



**JEFFERSON COUNTY
ROAD DEPARTMENT**

111 ODYSSEY LANE
PO BOX H
BOULDER MT 59632
406-225-4158

DRIVEWAY APPROACH APPLICATION AND PERMIT

INSTRUCTIONS

If the proposed approach to your property accesses a County Road...

Completion of this form and submittal to Jefferson County Road Department is required prior to the start of any work. Submit two (2) signed copies. The approach permit fee is \$75.00 per approach, made payable to “Jefferson County Treasurer”. The permit fee must be submitted with the application. Failure to do so will delay approval of your permit.

The Jefferson County Road Department will contact you concerning a pre-inspection.

When the approach is constructed, the applicant must then contact the Road Department (406-225-4158) for a final inspection.

After satisfactory completion of the approach, the final approval form will be signed. One original signed copy will be retained by the Clerk & Recorder’s Office and one original signed copy will be returned to the applicant. The proposed approach should be scaled onto an existing plan and profile sheets showing existing road right-of-way must be attached to this form.

(Note to County Treasurer: please receipt into 2110-343010 Road Inspection Fee)

\$75.00 Fee per Approach

Make payable to:

Jefferson County Treasurer



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APPLICANT (Property Owner)

Name: _____ Phone: _____

Mailing Address: _____

Herein termed the applicant requests permission to construct approach(es) described and as shown on attached plot plan or plan and profile and hereby made a part of this application. Please indicate if permits or approaches are required from units of government other than Jefferson County.

_____ Federal Government _____ State _____ County _____ City _____ N/A

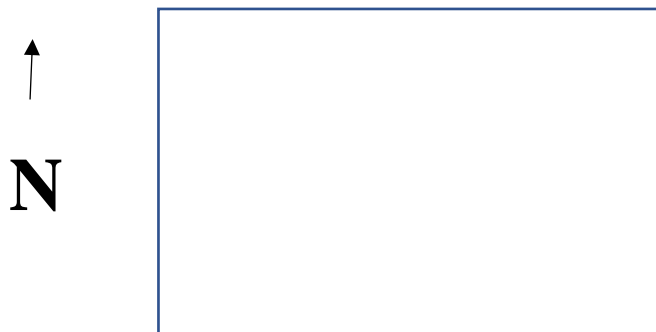
APPROACH TYPE:

Agricultural: _____ Public: _____ Residential: _____
Commercial: _____ Industrial: _____ Other (please specify): _____

Use of Property or Facility where approach is located: _____
(Residence, Trailer Court, Gas Station, Field Access, Type of Business, Etc.)

LOCATION:

Physical Address or Description:



Township _____
Range _____
Section _____

Draw an overview (left) and attach detail showing ties to nearest section corner and county road.



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Approach Permit Checklist

- Attach basic drawings or plans with proposed design of approach.
- Provide map showing location of proposed approach.
- Adequate sight-distance in both directions.
- Adequate culvert used if required.
- Pre inspection completed by County.
- Final inspection completed by County.

TRAFFIC SIGHT-DISTANCE: (Visibility in a least two directions)

How far can you see to the: Left _____ Right _____

Surface of the County Roadway/Highway _____ Width _____

DURATION: (check one) Temporary _____ Life of Facility _____

CULVERT: YES -OR- NO

TYPE: Round -OR- Arch

Steel -OR- HDPE



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Subject to the following terms and conditions, the permit applied for and attached hereto is hereby granted.

1. **TERM:** This permit shall be in full force and effect from the date hereof until revoked as herein provided.

2. **REVOCATION:** This permit may be revoked by the County upon giving thirty (30) days' notice to Permittee by ordinary mail, directed to the address shown in the application hereto attached, but the County reserves the right to revoke this permit without giving said notice in the event Permittee breaks any of the conditions or terms set forth herein.

3. **COMMENCEMENT OF WORK:** No work shall be commenced until Permittee notifies the Road & Bridge Department when he/she proposes to commence work.

4. **CHANGES IN ROAD:** If the County changes the road, or there are other changes to adjoining streets, alleys, etc. which necessitates alterations in structures or installations installed under this permit, Permittee shall make the necessary alterations at the Permittee's sole expense or in accordance with a separate agreement.

5. **COUNTY SAVED HARMLESS FROM CLAIMS:** in accepting this permit the Permittee, its/his/hers successors or assignees, agree to protect the county and save it harmless from all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or materials used, or manner of installations, maintenance and operation, or by the improper occupancy of said highway right of way, and in case any suit or action is brought against the State and arising out of, or by reason of, any of the above causes, the Permittee, its/his/hers successors or assigns, will upon notice to it/him/her of the commencement of such action, defend the same at its/his/hers sole cost and expense and satisfy any judgement which may be rendered against the County in any such suit or action.

