



CITY OF HAYDEN LAKE
ENCROACHMENT/ROAD CUT
PERMIT APPLICATION

PLEASE SUBMIT TO:
deputyclerk@cityofhaydenlake.us
9393 North Strahorn Road
Hayden Lake, ID 83835
208 772-2161

An application for approval of an Encroachment/Road Cut permit is made by submitting the following information to the City Clerk's Office.

1. The completed attached form;
2. A digital or paper copy of plans and detail illustrating all natural and manmade features, the work to be performed, all utility locations, the limits of work, the area of any required pavement replacement, the areas requiring surface restoration and the traffic control measures that may be required, all within the public right of way or other public place. Plans shall be accurately reproduced to a standard scale. **UTILITY COMPANIES MUST SUBMIT THIS INFORMATION AT LEAST FIFTEEN (15) BUSINESS DAYS BEFORE COMMENCING WORK;**
3. A digital or paper copy of written specifications for each item of work to be performed within the public right of way or other public place. Specifications shall include methods of construction, installation and erection, and shall include performance criteria along with standards for acceptance/rejection. Items of particular importance are grading, trench excavation and backfill, utility installation, surface restoration, drainage facilities, pavement replacement and testing, and traffic control as may be applicable to the permit. **UTILITY COMPANIES MUST SUBMIT THIS INFORMATION AT LEAST FIFTEEN (15) BUSINESS DAYS BEFORE COMMENCING WORK;**
4. A comprehensive stormwater management plan that complies with Title 11, Chapter 2 of the City Code, unless the city engineer determines that such a plan is not necessary;
5. Copies of permits from the State of Idaho, Lakes Highway District, and the Hayden Lake Recreational Water and Sewer District, if such permits are required for the work to be performed;
6. Copies of certificates of insurance showing that the permittee has obtained the types and levels of insurance required by Section 7-4-8(A) of the City Code;
7. If this is an application for "major landscaping" as that term is defined by Section 7-4-9 of the City code, the applicant shall submit the following in lieu of the plans and specifications required in sections (2) and (3) above:
 - a) a professionally licensed survey of the subject area showing the location of the subject property owner's property boundaries and those of adjacent city property, along with a description and location of the proposed major landscaping;
 - b) a copy of a signed letter of agreement that is attached to this application which has been recorded in the records of Kootenai County, Idaho; and
 - c) a statement describing why the encroachment/road cut is in and not detrimental to the public interest.
8. **A FEE of \$150.00 paid at the time that the application is submitted plus the estimated cost of inspection of the property and other related work by the City Engineer, City Attorney and other City Officials payable to the City of Hayden Lake.** In accordance with Section 7-4-7(B) of the City Code, an additional fee shall be paid by applicants who intend to cut asphalt located within a City right of way.



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DEADLINE FOR SUBMITTALS

Except as provided in Sections 2 and 3 on Page 1, the completed application form and all required attachments must be submitted to the City Clerk’s Office not later than two (2) days prior to the date that the work is expected to begin, except in the event of an emergency, in which case the completed application must be submitted on the next business day following the beginning of construction. The completed application shall be deemed accepted for the two (2) day processing period as of the date when all of the required information has been filed, checked and accepted as complete by the City Clerk’s Office, as noted below.

<i>FOR OFFICE USE ONLY</i>	
Application Fee: \$ <u>150.00</u>	Additional Engineering Fees: \$ _____
Public Hearing Publication Fee: \$ _____	Public Hearing Mailer Fees \$ _____
Total Amount Paid \$ _____	Cash/Money Order/Check # _____
Date: _____	Employee: _____

Projected Start Date: _____ **Projected End Date:** _____
Permit Expires One Day After the Projected End Date.

CONTACT INFORMATION:

Owner: _____

Address: _____

Email: _____

Phone: _____

Applicant: _____

Address: _____

Email: _____

Phone: _____



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FILING CAPACITY:

- ____ 1. Record property owner as of _____
(date)
- ____ 2. Purchasing (under contract) as of _____
(date)
- ____ 3. The Lessee or Renter as of _____
(date)
- ____ 4. The authorized agent of any of the foregoing duly authorized in writing. (Written authorization must be attached to the application).

Name of Agent: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

PROPERTY:

Parcel Number: _____

Address: _____

Legal Description: _____

A narrative describing your request, stating:

1. The exact nature and extent of the proposed work:

2. What, if any, effect the requested work would have on adjacent property and improvements:

Signature: _____ **Date:** _____



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ENCROACHMENT/ROAD CUT PERMIT DETERMINATION

Job Address: _____

Name of Applicant: _____

Permit Application Number: _____

This Encroachment/Road Cut Permit Application, having been reviewed by the City is hereby:

_____ DENIED for the following reasons:

_____ APPROVED

Date: _____

City Clerk



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PERMIT NO. _____

ENCROACHMENT/ROAD CUT PERMIT

Job Address: _____

Owner: _____	Contractor: _____
Address: _____	Address: _____
_____	_____
Email: _____	Email: _____
Phone: _____	Phone: _____

The City of Hayden Lake, Idaho (the “City”) does hereby grant to _____ (the “Permittee”) permission to encroach upon a public right of way or other public place as specified in the Encroachment/Road Cut Permit Application filed with the City. By accepting this permit, the Permittee agrees to save and hold harmless the City, its officials, employees and agents from and against any and all suits, claims or actions brought by any person for or on account of any bodily injuries, disease, illness or damage to persons and/or property sustained or arising from the subject activities performed within the public right of way or other public place. Permittee shall, upon notice of commencement of such action, defend at his/her/its sole cost and expense and will satisfy any judgment after said action shall have been finally determined, if adverse to the City. The Permittee agrees to comply with all applicable laws and regulations, including but not limited to the City Code. The City shall have the right to revoke this Permit at any time that the Permittee does not conform to the requirements hereto.

Permittee hereby certifies that he/she/it has read and examined this permit and knows the same to be true and correct. All provisions of laws and ordinances governing this type of work shall be compiled with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law. Required inspections must be made. The Permittee hereby acknowledges that the Permittee has the duty to keep the site safe at all times and to perform work in a manner required by City ordinances and other applicable laws. All repairs to and restoration of property within the right-of-way necessitated by Permittee’s activities shall be performed by Permittee.

Special Conditions: _____

Date: _____

Permittee



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ENCROACHMENT/ROAD CUT PERMIT
INSPECTION RECORD

PERMIT NO. _____

Job Address: _____

Date: _____

Inspector: _____

Remarks:

Authorized by: _____
City Clerk

Date: _____