

## PROCESS TO ACCEPT PRIVATE ROADS INTO THE STATE SYSTEM

### PRINCE WILLIAM COUNTY

**Step #1** Any private street to be considered for acceptance as a public street shall comply with the following criteria:

- Serves three (3) or more occupied units
- Serves as connector link between other streets
- Provides an extension of a street to the subdivision boundary for future continuity
- Serves as access to schools, churches, public recreational facilities, or similar public facilities
- Serves at least one hundred (100) vehicles per day generated by a business in advance of the occupancy of three (3) or more
- Part of the network of streets on the Comprehensive Plan
- Be able to safely handle the traffic volume
- Connect to other roads already maintained by VDOT or a locality
- Has been in public use for at least twenty (20) years
- Be available for the public use twenty-four (24) hours a day
- Has a right-of-way that is available to be dedicated to public use and is:

Wide enough (usually forty feet (40')) to meet minimum safety standards

Twenty feet (20') wide in pavement

Sufficient to permit future maintenance

Unencumbered by utility placements

**Step #2** Contact the Prince William County Zoning Office at (703) 792-6830 to determine zoning and minimum lot size requirement for the affected properties.

**Step #3** Contact the Prince William County Department of Transportation Inspections Office at (703) 792-7441 to arrange for an inspector to discuss the public street process with residents.

**Step #4** Consult with an engineering/surveying firm to evaluate if the dedication of right-of-way reduces one or more of the lots below the required minimum lot size in the zoning district.

- Step #5** If any lots are below the minimum lot size, the engineer/surveyor must analyze if additional acreage can be acquired from larger lots to create the minimum lot size for the affected lots.
- Step #6** In reference to Step #4; acquire concurrence from the adjoining property owners to adjust their lots. They must sign the plats of right-of-way dedication or boundary line adjustments.
- Step #7** If all previous steps are successful, the engineer/surveyor shall prepare a right-of-way dedication and/or boundary line adjustment plat, and a public improvement site plan for the street and affected properties. The site plan and plat must be submitted to the Prince William County Department of Development Services Office for review and approval. After County approval, the right-of-way dedication and plat must be recorded at the County Clerk of the Circuit Court Office.
- Step #8** If all the steps above have been accomplished, contact the Prince William County Department of Transportation Inspections Office at (703) 792-7441 to request a review of the subject road for a punch list of road repairs.
- Step #9** Have a civil engineer or bond release consultant manage the hiring of contractors for physical repairs to bring the roadway up to State Standards and to prepare the Virginia Department of Transportation paper package.

The majority of these steps have an associated fee and there will be other fees associated with the plans, plats and the final acceptance of the road by VDOT. If there are any questions, please contact Don Margraf, Prince William County Department of Transportation Inspections Office at (703) 792-7441 or [dmargraf@pwcgov.org](mailto:dmargraf@pwcgov.org) for more information. As an option, the completed attached request form can be mailed or emailed to Mr. Margraf and he will contact you.



PRINCE WILLIAM COUNTY  
DEPARTMENT OF TRANSPORTATION  
5 County Complex Ct. Suite 290  
Prince William, VA 22192

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Road Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_