

PROPERTY OWNER VEGETATION MANAGEMENT PROCEDURE

Procedure Number: PW 15.50.01 PRO
Effective Date: 2/17/2016
Procedure Sponsor: Roads Superintendent

Approved: ABN
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NSRD: 2/17/2022

PW 15.50.01 PRO – This procedure applies to all residents that maintain vegetation on rights-of-way adjacent to their property

1.0 References

- 1.1 KCPW Form 2028 Vegetation Management Program**
- 1.2 KCPW Vegetation Management Owner Will Maintain Agreement**

2.0 Residents Learn About the County’s Vegetation Management Program

- 2.1** Residents read reference 1.1 to familiarize themselves with general vegetation management principles.

3.0 Residents Complete Online Form and Enter into a Five (5) Year Agreement

- 3.1** Residents submit reference 1.2 every five years.

4.0 Assistant Road Superintendent (ARS) Receives Notification

- 4.1** ARS creates an investigate task in Cartegraph and notifies the District Road Supervisor (DRS)

DRS determines if property can be added to the program

- 4.1** If the DRS approves the property, they make a note in the task and inform ARS.
- 4.2** If the DRS does not approve the property, the ARS will make a note in Cartegraph and notify the applicant.

5.0 Road Superintendent (RS) Approves the Resident’s Application

- 5.1** The RS reviews the application and signs indicating their approval of the request.
- 5.2** If the RS determines there is reason to deny the request, the RS informs the ARS who will make a note in Cartegraph and notify the applicant.

6.0 ARS Distributes Completed Application

- 6.1** The signed agreement is emailed or mailed to the applicant. A scan is kept in the Document Center and linked to the Cartegraph task. Signs and posts are delivered within two weeks of agreement signing.

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6.2 The approved agreement is effective through the expiration date shown on reference 1.2.

Change Record: 2/8/2013 Original adoption
2/17/2016 NSRD, no changes