



# CITY OF HAYDEN LAKE

## ENCROACHMENT/ROAD CUT PERMIT APPLICATION

9393 N. Strahorn Road  
Hayden Lake, Idaho 83835  
(208) 772-2161 Office  
(208) 784-4189 Emergency Line  
deputyclerk@cityofhaydenlake.gov

### REQUIREMENT CHECKLIST:

All permit applications must be fully completed and include the following at the time of submission per City Code § 7-4-6.

**Emergencies: In the case of an emergency requiring physical change or damage to features or work to be performed within the public right of way or other public place, an application for a right of way encroachment permit shall be made on the next business day following the beginning of construction.**

- Permit Application (Attached): A signed and notarized Permit Affidavit from the property owner of record must accompany the Building Permit Application. (Attached to this application.)
- Plans And Details: Three (3) copies of plans and details 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. Plans shall be accurately reproduced to a standard scale.
- Traffic Control Plan: **ALL** work blocking or diverting traffic requires a current, detailed traffic control plan and location of certified flaggers, including locations and duration of road blockage.
- Specifications: Three (3) copies 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.
- Public Liability Insurance: Coverage in an amount not less than five hundred thousand dollars (\$500,000.00) for bodily or personal injury, death, or property damage or loss as the result of any one occurrence or accident, regardless of the number of persons injured or the number of claimants, plus any additional amount of coverage required by Idaho Code section 6-924 as may be amended from time to time. The permittee shall secure all-risk type of builders' risk insurance covering all work performed, materials, equipment or other items incorporated therein and within the public right of way or other public place. ***The policy shall name the city, its officials, employees and agents as additional insureds.***
- Bond: The city shall require the permittee to obtain a bond or other form of surety, as deemed appropriate by the city, in an amount equal to one hundred fifty percent (150%) of the cost of restoring the area within the public right of way or other public place, including the cost of pavement replacement and all other restoration work required per City of Hayden Lake City Code §7-4-8-B
- Additional Information As Required: Additional information may be required by the city or by an authorized representative of the city.
- As Constructed Conditions: As constructed conditions illustrating the following measurements shall be marked on the plans in red and submitted to the city within two (2) business days following completion of the work:
  1. Horizontal measurements and/or coordinates;



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- a. Preexisting utility locations.
  - b. New utility locations, including, for buried installations, the point of intersection with the right of way line and the points of connection to the preexisting utility and to the building or to the front building line as extended.
  - c. New surface restoration and pavement replacement locations.
  - d. Locations of all new aboveground appurtenances and fixed objects of every character.
2. Vertical measurements and/or elevations;
- a. Preexisting buried utilities.
  - b. New buried utilities at the point of intersection with the right of way line and at the points of connection to the preexisting utility and to the building or to the front building line as extended.
  - c. The base and top of new aboveground appurtenances and fixed objects.

- Fees: The city shall require the permittee to pay a fee of \$150.00 at the time of application and before issuing a permit. In addition to the permit application fee, all permittees that cut the asphalt in the public right of way shall pay to the city, prior to the cut being made, the reasonable cost to the city of damage to the integrity and longevity of the street surface resulting from the cut. The amount of the cost shall be determined by the city engineer. (Ord. 210, 10-4-2005)

Per City of Hayden Lake City Code § 7-4-6, all required elements are to be completed **before** processing or issuance of any permits are considered.

**Failure to obtain a permit, perform work prior to permit issuance, or continue work after expiration, will result in fines and constitute city and state code violations.**

**Damage to public roadways, city right of way, utilities, and/or neighboring properties as a result of permitted work, are required to be repaired to the industry standard as defined by the city. Completion of repairs, and all associated costs are the responsibility of the applicant and must be inspected and satisfied prior to the issuance of Certificate of Completion.**

### 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.

### ACKNOWLEDGEMENT

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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***FOR OFFICE USE ONLY***

Right of Way Application Fee: \$ **150.00**      Engineering Fees (TBD): \$ \_\_\_\_\_

Total Amount Paid \$ \_\_\_\_\_      Cash/Money Order/Check # \_\_\_\_\_

Date: \_\_\_\_\_      Employee: \_\_\_\_\_

Permit Issuance Date: \_\_\_\_\_      Permit Expiration Date: \_\_\_\_\_

PERMIT# \_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_      Projected End Date: \_\_\_\_\_

***Permit expires one day after the projected end date.***

**PROPERTY**

Job Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Agency/Company: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Contracted Company Performing Work: \_\_\_\_\_

State of Idaho License #: \_\_\_\_\_

Project Manager On Site: \_\_\_\_\_

Project Manager Number: \_\_\_\_\_

Please provide a narrative describing the nature and extent of proposed work: \_\_\_\_\_

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



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**EXTENT OF WORK**

Is this emergency work that poses an immediate danger or threat to life if not performed immediately? If so, who requested ROW work?

**YES**                      **NO**

Will road closures be necessary **or** will vehicles, equipment and/or services impede any part of the roadway?

**YES**                      **NO**

Does this project include road cuts?

**YES**                      **NO**

Have you obtained any additional permits from other agencies to accompany this project? If so, who? \_\_\_\_\_

**YES**                      **NO**

Have you attached all items required on the requirement checklist, including Certificate of Liability and Surety Bond?

**YES**                      **NO**

This permit must commence within the dates listed on the approved application.

I hereby certify that I have read and examined this application and certify that the application and all information submitted to support the application to be true and correct. I agree that provisions of laws and ordinances governing this type of work must be complied with whether specified herein or not. I agree that the permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. All work performed within the city limits is subject to review, inspection and approval by the city engineer.

By issuing any permit or certificate, or by conducting any compliance inspection, the City of Hayden Lake makes no warranty, implied or otherwise, that any Right of Way, road cut. Or encroachment work, wholly in compliance with adopted codes or that it is safe or fit for any particular purpose. The City of Hayden Lake expressly disclaims any liability for defects in work performed is called upon to inspect in the course of carrying out its governmental duties. Owners desiring protection from defects should hire their own inspectors who can be present while work is in progress.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**PLEASE CALL 208-772-2161 TO SCHEDULE ALL INSPECTIONS. FOR EMERGENCY WORK CALL 208-784-4189.**

**Questions, concerns, additional information, or to report a violation please contact [deputyclerk@cityofhaydenlake.gov](mailto:deputyclerk@cityofhaydenlake.gov) or visit 9393 North Strahorn Road Hayden Lake, ID 83835 or call 208 772-2161 OPT. 2 or 208 784-4189**