

Local governments should submit documentation to support the road change(s) reported on the Notification of Local Road Activity (LRA) form. The LRA submittal shall include (as appropriate):

- A map, plat or plan showing/describing the change(s)
- A signed *Notification of Authority or Delegation of Authority* **OR** a copy of the commission meeting minutes passing the action for the road(s)
- City annexation documentation (if applicable)

## EXAMPLES

### NOTIFICATION OR DELEGATION OF AUTHORITY

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#### Notification of Authority

##### Description

A mayor or county commission chairperson can submit a Notification of Authority stating that he or she has the authority to sign the LRA and submit road system changes on behalf of their local government. A Notification of Authority is not needed for changing surface types, road names or adding lanes.

##### Example Text

I certify that I am the properly elected and qualified local official pursuant to the laws of the State of Georgia and am authorized to formally submit road additions, modifications or abandonments on behalf of the City of Suwanee for the year 2020.

#### Delegation of Authority

##### Description

A mayor or county commission chairperson may submit a Delegation of Authority to give authority to a qualified individual to sign the LRA and submit road system changes on behalf of the local government. A Delegation of Authority is not needed for changing surface types, road names or adding lanes.

##### Example Text

I certify that I am the properly elected and qualified local official pursuant to the laws of the State of Georgia and this letter officially authorizes Mary Simpson, the Engineering Director of the Liberty Consolidated Planning Commission, to sign the LRA forms and formally submit road system additions, modification and abandonments on behalf of the City of Hinesville for the year 2020.

### CITY ANNEXATION

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##### Description

Local governments can submit a city annexation ordinance, including a list of added road numbers/names and lengths, and a description of the metes and bounds for the annexed properties. For more information on city annexation, visit: <https://www.dca.ga.gov/local-government-assistance/planning/intergovernmental-coordination/annexation-reporting-resources>

##### Example Text

In City Annexation Reference No. 01309, the City Commission of Decatur accepted an application from more than 60% of the electors and 60% of the owners of the total acreage of the properties on East and West Parkwood Road, Parkwood Lane and Upland Road to annex their properties. The city annexation will increase the total mileage by 10.60 miles.

**Example—Metes and Bounds**

All that tract or parcel of land lying and being in the 21<sup>st</sup> Land District of Bleckley County, Georgia, containing 181.25 acres, more or less, and being more particularly described as follows:

BEGINNING at an iron pin located at the intersection of the original city limits of the City of Cochran with the southeasterly right of way of the Daisy Adams Road, and from said point of beginning thus established run thence north 47 degrees 06 minutes 22 seconds east a distance of 418.02 feet to a point; thence run north 58 degrees 55 minutes 43 seconds east a distance of 48.81 feet to a point; thence run north 47 degrees 06 minutes 22 seconds east a distance of 2,323.19 feet along the southeasterly right of way of Daisy Adams Road to an iron pin located at the intersection of the southeast right of way of the Daisy Adams Road with the southwest right of way of Georgia Bypass 87 a distance of 1,578.40 to an existing concrete right of way monument, and so on.

**ROAD CHANGES**

Adding a New Road - Single Road

**Description**

Local governments should describe the action that has resulted in a road system change, the road name/number, length in feet or miles, and other applicable information in the supporting documentation.

**Example Text**

1. Grand Georgian Street (1.25 miles) has been added to the Bartow County public road system. The road begins at Sampson Road and ends at Victorian Way in the Georgians Subdivision.
2. The City of Albany has added a new road to our public road system. St. Mary’s Parkway (2.10 miles) is a newly-constructed four-lane divided highway beginning at the Mill Road and ending at Sugarloaf Boulevard.

Adding New Roads - Multiple Roads

**Description**

Local governments should describe the action that has resulted in multiple road system changes, the road names/numbers, lengths in feet or miles, and other applicable information in the supporting documentation. Local governments can attach a list if needed.

**Example Text**

1. The Board voted to accept Barnsley Farms Drive (1,090 feet), Belvoir Place (2,036 feet), and Ellabelle Court (780 feet) located in the Barnsley Farms Subdivision into the Coweta County public road system.
2. The Fulton County Board accepts all roads in **Exhibit A** into their public road system.

**Exhibit A**

Road Name	Road Number	Beginning	Ending	Total Length
Smith Road	756555	Cedars Road	Dead end/Cul-de-sac	1.38 miles
Fountain Road	644455	Fannin Street	Peachtree Road	0.56 miles
Jane Drive	456456	Huntsville Blvd.	North Parkway	0.88 miles
Friend Street	030909	Alabama Street	Sarasota Lane	0.98 miles

## Changing Ownership(s)

### **Description**

Local governments should state the road name/number, length in feet or miles, who the ownership will transfer from or to (government entity or private business/citizen) and other applicable information in the supporting documentation. Attach a list if needed.

