

Jefferson County Road & Bridge Department
Encroachment Permit Application

406-225-4158
Po Box H, Boulder, Mt 59632

**** Incomplete applications will not be processed ****

Section 1: Applicant Information

Applicant Name: _____ Phone: _____
Email: _____ Mailing Address: _____
Business/Contractor Name (if applicable): _____
Project Contact Name: _____ Phone: _____

Section 2: Project Details

Location of Encroachment (Address or GPS): _____
Type of Work:
☐ Driveway Installation
☐ Utility Work
☐ Other: _____
Start Date: _____
Estimated Completion Date: _____
Will the ROW be obstructed or closed? ☐ Yes ☐ No
If yes, attach a traffic control plan.

Section 3: Required Documents Checklist (Applicant to Submit)

- ☐ Permit Fee Paid? _____ Amount: _____
- ☐ Site Plan showing location and scope of work
- ☐ Proof of Insurance (naming the County as additional insured)
- ☐ Traffic Control Plan (if applicable)
- ☐ Work Schedule/Timeline
- ☐ Photos of Existing Conditions
- ☐ Any Applicable State/Federal Permits
- ☐ Bond information (if applicable)

Permit Conditions

- No work is to be performed until approval has been granted.
- All work must comply with Jefferson County Road Standards.
- Any damage to County infrastructure must be repaired at the applicant's expense.
- The County reserves the right to revoke this permit if conditions are not met.
- Any additional cost incurred by the County associated with the above will be charged to the applicant.

Applicant Signature: _____ Date: _____

Project Location: _____ Applicant: _____

This Section to be completed by Jefferson County

Section 4: Preliminary Permit:

Complete application, with attachments and payment received: _____ Amount: _____

Name: _____ Date: _____

Preliminary Inspection completed by:

Name: _____ Date: _____

Inspection notes: _____

Approved: _____ Conditional Approval: _____ Denied: _____

Bond Required: _____ if so, amount of bond: _____

Reason for Conditional Approval or Denial: _____

Supervisor:

Name: _____ Signature: _____ Date: _____

Planning/Zoning (if applicable):

Name: _____ Signature: _____ Date: _____

Preliminary Permit Mailed: _____ by: _____ Date: _____

This permit grants the applicant permission to begin work on the above encroachment.

Preliminary Permit is valid for _____ from approval date. Work not completed by expiration may require new or updated permit.

Applicants are required to notify Jefferson County Road Dept at 406-225-4158 prior to the start of any work within the County Right-of-Way.

Applicants are required to contact the Jefferson County Road Dept at 406-225-4158 to schedule final inspection upon project completion. Failure to do so may result in revocation of permit, cost of repairs, and additional fines.

Applicants are required to follow all local and state regulations and guidelines to ensure public safety, and to minimize impact to county infrastructure and residents.

Project Location: _____ Applicant: _____

Section 5: Final Permit:

Final Inspection Completed by:

Name: _____ Date: _____

Approved: _____ Conditional Approval: _____ Denied: _____

Reason for Conditional Approval or Denial: _____

Supervisor Approval:

Name: _____ Signature: _____ Date: _____

County Commissioner:

Name: _____ Signature: _____ Date: _____

County Clerk (Permit Record):

Name: _____ Signature: _____ Date: _____

Final Permit Mailed: _____ by: _____ Date: _____

Completed permit and attachments scanned into database: _____ Date: _____

The applicant is responsible for damage or failure of infrastructure caused by encroachment for up to one (1) year following final approval.

NOTICE: Approval of the foregoing application shall not grant authority to the permittee to burden or otherwise impair or infringe on any third-party property interests which may exist or benefit any third parties related to the county property or right-of-way which is referenced in this application. It shall be the responsibility of the permittee to ascertain all such property interests, if any, and to make suitable arrangements with all third parties whose property interests may be impaired by the construction work proposed in this application.

The applicant agrees to hold Jefferson County harmless for any damage to their facilities occurring during normal road maintenance operation now and in the future.

JEFFERSON COUNTY
INSPECTION FEE
Effective Date April 15, 2003

<u>Right-of-Way Permit Classification</u>	<u>Minimum Fee</u>
Driveway or Private Road Approach New Construction, expanded use, alteration of or relocation of an existing approach.	\$75.00 each
Work in Right-of-Way All projects which involve work in right-of-way (i.e. Tree trimming or removal, drainage repairs, etc.)	\$110.00 per Mile
Utility Service Installation and Maintenance Utility service connection to existing facilities.	\$110.00 each
Underground Utility Service Install and Maintenance \$0.10 per foot up to 1 mile, (5280ft) and \$0.05 per foot in excess of 1 mile.	\$110.00 minimum
Utility Pole Installation or Replacement per Mile (5280ft)	\$110.00 minimum
All Road Crossing (bored, trenched, overhead, culverts, and cattleguards)	\$110.00 each

Private cable T V companies, oil & gas pipelines, communication companies, water system, and public and/or private irrigation systems crossing or using public right-of-way will be treated under the same schedule of fees as utility service installation and maintenance.

All costs incurred by the Jefferson County Road Department or its representatives associated with the testing, inspection, and correction of deficiencies will be charged to the responsible permittee.

Jefferson County reserves the right to require a performance bond securing the restoration of County facilities to assure compliance with right-of-way permit requirements.