the municipal Building Inspector or Engineer or appointed engineer may, upon approval of the Board of Selectmen (or the Planning Board if a Subdivision street), authorize modifications provided these modifications are within the spirit and intent of the Board of Selectmen (or the Planning Board if a Subdivision street) approval and do not extend to the waiver or substantial alteration of the

function of any improvements required by the Board of Selectmen (or the Planning Board if a Subdivision street). The Municipal Engineer or appointed engineer shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the Board of Selectmen (or the Planning Board if a Subdivision street) at its next regular meeting.

- D. The applicant shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until acceptance of said improvements by the town.

Section XIV: RELEASE OF GUARANTEE, SECURITY, OR PERFORMANCE BOND

Before an applicant may be released from any obligation required by his guarantee of performance, the Board of Selectmen (or the Planning Board if a Subdivision street) will require certification from the Municipal Engineer or appointed engineer and whatever other agencies and departments that may be involved, to the effect that all improvements have been satisfactorily completed in accordance with all applicable standards, State and local codes and ordinances.

Section XV: VARIANCES AND WAIVERS

- A. Where the Board of Selectmen (or the Planning Board if a Subdivision street) finds that extraordinary and unnecessary hardships may result from strict compliance with these standards or where there are special circumstances of a particular plan, it may vary these standards so that substantial justice may be done and the public interest secure; provided that such variations will not have the effect of nullifying the intent and purpose of the Comprehensive Plan, Minimum Lot Size Ordinance or other Town Ordinance.
- B. Where the Board of Selectmen (or the Planning Board if a Subdivision street) finds that, due to special circumstances of a particular Plan, the provision of certain required improvements is not requisite in the interest of public health, safety, and general welfare, or is inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed subdivision, it may waive such requirements, subject to appropriate conditions.

- C. In granting variances and modifications, the Board of Selectmen (or the Planning Board if a Subdivision street) shall require such conditions as will, in its judgment, secure substantially the objective of the requirements so varied or modified.

Section XVI: AMENDMENTS

This Ordinance may be amended by a majority vote of the Town Meeting. Amendments may be initiated by a majority vote of the Board of Selectmen or by request of the Planning Board to the Board of Selectmen or on petition of 10% of the votes cast in the last gubernatorial election in the Municipality of Oxford. The Board of Selectmen (or the Planning Board if a proposed amendment relates to subdivision streets) may conduct a public hearing on any proposed amendment.

Section XVII: APPEALS

An appeal may be taken within thirty (30) days from a Board of Selectmen's decision on the application by any party to the Superior Court in accordance with the Maine Rules of Civil Procedures and if a Subdivision street a Planning Board's decision in the Preliminary Plan or Final Plan by any aggrieved person or party to the Board of Appeals, Municipality of Oxford.