



**City of Weldon Spring**  
**Private Infrastructure Dedication**  
**Initial Application / Checklist**

Application Date: \_\_\_\_\_

Private Infrastructure Dedication Requests and Procedure is detailed in **Section 515.010 of the City of Weldon Spring Ordinances. (Ordinance No 20-09, 4/23/2020)** This ordinance has been included at the end of this document. This form provides a general checklist of items that will be required prior to acceptance of any private infrastructure. This list is for convenience only and may not be inclusive of all requirements once the process starts.

- Point of Contact (Name/Address/Phone/Email/Position):
- Legal Owner of Private Infrastructure:
- Trustees: (List Legal Names, Position, Email, Phone Contact)
- Attach Articles of Incorporation (needed for any Home Owner’s Association (HOA)). Owner(s) must provide documentation verifying ownership or their rights of ownership to said infrastructure intended to be conveyed to the City. If applicable, owner(s) must provide a current/accurate copy of their Home-Owners Association (HOA) bylaws and/or covenants and restrictions.
  - Attach By-Laws / Covenants / Restrictions
  - Attach all Amendments to By-Laws
  - Attach current registration from Secretary of State
  - All items must be reviewed by the City Attorney
- Attach a narrative letter describing what to be dedicated to the City. Owner(s) should be specific and detailed in their request of what infrastructure is requested to be conveyed to the City. How the infrastructure will be inspected, how any deficiencies will be corrected, and the general timeframe proposed.

What infrastructure is proposed to be dedicated to the City?

- Roadway     Street Signs and Traffic Signs     Sidewalks     Storm Water Sewers
- \_\_\_\_\_

*Note: The City will not accept signs on decorative signposts, traffic calming devices, detention or retention basins, corrugated metal pipes (CMP), irrigation systems, mailboxes, landscaping, subdivision entrance monuments, street lighting, lakes, creeks, streams, open air drainage channel or any roadways, sidewalks, trails, paths not open to the general public.*

- Application Fees    \$500 is due upon application to the City of Weldon Spring. More funds may be needed if the amount of time expended by City staff exceeds this amount. Owner(s) will include a non-refundable application fee of five hundred dollars (\$500.00) intended to cover all legal and administrative expenses incurred by the City during their review of the request.

## Inspections / Certifications Required

Inspection of infrastructure. Provide initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.

- **Pavement Inspection** – all pavements proposed to be dedicated to the City must meet St. Charles County Highway Specifications. The City requires any pavements to be dedicated to being inspected by a qualified professional engineering consultant with a detailed inspection report, detailed pavement preservation history files, projected life cycle cost information showing proposed maintenance cycles and a certification by a professional engineer licensed in Missouri that all infrastructure to be dedicated meets all St. Charles County Highway Standards. Sight distance restrictions on corners shall be made compliant. An initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.
  - Legal Description of all Easements
  - Summary of all encroachments on Easements.
  - Copy of approved Plat
  - Pavement History (Summary of all repairs, dates, treatments, cost data, contracts)
  - Provide initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.
  - Proposed life cycle future maintenance required and projected costs.
  - Provide a cost summary and proposed timeline to correct any deficiencies.
  - Certification by Missouri Professional Engineer that all infrastructure to be dedicated meets City of Weldon Spring and St. Charles County Highway Standards after corrections made.
  
- **Street and Traffic Signs** – and inventory of all current signs is required. This should be detailed on plan sheets and in spreadsheet form. An inspection (within the last 6 months) of the signs and posts by a professional engineering consultant of all signs must be included showing the current condition of the sign(s) and reflectivity. A certification by a professional engineer licensed in Missouri that all signs, signposts, crash worth break-away posts to be dedicated meet Manual on Uniform Traffic Control Devices (MUTCD) and all St. Charles County Highway Standards. An initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.
  - Roads must be dedicated for the City to accept any street / traffic signing.
  - Provide initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.
  - Provide a cost summary and proposed timeline to correct any deficiencies.
  - Certification by Missouri Professional Engineer that all infrastructure to be dedicated meets the Manual on Uniform Traffic Control Devices (MUTCD), City of Weldon Spring and St. Charles County Highway Standards after corrections made.
  
- **Sidewalks** – an inventory of all sidewalks to be dedicated to the City. The sidewalks must be shown on plan sheets and fall within any easement(s) to be dedicated. A legal description of the easements and survey by a Missouri licensed Professional Land Surveyor. An inspection report (within the last months) by a Missouri licensed Professional Engineer showing the current condition and certification all sidewalks meet current Americans with Disabilities (ADA)

standards and meet St. Charles County Highway standards. Any deficiencies noted must be corrected prior to acceptance by the City. All pathways must have cross slopes, running slopes and truncated dome ADA ramps at all cross streets. An initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.

