

## POLICY AND PROCEDURES FOR COUNTY HIGHWAY SYSTEM REVISIONS

The State of South Dakota, acting by and through the South Dakota Transportation Commission, has determined that requests for revisions in county highway system mileage, as required under SDCL 31-12-2, should follow standard procedures and contain documentation described below:

1. The Board of County Commissioners shall forward to the Department of Transportation a resolution which correctly states the desired addition to or deletion from the county highway system. Relocation of a route must be considered as a deletion and addition to the system. The resolution may include any number of additions or deletions.
2. The resolution should state the rationale for the modification. For example, changes in county development patterns or increasing traffic on township roads would be noted on the petition.
3. A county map that shows the existing road system must accompany the resolution and the proposed additions or deletions marked in contrasting colors.
4. The resolution, if requesting deletions from the county highway system, must be accompanied with evidence that public notice had been given in an official county newspaper(s), such notice correctly describing the section or sections of the county highway being abandoned, and the time and place for action to be taken by the Board of County Commissioners. Public Notice must be published a minimum of ten (10) days prior to the meeting of the Board of County Commissioners when the action will occur. Public notice is not required for resolutions adding road segments to the county highway system.
5. The South Dakota Transportation Commission will not act on a resolution requesting a deletion from the county highway system prior to a sixty (60) day period following receipt of the resolution by the South Dakota Department of Transportation

Please address any questions and send all resolutions to:

Larry Dean  
Division of Planning/Engineering  
SD Department of Transportation  
700 Broadway Avenue East  
Pierre, SD 57501-2586  
Phone: (605) 773-3590

### GUIDING STATUTES

**SDCL 31-12-1. Established highway systems perpetuated.** The county highway system as heretofore designated and established in each organized county of the state is hereby perpetuated.

**SDCL 31-12-2. Change of county highway system -- Order of department of transportation.** No county highway system shall be changed, altered, or modified except by authority of and in accordance with a written executive order of the department of transportation. Any such change shall be shown on the map of the county highway system in the office of the county auditor and on such map in the department of transportation.

\_\_\_\_\_ COUNTY  
RESOLUTION NO. \_\_\_\_\_

WHEREAS, \_\_\_\_\_ County would like to modify its Highway System because (put reason(s) here)

WHEREAS, the changes in \_\_\_\_\_ County's Highway System are in accordance with the South Dakota Department of Transportation's "Policy and Procedures for County Highway System Revisions" adopted 2/12/92 and SDCL 31-12-2.

THEREFORE, BE IT RESOLVED by the \_\_\_\_\_ County Board of Commissioners that the following changes be made to the \_\_\_\_\_ County Highway System:

**ADD:** (put legal description and length here)

**DELETE:** (put legal description and length here)

Dated at \_\_\_\_\_, SD this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Roll Call Vote	Yes	No	Roll Call Vote	Yes	No
_____	___	___	_____	___	___
(Typed Name)			(Typed Name)		
_____			_____		
(Signature)			(Signature)		

Roll Call Vote	Yes	No	Roll Call Vote	Yes	No
_____	___	___	_____	___	___
(Typed Name)			(Typed Name)		
_____			_____		
(Signature)			(Signature)		

Roll Call Vote	Yes	No
_____	___	___
(Typed Name)		
_____		
(Signature)		

Attest:

\_\_\_\_\_ County Auditor