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MAINTENANCE RESPONSIBILITIES CHART AND PLAN

Entities responsible for the construction and maintenance of all projects containing active transportation facilities are required to submit a Maintenance Responsibilities Chart and Plan prior to permit issuance. The plan must clearly identify responsibilities for capital improvements and annual infrastructure operation and maintenance and identify funding needs and sources. This information will be included in issued permits.

How to Complete the Maintenance Responsibilities Chart and Plan:

1. Fill out each lead entity's name in the top row and assign maintenance roles to each entity by checking the appropriate boxes in the columns. Boxes must be checked in the column that corresponds to the entity responsible for the maintenance task listed in that row. For sections that are not relevant, leave those blank.
2. Applicants must also fill out the anticipated funding sources in the appropriate spaces on the second page and identify the expected funding entity.
3. Before submittal to TRPA, each entity partner must sign the plan at the bottom of the sheet.

Any questions should be directed to the TRPA transportation department at (775) 589-5401.

MAINTENANCE RESPONSIBILITIES CHART AND PLAN

Task						
Parking Lots						
Parking Meter Maintenance						
Meter Collection / Administration						
Sweeping						
Garbage Pickup						
Litter Patrol						
Regulatory Sign Replacement						
Visitor Signage						
Vista, Transit Stops, & Emergency Turnouts						
Sweeping						
Garbage Pickup						
Litter Patrol						
Restroom Cleaning						
Graffiti Removal						
Regulatory Sign Replacement						
Visitor/Wayfinding/Interpretive Signage						
Snow Removal						
Scenic Byway Brochures						
Bikeway						
Sweeping						
Litter Patrol						
Regulatory Sign Replacement						
Vista Point Interpretive Signs						
Public Information						
Authorized Trails						
Routine Tread Maintenance						
Visitor Signage						
Litter Patrol						
Monitoring Unauthorized Trails						
Public Info/Trail Guides						
Transit						
Transit Funding						
Bus Operation						
Bus Stop Kiosk Maintenance						
Brochure Time Table						
DMS Messaging						
Public Information						
Intercept Lot Litter Pickup						

Task						
Capital Infrastructure Maintenance						
Bus Replacement						
Parking Lot Striping						
Parking Lot Resealing						
Parking Lot Overlay						
Parking Lot Concrete – Curbs						
Parking Lot Stormwater Treatment Systems						
Bike Lane Striping/Resealing						
Bikeway Striping/Resealing						
Bikeway Overlay						
Bikeway Co-location Project						
Viewpoint/Highway Transit Stop/Emergency Turnout Striping/Resealing						
Viewpoint/Highway Transit Stop/Emergency Turnout Overlay						
Bridge Inspections						
Interpretive Sign Replacement						
Bench Replacement						
Bear Proof Can Replacement						
Scenic Byway Entry Signage						
Monitoring Equipment						

Anticipated Funding Sources by Agency:

1. Agency Name: _____
a. Funding Source(s) _____
2. Agency Name: _____
a. Funding Source(s) _____
3. Agency Name: _____
a. Funding Source(s) _____
4. Agency Name: _____
a. Funding Source(s) _____

Partner Signatures: *Please make sure to require all partnering agency signatures when formalizing this document.*

(Signature, Entity)

(Signature, Entity)

(Signature, Entity)

(Signature, Entity)

(Signature, Entity)

(Signature, Entity)