

# PROPERTY OWNER VEGETATION MANAGEMENT PROCEDURE

Procedure Number: PW 15.50.01 PRO  
Effective Date: 7/15/2021  
Procedure Sponsor: Roads Superintendent

Approved: ABN  
Page 1 of 2  
NSRD: 7/15/2024

**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 Owner will Maintain Application to 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 application, 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 the task, describing why the application was denied, 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 application.
- 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. Describing the reason for denial and notify the applicant.

## **6.0 ARS Distributes Completed Application**

- 6.1 The ARS emails or mails the signed agreement 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.

**PROPERTY OWNER VEGETATION MANAGEMENT  
PROCEDURE**

Procedure Number: PW 15.50.01 PRO  
Effective Date: 7/15/2021  
Procedure Sponsor: Roads Superintendent

Approved: ABN  
Page 1 of 2  
NSRD: 7/15/2024

- 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  
7/15/2021 NSRD, no changes