



BLAINE COUNTY ROAD & BRIDGE

219 FIRST AVENUE SOUTH

HAILEY, ID 83333

PHONE: (208) 788-5543 FAX: (208) 788-5569 SHOP PHONE: (208) 788-5580

www.blainecounty.org

RIGHT-OF-WAY ENCROACHMENT APPLICATION

In Accordance with Blaine County Road Ordinance #95-6 and Blaine County Code Title 6

Permit Application Criteria:

1. Ordinance # 95-6, Section 2. No person, firm, or corporation shall, without first obtaining a permit from Blaine County, Idaho, do, cause to be done, or authorize any of the following:
 - A. Construct, repair, relocate, or improve any public street or construct, relocate or improve any private street
 - B. Construct, repair, replace or improve any public bicycle path, equestrian path, or other public easement
 - D. Dig in, excavate, trench, or otherwise disturb the surface or subsurface of any street, public or private, or any public bicycle path, equestrian path or other public easement or right-of-way
 - E. Place any structure, fence, earth berm, utility line, or other improvement which is located on or encroaches upon or under any public street or right-of-way. No encroachments shall be permitted except public utilities and public improvements and approaches for private streets and driveways
 - F. Maintain any public street or right-of-way, including, but not limited to grading, graveling, or snow plowing of such public street or right-of-way

Permit Application Process:

2. There is a \$25.00 non-refundable administrative fee due at the time the application is submitted. This fee is due to the Road and Bridge Department whether your application is approved or denied. Make checks payable to: Blaine County Road and Bridge.
3. **Required Documents:**
 - Designs/Plans
 - Maps
 - Construction Schedule
 - Specific Timeline
 - Traffic Control Plan (*in accordance with the 2009 Manual of Uniform Traffic Control Devices*)

Permit Review Process:

4. Ordinance # 95-6, Section 8. The Blaine County Road and Bridge Manager reviews submitted applications. If necessary, an onsite visit will be made. The Blaine County Road and Bridge Manager, the County Engineer, and their authorized representatives, shall at all times have access to the work for which a permit has been issued and the contractor shall provide such personnel proper facilities for such access and inspection. The County reserves the right to reject any construction completed prior to the issuance of a construction permit or approval of construction plans or construction not in compliance with the standards set forth in this ordinance and the terms and conditions of the permit issued for such work.
5. Processing time for submitted Access / Approach Encroachment permit applications may take one to two weeks. We will send you a copy of the application once it has been processed, so please be sure to include a fax number, email address, or mailing address where the processed application is to be sent.
6. Ordinance # 95-6, Section 14. Except for Road Maintenance Permits, all permits issued under this ordinance shall expire if the work is not started within sixty (60) days or not completed within one (1) year from the date of issuance, and a new permit shall be required before beginning or completing the work. A permit shall cover only contiguous construction and the work shall be done as one continuous operation. An extension of no more than one (1) year may be granted by the County upon written request of applicant for good cause beyond control of Applicant or his contractor(s).

Extensions may be requested either by email, mail, or in person. Extension requests must include a new construction schedule and a specific timeline for completion.

7. Ordinance #95-6, Section 13. If your application is accepted, adherence to these regulations, standards, and specifications will not oblige Blaine County in any way to accept street or other improvement or to repair or maintain the same.
8. Ordinance # 95-6, Section 15. If your application is denied, there is an appeals process. A person who is aggrieved by the denial of a permit or any decision made by the Road & Bridge Manager, or any authorized representatives, shall have the right to appeal said decision within fifteen (15) days of the date the permit was issued or denied, or the decision otherwise under appeal is made. If no appeal is filed with the County Clerk within said fifteen-day period, the decision is final. The notice of appeal shall be in writing and shall set forth the decision appealed and the reasons that the appeal should be granted. All appeals shall be heard by the Board of County Commissioners and shall be limited to the record before the Road & Bridge Manager or any authorized representatives with regard to the subject application. The Board may approve, approve with conditions, modify, or deny the appeal or remand the application for further review.

