

Santa Rosa County, Florida
Separate Instructions
Non-County Maintained Road Paving Projects

On roads or county right of way where the County Road and Bridge Department does not maintain the road (regular grading and drainage clearing), the entire cost of paving the road is borne by the property owners. This would include all engineering and surveying fees, materials and labor.

1. The first step in the process for the homeowners is to obtain a written cost estimate for the engineering work and construction. There should be an understanding with the engineering company that all costs for their initial work, if any, will be paid by the property owners and not by the proposed MSBU. Only after the MSBU is approved can costs be charged to the MSBU account.
2. Once a written cost estimate is obtained, it is then submitted along with the “Request for the Establishment of an MSBU.” These must be submitted by January 15th.
3. The Office of Management and Budget (OMB) provides a copy of the engineering cost estimate to Santa Rosa County Engineering for review and pre-approval.
4. After County Engineering has pre-approved the project, all costs have been calculated by OMB, and a final cost per lot is developed; a petition is drafted by the OMB and sent to the requesting homeowner to collect signatures.
5. If at least 55% of the affected Santa Rosa County residents agree to the project and it is approved by the County Commissioners at the annual MSBU Public Hearing in August, the person initiating the MSBU would then request the engineering firm that did the preliminary plans and cost estimates to develop a complete set of plans for the project and submit them to the County Engineer for approval.
6. Once the plans are approved by the County Engineering Department, the project would then go out for bid.
7. The County Engineering Department will follow up with the request for bids and follow on work.
8. A bank loan may be necessary for projects involving non-county maintained roads or large projects. If one is needed, the OMB will solicit bids for loans to obtain the lowest interest rate as possible.
9. MSBUs requiring a bank loan will have an upfront two (2) percent county administrative fee added.

NOTE: Engineering firms are not required for non-county maintained roads that will be paved and **not brought to county standards**. Paving companies can be used if the road will not be turned over to the county after being completed.