

AGENCY OF TRANSPORTATION, TECHNICAL SERVICES DIVISION
CERTIFICATE OF HIGHWAY MILEAGE

INSTRUCTION SHEET

The Certificate is to be used to update the amount of mileage of Class 3 and 4 roads, incorporating any changes made before February 10 of current year. Legal acceptance by town/city/village of new roads, changes in highway class, and discontinuance of roads must all have **DOCUMENTATION RETURNED TO US** with your mileage certificate.

PART I

PREVIOUS MILEAGE - We have already entered previous mileage from last year's certificate.

MILEAGE ADDED/SUBTRACTED - If mileage changes have been brought to our attention during this past year, we have entered them. Any other mileage changes must be made by you. Add and/or subtract changes in appropriate blocks and enter Town Highway Numbers in appropriate lines below block area. Documentation of changes are needed as follows:

TO ADD MILEAGE: If town/city/village has legally accepted a road or portion of road, complete and sign a "Certificate of Completion & Opening" (copy enclosed). Either describe right-of-way on form or send copy of deed.

TO SUBTRACT MILEAGE: When the town/city/village has legally discontinued a road or portion of road, submit a copy of the legal proceedings by which the highway was discontinued.

RECLASSIFIED MILEAGE: When you have reclassified a road or portion of road from Class 3 to Class 4 or vice versa, submit a copy of the legal proceedings. Remember to add from one class and subtract from the other.

TOTAL HIGHWAY MILEAGE - Add and/or subtract the changes in mileage.

SCENIC HIGHWAY MILEAGE - If you have designated such mileage, enter amount. Scenic Highway Mileage is not a separate highway class; therefore, do NOT subtract it from your totals. Submit copy of legal proceedings designating Scenic Highways (see 19 VSA 2502).

PART II

If there are no changes in town highway mileage or classification, check block.

PART III

Selectmen/Trustees/Aldermen and the Town Clerk must sign Certificate. The Town Clerk also adds the date when the certificate is recorded in the town/city/village file.

AFTER COMPLETING AND SIGNING CERTIFICATE, KEEP COPY, RETURN ORIGINAL AND DOCUMENTATION OF CHANGES, USING ENCLOSED ENVELOPE, BY FEBRUARY 20.