

## **Policies & Procedures for Adopting Trail Route Changes**

For the purpose of this policy the term **entity** shall refer to any municipality or corporation that owns in fee any property over which the Eastern Trail travels or has a documented interest in such property (for example utility companies).

Requests or approvals from corporations must come from an authorized individual(s) or board of directors. Requests or approvals from municipalities must come from the municipal officers.

The Maine Department of Transportation may, at its sole authority, waive any obligation under these policies and procedures for it to be a part of the approval process for any proposed change. Such waiver must be submitted to the Board in writing.

The Eastern Trail Management District Board of Directors is under no obligation to accept or adopt proposed changes to the trail route simply by virtue of the following procedures.

These policies and procedures shall apply only to proposed route changes that significantly deviate from the designated route. Significant changes are those that involve moving from one road to another or moving outside of a right-of-way granted by easement or license.

The Board of Directors will review all requests from entities for changes to the Eastern Trail Route in accordance with the following procedures:

1. Entity initiating change determines reason(s) for the change and possible solutions/alternatives are identified
2. Entity formally votes to recommend the change to the ETMD
3. Entity sends a written request that contains reasons, alternatives, solutions and record of vote to the ETMD
4. ETMD reviews the request in conjunction with the Eastern Trail Alliance and MDOT
5. Negotiations occur as necessary
6. All entities effected by the change agree to the original or revised proposed change
7. MDOT approves in writing the proposed change
8. The ETMD formally votes to accept or reject the change
9. Steps are taken to change the route (signage, maps, etc)

Changes to the Eastern Trail Route proposed internally by the Eastern Trail Management District shall be made in accordance with the following procedures:

1. ETMD determines reason(s) for the change and possible solutions/alternatives are identified
2. ETMD reviews the request in conjunction with the Eastern Trail Alliance and MDOT
3. ETMD sends a written request that contains reasons, alternatives and solutions to all entities effected by the proposed change
4. Entities review the proposed change
5. Negotiations occur as necessary
6. Entities agree in writing to the original or revised proposed change
7. MDOT approves in writing the proposed change
8. The ETMD formally votes to adopt the change
9. Steps are taken to change the route (signage, maps, etc)

Adopted: January 8, 2003