



DEPARTMENT OF PUBLIC WORKS

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COUNTY
OF
INYO

Doug Wilson, Interim Director

For County Use Only	Date Application Submitted _____
	Date Application Complete _____

Inyo County Adventure Trails Pilot Program Application

May 8, 2012

1. Applicant Name _____
2. Name of Proposed Combined-Use Highway _____

3. Length of Combined-Use Highway Segment (to nearest tenth of a mile) _____

4. Which portion of the right of way will be used (e.g. the entire lane, the edge of the lane, etc.)

5. The starting point of the combined use segment. If this is an existing Bureau of Land Management (BLM) or Inyo National Forest road, provide the name and/or number of the road or trailhead. If the starting point is a necessary service and/or lodging facility, specify the name of the current business and the Assessor's Parcel Number (APN) of the business. Include a letter of permission from the owner of the APN that is the necessary service and / or lodging facility.

6. The ending point of the combined use segment. Describe in the same or similar way to No. 5.

7. Provide a description of the nature and destination of any off-highway motor vehicle trail that is a starting or ending point to a combined-use segment.

8. Which of the following type of connection does the combined-use segment provide (1, 2, or 3)? The applicant must check the box for indicating which one of connecting link is being provided by each combined-use trail segment.

1. A connecting link between off-highway motor vehicle trail segments,
2. An off-highway motor vehicle recreational use area and necessary service facilities, or
3. Lodging facilities and an off-highway motor vehicle recreational facility.

9. The applicant shall include an eight and one-half inch map clearly displaying each combined use section. The map should display:

1. The information described in the Implementing Procedures Section 2 (i to ix),
2. Major cross streets
3. Any controlled intersections (stop signs or signalized intersections)
4. If the combined-use segment starts and/or ends on an un-named roadway, a vicinity map should be included.

10. Prior to holding the public hearing to consider any combined-use segment, the Public Works Department shall notify all property owners adjacent to the proposed combined use segment of the time, date, and proposed action of the public hearing. The Applicant shall be responsible to:

1. Acquire a list of property owners adjacent to any and all combined-use routes from the Inyo County Assessor's Department. If multiple properties are owned by one owner, that owner shall be notified of each of their properties adjacent to the proposed combined-use segment.
2. The applicant shall be responsible to provide first class postage affixed to legal size envelopes addressed to each property owner as described in Subsection a and b
3. The applicant shall leave the return address blank.

The County shall place its return address on each of the envelopes provided and shall send the notice of public hearing using the stamped envelopes provided by the applicant. The notice of public hearing shall be noticed, posted, and mailed to all property owners at least 21 days before the public hearing.

Procedural Notes

Note 1 - The Applicant can submit the application in multiple sections if they choose. If so, a cover letter to the application should state this.

Note 2 - Once the application is submitted, the contents of the application will be available for public review.

Note 3 - The Public Works Department shall be responsible for the evaluation and processing of any combined-use applications.

Note 4 - The County shall determine if this application packet is complete as described in Section 2 of the implementation procedures. The County shall then notify the Applicant via e-mail or telephone within 30 days if the application is complete.

Note 5 - After the date the application is determined to be complete, the County shall accept or reject the application within 120 days. This timeline may be extended if other regulatory agencies take more than 60 days to respond or are non-responsive.

Note 6 - The County will forward the application for each combined use segment that begins and/or ends with an off-highway motor vehicle trail or trailhead to the appropriate land management agency to confirm that the roadway is a valid trail segment.

Note 7 - The County shall work in cooperation with the California Department of Transportation to establish uniform specifications and symbols for signs, markers, and traffic control devices to control off-highway motor vehicles in accordance with Section 38026.1 of the Vehicle Code.

Note 8 - The County will attempt to designate crossings of the State Highway using Section 38026 of the Vehicle Code. The Applicant is encouraged to design their requests to the County to use combined-use segments of three miles or less. Any such request would be undertaken separately from the Pilot Program and requires a separate application to the County in conformance with the existing Vehicle Code. If this is not possible and the combined-use segment is between three and ten miles, the County will consider the designation of crossings of the State Highway as part of the Pilot Program as set forth in Assembly Bill 628.

Note 9 - The County will present the combined-use application to the Commissioner of the California Highway Patrol and ask for a determination if the proposed combined-use segment will create a potential traffic safety hazard. If the combined-use segment is determined by the Commissioner of the California Highway Patrol to have the potential to create a traffic hazard, that segment shall be dropped from consideration.

Note 10 - The Agenda Request for the consideration of the combined use segment(s) shall include a recommendation for each route from the Public Works Director, the Risk Manager, the Sheriff, and County Counsel on each combined-use segment. Their recommendation shall address:

1. Safety
2. Liability and Risk
3. Potential maintenance costs

Note 11 - The County shall hold a public hearing and adopt a resolution to approve combined –use segment(s). The adoption resolution can include multiple combined-use segments. The adoption resolution shall include:

1. A determination that the proposed combined use segment does not have the potential to create a safety hazard.
2. The information contained in Section 2(A).

3. A statement that each combined-use trail segment is in compliance with the California Vehicle Code as amended by the inclusion of Section 38026.1.

Note 12 - If the funding for the purchase and installation of signage is not forthcoming as set forth in Section 38026.1, the County shall work with the applicant to identify funding to install signage identified in Section No. 11. The purchase and installation of this signage shall be revenue neutral to the County. That is, if the funding for the signage is not forthcoming from the State, the applicant shall be responsible for this expense.

Note 13 - The County Road Department shall be responsible for the installation of all required signage on each combined-use trail segment.

Note 14 - The County shall formally open the combined-use trail segment once the Board of Supervisors has approved the combined-use segment and all signage is in place.

Note 15 - Each combined-use trail segment shall be monitored in the following ways.

1. The County shall be responsible to maintain a database describing any collisions involving an off-highway vehicle on any combined-use segment.
 - i. The County Sheriff and California Highway Patrol will be requested to send a yearly report detailing all such collisions to the County Department of Public Works.
2. The County Sheriff shall maintain a file that includes any information regarding impact on traffic flows, safety, incursions into areas not designated for off-highway vehicle usage.
3. The County shall yearly collect at least a week-long set of data detailing the number of off-highway vehicles using each combined-use segment.
4. The County shall send a letter encouraging land management agencies that have an off-highway motor vehicle trail segment that links to a combined-use segment to monitor the amount of off-highway vehicle use.
5. The Public Works Department shall maintain a file including all correspondence from the public regarding all combined use segments.

Note 16 - No later than January 1, 2016, the County, in consultation with the Department of the California Highway Patrol, the Department of Transportation, and the Department of Parks and Recreation, shall prepare and submit to the Legislature a report evaluating the pilot project as described in Section 38026.1 of the Vehicle Code.

Note 17 - If the property owner at a starting point or an ending point of a combined-use segment decides at a future date that they do not wish their property to be linked to by a combined-use segment, they can submit a letter stating that the property owner does not wish to be linked to the OHV trail segment. Upon receipt of that letter, and assuming that the service facility is the endpoint of the combined-use segment, the designation on that road shall be changed within 90 days so that the combined-use of that roadway segment shall no longer be allowed. If a change to starting point or endpoint requires the submittal of a separate application, the 90-day period can be extended until that segment is evaluated by the Board of Supervisors.

Note 18 - If Section 38026.1 of the Vehicle Code is repealed, the County shall be responsible for the removal of all signage related to combined-use highway segments set forth under Section 38026.1.