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.
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