Submit Application:

9. Completed forms shall be submitted to Blaine County Administrative Services, located at 219 South 1st Avenue in Hailey, or you may e-mail them to awalton@co.blaine.id.us. Only return pages 4 – 6 and a copy of designs/plans, maps, and a construction schedule, including a specific timeline for completion, on 8 1/2 x 11 paper. The Road and Bridge Manager may request to look at original plans if necessary. If you have any questions, please contact Blaine County Operations at (208) 788-5543 or Blaine County Road & Bridge at (208) 788-5580.

Final Inspection Notification:

10. Ordinance # 95-6, Section 11. The contractor and/or applicant shall notify the Road and Bridge Manager, or any authorized representative, responsible for inspecting the work not less than a minimum of twenty four normal workday hours prior to each of the following: (1) to the beginning of commencement of any work for which a permit has been issued under this ordinance, and (2) to any requested inspection of any work covered by such permit, and (3) to commencement of any backfilling operations to allow for inspection of all utilities, bedding, joints and similar items. In each instance where an inspection is required, until the required inspection is completed and the work approved by the County, no further work shall be undertaken.

Please contact the Road and Bridge Manager for all inspections, during normal business hours, by calling (208) 720 – 7502.

Additional Information:

11. Please refer to Blaine County Ordinance # 95-6, Blaine County Code Title 6, Blaine County Ordinance #95-6, Appendix A, Blaine County Street Construction Standards 1994 Edition – Appendix B, Blaine County Public Pathway Construction Permit Standards 1994 Edition – and Appendix D, and Blaine County Road Maintenance/Utility Standards 1994 Edition, for further details and specifications.

- Legal description of the project area or clear location description of the public street or right-of-way for which the permit is being requested:

- Estimated cost of construction or work to be done: \$ _____
- Bona Fide Estimate provided by: _____

- Explain the project in a short narrative:

In Accordance with Blaine County Road Ordinance #95-6, Section 4

Required Documents: (Check box if attached)

- | | |
|-----------------------|--------------------------|
| Designs/Plans | <input type="checkbox"/> |
| Maps | <input type="checkbox"/> |
| Construction Schedule | <input type="checkbox"/> |
| Specific Timeline | <input type="checkbox"/> |
| Traffic Control Plan | <input type="checkbox"/> |

Ordinance # 95-6, Section 4 E. If the permit is for construction, relocation, or replacement of any improvement, then construction plans, drawings, and specifications, prepared by a professional engineer registered in the State of Idaho, shall be submitted as part of the application, and shall include, at least, the following information with regard to the area to be worked on:

Attached N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Alignment and profile of all streets for which work is proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all underground utilities including alignment and depth |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, size, and type of all drainage structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Connections to existing streets, drainage facilities, and all utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate dimensions and details for accurate construction of all street and other improvements |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate specifications to insure that proper materials and workmanship to attain the construction in compliance with the design criteria, standards, specifications, and standard drawings. |

Ordinance # 95-6, Section 4 H. No permit shall be issued except where the application therefore and the work to be performed thereunder shall conform to this ordinance. The issuance of a permit shall not authorize any work which is not in conformance with this ordinance and all other applicable laws, ordinances, rules, and regulations.

Signature of Applicant or Representative

Date

By signing this application, the Applicant or otherwise named Representative, is stating that he/she/they understand the conditions contained herein and are stating that they will adhere to said conditions and any other applicable conditions contained within this document, Blaine County Ordinance # 95-6 and/or Blaine County Code.

This section for internal use only

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date _____	
_____ Road & Bridge Manager	

Additional Notes and Conditions

- The appropriate Fire District Chief must approve driveways measuring less than 20' in order to verify conformance to emergency vehicle codes.
- Approach must be lower than existing county road.
- All approaches to County roads shall be designed and constructed so that the approach maintains roadway drainage, storm water runoff conveyance, and snow storage in accordance with County road construction standards.

1. _____

2. _____

3. _____