- Legal Description of all Easements
  - Summary of all encroachments on Easements.
  - Copy of approved Plat
  - Provide initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.
  - Provide a cost summary and proposed timeline to correct any deficiencies.
  - Certification by Missouri Professional Engineer that all infrastructure to be dedicated meets American's with Disabilities (ADA), City of Weldon Spring and St. Charles County Highway Standards after corrections made.
- **Storm Water Sewers** – an inventory of all storm water sewers to be dedicated to the City. Engineered and sealed drawings and calculations showing cross sections and plan sheets of all drainage structures proposed to be dedicated. Legal descriptions of all easements proposed to be dedicated and plan sheets showing the location of all structures and culverts. A recent inspection report (within 6 months) including full video inspection and analysis by a qualified engineering firm detailing the current condition of all pipes and structures and any repairs needed. The (GPS) location of all outfalls with pictures of the outfalls and any maintenance required. A certification by a licensed Missouri Professional Engineer that all storm water sewers meet all St. Louis Metropolitan Sewer District Standards. An initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.
- Legal Description of all drainage Easements
  - Summary of all encroachments on Easements.
  - (GPS) location of all outfalls with pictures of the outfalls and any maintenance required.
  - Copy of approved recorded Plat
  - Repair History (Summary of all repairs, dates, treatments, cost data, contracts)
  - Provide initial report of findings detailing deficiencies from visual and video inspection to be corrected/repared and brought up to current City standards.
    - Copy of the video inspections and analysis
  - Provide a cost summary and proposed timeline to correct any deficiencies.
  - Certification by Missouri Professional Engineer that all infrastructure to be dedicated meets St. Louis Metropolitan Sewer District (MSD), City of Weldon Spring and St. Charles County Highway Standards after corrections made.

## Professional Services

The City of Weldon Spring has a current list of on-call engineering and surveying companies that can perform surveying and inspection services. Utilizing any professional services must be compliant with Quality Based Selection (QBS) state and federal laws. Any firm utilized not on the City's on-call list must supply a statement of qualifications detailing the experience and expertise the company and personnel has with for whatever work they perform. The list of on-call consultants is available upon request. Consultant engineers can work directly with the owner of the infrastructure to be dedicated – or can work for the City of Weldon Spring – provided funding escrow is included in the application request.

## Surveying, Legal Descriptions, Plans

Some or all of the easements may have been already recorded with the original plat. The City may already have the site and construction plans for many subdivisions in the City. These documents may be needed for any legal descriptions of easements to be dedicated to the City. The City Clerk, City Planner and City Engineer can assist to determine if these records are available in the City records.

## City Administrator

Owner(s) will complete an application to dedicate private infrastructure to the City of Weldon Spring form and submit it to the City Administrator (CA). Within the application form it will indicate the specific infrastructure systems such as streets, storm water collection systems or other infrastructure intended to be conveyed to the City.

## City Attorney

The City Attorney will review the bylaws and/or covenants and restrictions and any other relevant documents. The purpose of this is to ensure the owner(s) have the right to transfer and convey ownership of the defined infrastructure. The City Attorney will submit a report of his/her findings to the City Administrator (CA) and the CA will share the info with the owner(s). Assuming the owner(s) are found to be able to convey said infrastructure the process will continue.

The CA will request the City Engineer (CE) to review the owner(s) request and provide a thorough cost estimate of his/her time and expenses to prepare/conduct:

## City Engineer

The City of Weldon Spring employs a part time City Engineer on staff. Consultant engineers will be utilized for any request that requires more time to perform than the City Staff can provide. The City Engineer will collaborate and review all work performed by consultants and prepare a final recommendation letter to the Board of Alderman. The owner(s) must then decide whether or not to proceed with the initial inspection and reporting by the CE. If the owner(s) choose to proceed they must submit a letter certifying their intention to proceed. Details on how the deficiencies will be corrected must be included.

## Repair of Deficiencies

Repairs of any deficiencies noted and agreed upon during inspections must be completed in a timely manner but should not exceed twenty-four (24) months from the date of the City Engineer's findings and recommendation letter.

## Board of Alderman

**The Board of Alderman reserves the right to accept, reject or modify any and all provisions and/or request for dedication of infrastructure at their sole discretion.**

# Chapter 515. Private Infrastructure Dedication Request and Procedure

## Section 515.010. Private Infrastructure Dedication Request And Procedure.

[Ord. No. 20-09, 4-23-2020]

**A. The following is the process for any owner(s) of privately owned/maintained infrastructure to request dedication and conveyance of such improvements to the City of Weldon Spring, Missouri:**

1. Owner(s) will complete an application to dedicate private infrastructure to the City of Weldon Spring form and submit it to the City Administrator (CA). Within the application form it will indicate the specific infrastructure systems such as streets, storm water collection systems or other infrastructure intended to be conveyed to the City.

