PROCEDURE:
This page outlines the procedure for improving a TYPICAL right-of-way in Malabar. 
Your circumstance may not fall directly into this procedure.

1. You must own the land abutting the right-of-way that you are applying to improve. (You do not have to own the land prior to your lot or across from your lot.)

2. Print out a copy of the Road Improvement Regulations (below)

3. Fill out a ROAD IMPROVEMENT APPLICATION form (located under Forms)

4. Take the Road Improvement Regulations and your filled out application to a civil engineer of your choice for design of roadway, drainage, & shoulders.

5. The engineer will follow the directions on the application and in the regulations and present you with a packet to be turned in at Town Hall ALONG WITH YOUR APPLICATION and FEE.

6. The owner is responsible for obtaining permits from other jurisdictions (such as St. John’s or DEP)

7. Your packet is reviewed by the town engineer for code requirements. This step may take some time if your engineer did not completely follow the town code.

8. The town engineer approves the plans and the owner is notified.

9. A contractor is picked by either (a) the Town advertising to solicit bids or (b) you hire your own contractor. IN EITHER CASE THERE ARE TECHNICAL PROVISIONS AND INSURANCE REQUIREMENTS THAT MUST BE PRESENTED TO THE CONTRACTOR PRIOR TO BIDDING THE JOB. (See ROAD IMPROVEMENT TECHNICAL PROVISIONS under Publications.)

10. Your contractor must supply us with a copy of your contract and YOU MUST DEPOSIT WITH THE TOWN 120% OF THE COST OF THE JOB (cash bond)

11. A pre-construction meeting is held and a notice to proceed is issued.

12. The construction begins and the town engineer inspects the project for compliance with the plans, specifications, and permits. The engineer also reviews laboratory test results.

13. The town engineer approves the project and ‘as built’ drawings are furnished to Malabar for the permanent file.

14. Payment is made to the contractor. Any of the remaining 20% is returned to the owner by the town.

15. The ROW is accepted for maintenance by the Town Council (during a regular Council meeting), and a payback schedule is recorded with the Town Clerk.

16. A building permit can now be issued.