

**INSTRUCTIONS FOR COMPLETION OF THE**

**ROADWAY USE AND MAINTENANCE AGREEMENT**

1. Complete all yellow highlighted portions of the RUMA with accurate information.
2. If there is additional language added to the agreement or modified in any way, please allow time for our attorney to review the new language.
3. Highlight or make bold any content changes.
4. Include a map of the roads that will be under consideration.
5. Return a PDF and the revised word document to the Engineer’s Office.
6. If a bond is required, then we must have the original raised seal document to enter into the agreement.
7. If the bond is replaced, modified, or cancelled documentation should be sent to the following address:

**Belmont County Engineer’s Office**

**Attn: Office Manager**

**101 W. Main Street**

**St. Clairsville, OH 43950**

**(740) 699-2160**