- a. Owner(s) should be specific and detailed in their request of what infrastructure is requested to be conveyed to the City.
- b. Owner(s) must provide documentation verifying ownership or their rights of ownership to said infrastructure intended to be conveyed to the City.
- c. If applicable, owner(s) must provide a current/accurate copy of their Home-Owners Association (HOA) bylaws and/or covenants and restrictions.
- d. Owner(s) will include a non-refundable application fee of five hundred dollars (\$500.00) intended to cover all legal and administrative expenses incurred by the City during their review of the request.

(1) Note: If the initial fee is not adequate to cover all City expenses the City Treasurer (CT) will prepare an invoice to the applicant requesting payment prior to further review and consideration by the City.

(2) Note: In accordance with the City of Weldon Spring City Code Section **405.053(D)**, if the applicant fails to pay any invoices, through the process, generated by the City within ninety (90) days' of written notice, the City shall be entitled to certification of the assessment for a sale or lien for those costs on the land being developed.

2. Upon receipt and payment of the application and fee by the owner(s) the CA will request the City Attorney to review the bylaws and/or covenants and restrictions and any other relevant documents. The purpose of this is to ensure the owner(s) have the right to transfer and convey ownership of the defined infrastructure.

- a. The City Attorney will submit a report of his/her findings to the CA and the CA will share the info with the owner(s). Assuming the owner(s) are found to be able to convey said infrastructure the process will continue.

3. The CA will request the City Engineer (CE) to review the owner(s) request and provide a thorough cost estimate of his/her time and expenses to prepare/conduct:

- a. Inspection of infrastructure.
- b. Provide initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards.

4. The CE will submit the cost estimate to the CA. Upon receipt of the cost estimate the CA will share the information with the owner(s).

- a. The owner(s) must then decide whether or not to proceed with the initial inspection and reporting by the CE. If the owner(s) choose to proceed they must submit a letter certifying their intention to proceed and a payment of one hundred percent (100%) of the CE's cost estimate shall be made payable to the City of Weldon Spring.

Note: It is the owner(s) responsibility to pay for and cover all expenses associated with the dedication process herein described.

- b. A full accounting of the payment will be maintained by the City Treasurer (CT) and a project number assigned for tracking and control purposes.

5. The CE will proceed with initial inspection of said infrastructure. Upon completion of the inspection the CE will prepare a detailed report of findings and recommendation of the corrective action needed to bring the infrastructure up to current City standards; this shall include a cost estimate for the necessary repairs. The report will be shared with the owner(s) and the CE will be available to meet with the owner(s) and/or their designated representatives.

6. The CE will submit a second (2nd) cost estimate to the CA to include the following details:

- a. Time and material to inspect construction efforts necessary to satisfy all corrective measures identified.
- b. Time to prepare a final report and certification that all necessary repairs have been completed and are satisfactory.

c. Preparation of any needed survey work and/or preparation of legal descriptions necessary for the dedication and conveyance process.

7. Upon receipt of the cost estimate the CA will share the information with the owner(s). The owner(s) must decide whether or not they wish to proceed with implementing the identified repairs based upon the CE's findings and recommendations and indicate this in writing to the CA their desire to proceed.

a. If the owner(s) choose to proceed they must submit a letter certifying their intention to proceed and a second (2nd) payment of one hundred percent (100%) of the CE's cost estimate shall be made payable to the City of Weldon Spring.

8. The owner(s) must make arrangements to make any and all necessary repairs per the CE's findings and recommendation. These repairs must be completed in a timely manner but should not exceed twenty-four (24) months from the date of the CE's findings and recommendation letter. If not completed within the designated timeframe another inspection will be necessary and the owner(s) will be required to pay for this per a CE cost estimate in advance.

9. Once the owner(s) has completed all necessary corrective action and the CE has certified these findings in writing to the CA the following shall occur:

a. The CA will request the City Clerk and City Attorney prepare final dedication documents. The documents should include:

(1) Legal certification and conveyance of said infrastructure by the owner(s) to the City.

(2) A dedication and acceptance draft bill with a legal description exhibit attached for consideration by the Board of Aldermen.

10. The CA will request the CT to review and prepare a final reconciliation of all related dedication expenses and payments made by the owner(s).

a. If a positive account balance is determined, a refund will be generated and sent to the owner(s).

b. If a negative account balance is determined due to expenses exceeding the payment(s) made by the owner(s), the CT will prepare a final invoice for reimbursement and shall be paid to the City by the owner(s) prior to the scheduling of an agenda item before the Board of Aldermen for their consideration of the dedication.

11. The City Clerk shall place the proposed infrastructure dedication on the next available Board of Aldermen agenda for consideration.

a. The Board of Aldermen reserves the right to accept, reject or modify any and all provisions and/or requests for dedication of infrastructure at their sole discretion.

**B. Note: The City does not accept the following infrastructure or maintenance responsibility for:**

1. Storm water: detention basins, creeks/streams and/or open-air drainage channels.
2. Street lights.
3. Decorative street signage or other miscellaneous improvements within the ROW.