6. **PROTECTION OF TRAFFIC:** Insofar as the interests of the County and the traveling public are concerned all work performed under this permit shall be done under the supervision of the Road & Bridge Department and it's authorized representatives, and he/she/they shall indicate barriers to be erected, the lighting thereof a night, placing of flagmen and watchmen, manner in which traffic is to be handled, and shall specify to Permittee how road surface shall be replaced if it is disturbed during operations, but said supervision shall in no way operate to relieve or discharge Permittee from any of the obligations assumed by acceptance of this permit, and especially those set forth under Section 6 thereof.



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7. **ROAD DRAINAGE:** If the work done under this permit interferes in any way with the drainage of the State Highway or County Road effected, Permittee shall, at its/his/hers own expense, make such provisions as the County may direct to take care of said drainage.
8. **RUBBISH AND DEBRIS:** Upon completion of the work contemplated under this permit, all rubbish and debris shall be immediately removed, and the roadway and the roadside left in a neat and presentable condition satisfactory to the County.
9. **DRAINAGE:** Minimum diameter of culverts will be 15". Length will allow for minimum of 20' road surface.
10. **WORK TO BE SUPERVISED BY COUNTY:** All work contemplated under this permit shall be done under the supervision of and to the satisfaction of the authorized representative of the County and the County Hereby reserves the right to order the change of location or removal of any structure or installation authorized by this permit at any time, said change or removal to be made at the sole expense of the Permittee.
11. **COUNTYS RIGHT NOT TO BE INTERFERED WITH:** all such changes, reconstructing or relocation shall be done by Permittee, in such a manner as will cause the least interference with any of the County's work and the County shall in no wise be liable for any damage to the Permittee by reason of any such work by the County, it's agents, contractors or representatives, or by the exercise of any rights by the County upon the highways by the installations or structures placed under this permit.
12. **REMOVAL OF INSTALLATIONS OR STRUCTURES:** Unless waived by the County, upon termination of this permit, the Permittee shall remove the installations or structures contemplated by this permit and restore the premises to the condition existing at the time of entering upon the same under this permit, reasonable and ordinary wear and tear and damage by the elements, or by circumstances over which the Permittee has no control, excepted.
13. **MAINTENANCE AT EXPENSE OF PERMITTEE:** Permittee shall maintain, at its/his/hers sole expense the installations and structures for which this permit is granted, in a condition satisfactory to the County.
14. **COUNTY NOT LIABLE FOR DAMAGE TO INSTALLATIONS:** In accepting this permit the Permittee agrees that any damage or injury done to said installations or structures by a contractor working for the County or by any County employee engaged in construction, alteration, repair, maintenance, or improvement of the County, shall be at the sole expense of the Permittee.



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15. COUNTY TO BE REIMBURSED FOR REPAIRING ROADWAY: Upon being billed, Permittee agrees to promptly reimburse the County for any expense incurred in repairing the surface of the roadway due to settlement at installation, or for any other damage of the roadway as result of the work performed under this permit.

16. OTHER CONDITIONS AND/OR REMARKS:

A. Where feasible, all approaches will enter the county road with a negative degree of slope not more than three percent (3%) for a minimum of 30 feet back from the edge of roadway of the county road. Under no circumstance shall an approach exceed a positive slope of three percent (3%) for minimum of 30 feet back form the edge of the roadway of the county road. More information available in the County Road standards.

B. All residential approaches shall be a minimum of 20 feet wide.

C. On paved roads, the approaches should be paved to the easement line form the shoulder of the road. Agricultural approaches should have a 12 foot long by 3 foot wide strip of asphalt placed parallel to the roadway to avoid edge breakaway.

D. No private signs or devices etc. will be constructed or installed within the County Right of Way limits.

E. This permit is valid only if approach construction is completed within _____ months from date of issue. If construction is not completed within _____ months from date of issue, this permit will expire. Upon expiration of this permit a new application from and fees must be resubmitted to the County Road Supervisor before construction can commence.

F. Failure to obtain a permit prior to any construction may result in a two hundred dollar, (\$200.00) late charge.



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The undersigned, the "Permittee" mentioned in the foregoing instrument, hereby accepts this permit, together with all the terms and conditions set forth therein.

PERMITTEE:

(Signature of Permittee)

(Printed Name of Permittee)

Date

JEFFERSON COUNTY:

Pre-installation approach inspected by:

Authorized Jefferson County Personnel

Road Dept Supervisor
Title

Date: _____

Completed approach approved by:

Authorized Jefferson County Personnel

Road Dept Supervisor
Title

Date: _____

County Commissioner

Date: _____



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Preapproval Permit

Permission is hereby granted to begin construction of a driveway or approach based on pre inspection of a Driveway and Approach application for:

Applicant: _____

Location: _____

With the following conditions, (if any):

Upon completion of the driveway or approach, please contact the Road Dept office at 406-225-4158 to schedule final inspection. Failure to do so may result in revocation of this permit.

Pre-installation approach inspected by:

Authorized Jefferson County Personnel

Road Dept Supervisor
Title

Date: _____

Permit is valid for one year from the date of approval