### **Example Text**

The City of Bainbridge will accept title, maintenance, utility accommodation, and ownership of the property for the St. James Street (5.45 miles), which begins at Hobarts Drive and ends at Mackley Road, effective April 20, 2020. The road was formerly part of Decatur County’s public road system.

## Extending Existing Road(s)

### **Description**

Local governments should state the road name(s)/number(s), length(s) of extension in feet or miles, and other applicable information in the supporting documentation. Local governments can attach a list if needed.

### **Example Text**

1. Fannin County has extended Mill Creek Road a total of 3.25 miles starting at Shamrock Street and ending in a cul-de-sac in the Mill Creek subdivision.
2. Gilmer County has extended the following roads:

Road Name	Road Number	Beginning	Ending	Total Added Length
River Bend Road	234234	Doe Run	Dead end/Cul-de-sac	0.56 miles
Sutton Place	545677	Sabula Court	Briar Creek Road	0.76 miles
Whitepath Road	564456	SR 76	Seneca Drive	0.23 miles

## Abandoning Road(s)

### **Description**

**Abandonment** means the local government permanently removes a section or multiple sections of a local road from their public road system. This is an administrative change only.

Local governments should describe the action that has resulted in a road abandonment(s), the road name(s)/number(s), length(s) in feet or miles, and other applicable information in the supporting documentation. Local governments should also indicate whether GDOT, another local government, a private company or other entity accepts ownership and maintenance for the road(s), if applicable. Attach a list if needed.

### **Example Text**

#### **Consideration of a Resolution Abandoning Segments of Roads—Firetower, Old Woodville**

The Fannin County Board was informed that two dirt road segments on Old Woodville Road (0.56 miles) and Firetower Road (0.46 miles) were identified for abandonment and that the landowners along the segments were supportive of abandonment. Commissioner George motioned to adopt Resolution Number 2020.1.14(b), A Resolution of Road Abandonment by the Board of Commissioners, and to waive the reading of the Resolution. Commissioner Flanders seconded. Motion carried unanimously.

The City of Blue Ridge will accept title, maintenance, utility accommodation, and ownership of the property for the roadway removed from the Fannin County public road system.

## Obliterating Road(s)

### Description

**Obliteration** means the physical pavement or other surface material was removed from the roadway; the road no longer exists.

Local governments should describe the action that has resulted in a road obliteration(s), the road name(s)/number(s), length(s) in feet or miles, and other applicable information in the supporting documentation. Local governments can attach a list if needed.

### Example Text

The City of Dacula has permanently obliterated 0.25 miles of Nichols Road. The pavement has been physically removed from this section. The road previously ended at Old Peachtree Road NE and Hurricane Shoals Road NE in a 5-point intersection, which had a high number of traffic collisions. The intersection has been reconstructed as a 4-point intersection. Nichols Road has been shortened and now ends in a cul-de-sac.

## Changing Surface Type(s)

### Description

Local governments should state the road name(s)/number(s), length(s) of surface type change in feet or miles, and other applicable information in the supporting documentation. Attach a list if needed. A Notice of Authority, Delegation of Authority and/or meeting minutes are not needed to submit this type of road change.

### Example Text

Peach County has upgraded a gravel road section of New Hope Road (1.25 miles) to a two-lane asphalt road, beginning at Schafer Road and ending at Colbert Road.

## Changing Name(s)

### Description

Local governments should state the previous road name(s) and the new road name(s), include the total length(s) of the road in feet or miles, describe where the road(s) begins and ends, and include other applicable information in the supporting documentation. Attach a list if needed. A Notice of Authority, Delegation of Authority and/or meeting minutes are not needed to submit this type of road change.

### Example Text

The City of Jesup has changed the name of Mint Julep Way (3.60 miles) to Samuel Johnson Drive. The road begins at the Martin Luther King, Jr. Church Road and ends at Foster Street.

## Adding Lane(s)

### Description

Local governments should state the road name(s)/number, length(s) in feet or miles for the added lanes, number of lanes added and other applicable information in the supporting documentation. Attach a list if needed. A Notice of Authority, Delegation of Authority and/or meeting minutes are not needed to submit this type of road change.

### Example Text

Peach County has constructed one (1) additional lane in the northbound direction on Mountain Cress Road from John's Street to Market Boulevard (total length of additional lane: 2.50 miles).