

**JEFFERSON COUNTY**

**APPLICATION FOR AN ENCROACHMENT PERMIT**

To be filled in by the applicant -Incomplete applications will not be processed.

Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Location -Exact distance and direction from the nearest County road intersection:

\_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Nature of Construction Project (Attach drawings, plans/specifications):

\_\_\_\_\_

Completion Date: \_\_\_\_\_

**IN ORDER TO PROMOTE PUBLIC SAFETY AND PROTECT LIFE AND PROPERTY IT IS NECESSARY FOR EVERY PERSON, PARTY, OPERATION, BUSINESS OR UTILITY DESIRING TO PERFORM CONSTRUCTION WORK OF ANY NATURE IN ANY COUNTY ROAD, STREET, ALLEY OR THOROUGHFARE TO OBTAIN A WORK PERMIT PRIOR TO STARTING SUCH WORK AND POST BOND AS MAY BE REQUIRED INSURING PROPER COMPLETION OF THE PROJECT.**

**FEDERAL LAW REQUIRES ALL PARTIES TO CONTACT "ONE CALL" BEFORE DIGGING  
1-800-424-5555**

**APPLICANT HEREBY AGREES TO THE FOLLOWING CONDITIONS:**

- 1. To perform all work in compliance with Jefferson County Specifications, a copy of which is available at the County Road Dept.
- 2. To notify the County Road Dept. Office prior to starting any work within the County right-of-way covered by this permit.
- 3. Applicant will be responsible for any damage to other installations already in place before digging.
- 4. To provide proof of insurance, indemnify and save harmless Jefferson County, it's officers and employees, from responsibility, damage, or liability arising from the exercise of the privileges granted herein .
- 5. To meet all requirements for warning signs, traffic control and public safety (Manual on Uniform Traffic Control Devices).
- 6. Abide by Federal Law requirements to contact "One Call Hotline" before digging 1-800-424-5555.

**IT IS FURTHER AGREED:**

- 1. Applicant shall furnish bond as required based on the type and scope of work covered by this application for a one year period.
- 2. Above named applicant doing or authorizing said work will pay a fee as required, said fee to be retained by Jefferson County
- 3. Applicant shall not exceed or modify the scope of this project without prior approval form the County Road Dept. Office.
- 4. Applicants shall be responsible for their excavations, locations, placements of lines, poles, pipes, etc., within the public rights of way in accordance with Jefferson County Road Dept. standards.
- 5. When requested by the County Road Dept, due to public safety, county road maintenance, construction, or rebuilding, relocation shall be the responsibility of the owner of said facilities; all costs associated with any future relocation of any improvement constructed under this project permit shall be borne by the current owner(s) at the time of the requested relocation.
- 6. All work shall be inspected upon completion as arranged for by both parties, the Applicant and the County Road Dept. or his representative.
- 7. Permittee shall maintain, at its/his sole expense, the installation and/or structures for which this permit is granted, in a condition satisfactory to the County.
- 8. Should the work fail to meet standards, or if a defect in said work creates a situation affecting public health, welfare or safety, the applicant is solely responsible for correction of the deficiency. If applicant, upon notification by the County Road Dept. fails to correct said deficiency, the Jefferson County Road Dept. may make or authorize such repairs as necessary. All costs incurred in said repair shall be charged against the Applicant, the Applicants heirs, assigns, or his bond. Emergency situations, as determined by the Road Dept. Office, shall be corrected within 24 hours, all other situations shall be corrected within 30 days.
- 9. 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.
- 10. Nothing contained in this permit shall relieve Applicant of responsibility for the work performed under any permit granted.

**The terms of this permit application are accepted and agreed to by:**

\_\_\_\_\_  
Signature of Applicant (s) Date

Send the completed application form along with applicable fees, drawings, plans/specifications, proof of insurance, and bond to the address below.

**Jefferson County Road Department PO BOX H  
Boulder, MT 59632  
Phone: 406-225-4241**



**REVIEW OF APPLICATION FOR ENCROACHMENT PERMIT**

To be filled in by Jefferson County Road Supervisor

ROUTE NO. \_\_\_\_\_  
STATION (S) \_\_\_\_\_

COMPLETE APPLICATION RECIEVED? Yes \_\_\_\_\_ No \_\_\_\_\_  
INSPECTION FEE PAID? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \_\_\_\_\_  
PLANS/SPECIFICATION SUBMITTED? Yes \_\_\_\_\_ No \_\_\_\_\_  
PROOF OF INSURANCE PROVIDED? Yes \_\_\_\_\_ No \_\_\_\_\_ Company \_\_\_\_\_  
BOND PROVIDED? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \_\_\_\_\_

**PRELIMINARY INSPECTION OF APPLICATION RECOMMENDED FOR:**

APPROVAL \_\_\_\_\_ CONDITIONAL APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_

\_\_\_\_\_  
County Road & Bridge Superintendent Date \_\_\_\_\_

List conditions of approval or disapproval, if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECISION ON APPLICATION FOR ENCROACHMENT PERMIT**

To be filled in by Jefferson County Commissioners

The Board of County Commissioners of Jefferson County, Montana, do hereby:

APPROVE \_\_\_\_\_ CONDITIONAL APPROVAL \_\_\_\_\_ DISAPPROVE \_\_\_\_\_

the permit application for an Encroachment Permit.

\_\_\_\_\_  
Chairman, Board of County Commissioners Date \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Clerk & Recorder

**FINAL INSPECTION OF WORK COMPLETED**

-To be filled in by Jefferson County Road Superintendent-

Inspected by \_\_\_\_\_ Inspection Date \_\_\_\_\_

Completed project: \_\_\_\_\_ meets requirements of the preliminary application  
\_\_\_\_\_ does not meet approval for the following reasons \_\_\_\_\_

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 inure to the benefit of third parties relative 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.

Routing

Initial	Course of Action
_____	Application received with fees, application to Road & Bridge
_____	Road & Bridge preliminary inspection and recommendation to the Board of Commissioners
_____	Commission action – letter and copy of application to applicant advising action taken
_____	Road & Bridge final inspection and approval, application to Clerk & Recorder
_____	Clerk & Recorder – Record Document
_____	Clerk & Recorder – Copy of final recorded permit to applicant and Road/Bridge department

OFFICE USE ONLY

JEFFERSON COUNTY  
INSPECTION FEE

Effective Date April 15, 2003

<u>RIGHT-OF-WAY PERMIT</u> <u>CLASSIFICATION</u>	<u>MINIMUM</u> <u>FEE</u>
<b>DRIVEWAY OR PRIVATE ROAD APPROACH:</b> New construction, expanded use, alteration of or relocation of an existing approach.	\$75.00 each
<b>WORK IN RIGHT-OF-WAY</b> All projects which involve work in the right-of-way (ie. Trimming and removing trees, ditch repairs, etc.)	\$110.00 per mile
<b>UTILITY SERVICE INSTALLATION AND MAINTENANCE</b> Utility service connections to existing facilities in right-of-way	\$110.00 each
Underground utility service installation and maintenance, 10 cents per foot up to 1 mile (5280 feet) and 5 cents per foot in excess of 1 mile	\$110.00 minimum
Utility pole installation or replacement per mile (5280 feet).	\$110.00 minimum
All road crossings (bored, trenched, overhead, culverts, and cattle guards).	\$110.00 each
Private cable T V companies, oil & gas pipe lines, 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.	
<b>All costs incurred by the Jefferson County Road Department or it's representatives associated with the testing, inspection, and correction of deficiencies will be charged to the responsible permittee.</b>	
<b>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.</b>	