

ENCROACHMENT PERMIT APPLICATION

Sweet Grass County

To be filled out by applicant – incomplete applications will not be processed

Name: _____ Phone: _____

Address: _____ Contact Person: _____

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 WORK AND POST BOND AS MY 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 Sweet Grass County specifications, a copy which is available at the county Road Department.
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, indemnity and save harmless Sweet Grass County, its officers and employees, from responsibility, damage or liability from the exercise of the privileges granted herein.
5. To meet all requirements for warning signs, traffic control and public safety as specified in the Manual on Uniform Traffic Control Devices.
6. Abide by Federal law requirements to contact “One Call” hotline before digging: 1-800-424-555.
7. Sweet Grass County has a weed control plan and the applicant is responsible to comply with county policies. Contact Weed supervisor to establish an approved plan.

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 Sweet Grass County.
3. Applicant shall not exceed or modify the scope of this project without prior approval from 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 Sweet Grass County Road Dept standards
5. When requested by the county Road Dept, due to public safety, county road maintenance, construction, rebuilding of the county road, relocation of the facility covered by this permit 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 facility owner(s) at the time of the requested relocation.
6. All work shall be inspected upon completion as arranged for by 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 is 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 Sweet Grass County Road Dept may make or authorize such repairs as necessary. All costs incurred in said repair shall be charged against the applicant, the applicant's 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 will hold Sweet Grass 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 and applicable fees, drawings, plans, specifications, proof of insurance, and to bond the address below.
SWEET GRASS COUNTY ROAD DEPT
PO Box 888
Big Timber, MT 59011

REVIEW OF APPLICATION FOR ENCROACHMENT PERMIT

To be filled out by Public Works Director

County Road _____
Stations(s) _____

COMPLETE APPLICATION RECEIVED	Yes	No	
INSPECTION FEE PAID	Yes	No	Amt _____
PLANS/SPECIFICATION SUBMITTED	Yes	No	
PROOF OF INSURANCE PROVIED	Yes	No	Company _____
BOND PROVIDED	Yes	No	Amt _____
WEED AGREEMENT	Yes	No	

PRELIMINARY INSPECTION OF APPLICATION RECOMMENDED FOR:

APPROVAL _____ CONDITIONAL APPROVAL _____ DISAPPROVAL _____

Public Works Director _____ Date _____

Conditions of approval or disapproval, if any:

DECISION ON APPLICATION FOR ENCROACHMENT PERMIT

To be filled out by Sweet Grass County Commissioners

The Board of County Commissioners of Sweet Grass County, Montana do hereby:

APPROVE _____ CONDITIONALLY APPROVE _____ DISAPPROVE _____

the permit application for an encroachment permit.

Chair, Board of County Commissioners _____ Date _____

FINAL INSPECTION OF WORK COMPLETED

To be filled in by Public Works Director

Inspected by _____ Date _____

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

NOTICE: Approval of the foregoing applications shall not grant authority to the permitted 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:

- _____ 1. Road & Bridge – Preliminary inspection
- _____ 2. Road & Bridge – Approval and fees to finance department
- _____ 3. Finance Department – Deposit fees and submit application to BOCC final approval
- _____ 4. Weed Department
- _____ 5. Commission action – Decision on application for permit
- _____ 6. Road & Bridge – Mail permit to applicant
- _____ 7. Road & Bridge – Final inspection
- _____ 8. Clerk & Recorder – Record final document

SWEET GRASS COUNTY INSPECTION FEES

<u>Encroachment 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
ALL ROAD CROSSINGS Bored, trenched, overhead, culverts and cattle guards.....	75.00 each
OWNER SUPPLIED CATTLE GUARDS & FOUNDATIONS INSTALLED BY COUNTY.....	300.00 each
RECORDING OF ENCROACHMENT TO CLERK AND RECORDER Plus \$7.00 per page for any maps that are included with application.....	\$14.00

All costs incurred by the county Road Department or it's representatives associated with the testing, inspection and correction of deficiencies will be charged to the responsible permittee.

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