



## Blaine County Road & Bridge Right-Of-Way Approach & Encroachment Permit Application

Permit Application Number \_\_\_\_\_

<b>Permit Type</b>	<b>Approach</b>	<input type="checkbox"/> New Driveway/Street <input type="checkbox"/> Repair Approach <input type="checkbox"/> Relocate Approach <input type="checkbox"/> Curb <input type="checkbox"/> Other			
	<b>Encroachment</b>	<input type="checkbox"/> Construct New Street <input type="checkbox"/> Repair Existing Street <input type="checkbox"/> Relocate Street <input type="checkbox"/> Public Access Easement <input type="checkbox"/> Fence/Sign <input type="checkbox"/> Berm <input type="checkbox"/> Utility Line <input type="checkbox"/> Grading, Graveling, or Snow Plowing <input type="checkbox"/> Other			
<b>Applicant or Permittee</b>	Property Owner		Contractor		Company Name
	Current Use of Property		Contractor Mailing Address		City, State
	Primary Contact for Project		Contact Phone Number		Email Address
<b>Property &amp; Project Info</b>	Physical Location of Project			Legal Description (Township, Section, Lot, Block, Subdivision)	
	Name of Nearest Crossroad or Intersection			Estimated Cost of Project	
	Zoning of Project Area (Refer to Blaine County GIS)			Projected Start Date	

Please provide a short narrative of the project **including proposed construction schedule**:

**Include the following with your application:** *(Incomplete applications will not be processed)*

- |                                                             |                                                                                            |                                      |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Application Fee (\$25)             | <input type="checkbox"/> Traffic Control Plan                                              | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Site Plan                          | <input type="checkbox"/> Applicable Easements/Agreements                                   |                                      |
| <input type="checkbox"/> Construction Drawings (see page 3) | <input type="checkbox"/> Land Use/Building Services Approvals (Subdivision/Zoning Permits) |                                      |

By signing this application, I consent to any conditions contained herein, special or otherwise, and agree to comply with said conditions and any applicable provision in Blaine County Code.

**I request receipt of the approved Permit in the following manner:**   
 Paper   
 Electronic

Authorized Representative's Signature	Date
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<b>Internal Use</b>	Road Name(s)	Roadway Classification (State, County, Public, Private)		
	<input type="checkbox"/> Inspection Fee Required \$ _____	<input type="checkbox"/> Performance Bond Required \$ _____	Fee \$25	<input type="checkbox"/> Paid
	Subject to all terms and conditions shown on this form or attachments, permission is hereby granted to the above-named Applicant to perform the work described.			
	<b>Road &amp; Bridge Manager Approval</b>	Signature	Date	Permit Expiration Date
	<b>County Engineer Approval (if applicable)</b>	Signature	Date	<b>LUBS Approval (if applicable/sign permit)</b>

**Special Conditions:**

## Permit Conditions

### General Requirements

- The Applicant shall observe and comply with all applicable laws, ordinances, and regulations. The Applicant is responsible for obtaining all other necessary permits and approvals prior to starting work.
- By signing this application, the Applicant, his designated representative and successors, agree to indemnify, save harmless, and defend, regardless of outcome, Blaine County from the expenses of and against all suits or claims, including costs, expenses, and attorney fees that are incurred by reason of any act or omission, neglect, or misconduct of the permittee or its contractor in the design, construction, and maintenance or use of the facility covered by this permit.
- Blaine County Road & Bridge (BCRB) may revoke, amend, or terminate this permit if the permittee fails to comply with any of the provisions, requirements, conditions or regulations set forth herein.
- Any modification, addition, removal or relocation of work granted by this permit may require a new permit for approval by BCRB.
- Prior to digging, call 811 or request a locate of underground utilities. DIGLINE: (208) 342-1585

### Expiration of Permit

- This permit is valid for one year from the date of approval.
- Except for road maintenance permits, all permits issued for a single-family dwelling or duplex shall expire if the work is not started within 60 days or not completed within one year from the date of issuance and a new permit shall be required before beginning or completing the work.

### Project Requirements

- No work shall commence until the permittee is given notice to proceed by an authorized representative of BCRB. The permittee shall notify BCRB, at least 24 hours prior to commencing the permitted work or as otherwise approved.
- A copy of this permit, complete with special conditions, plans and traffic control requirements, shall be kept at the work site at all times. The permitted work shall be subject to inspection at any time by BCRB.
- No utilities shall be installed over culverts.
- Drainage must meet Blaine County standards.
- Traffic control devices shall be erected and maintained as necessary or as directed for the protection of the traveling public during the progress of all work. All traffic control devices shall conform to the *Manual on Uniform Traffic Control Devices for Streets and Highways* (latest edition adopted by BCRB) and all other County requirements.
- No road or street shall be closed to the public by an Applicant or contractor without written permission of BCRB. Contractors shall conduct the work so as to ensure the least possible obstruction to traffic and to protect persons and property in a safe and adequate manner. Parked equipment and stored materials shall be as far from the travel way as feasible.

### Post-Project Requirements

- Upon completion of the permitted work, the permittee shall restore the site to its original condition or better at no expense to the County. Restoration includes, but is not limited to, repair of any and all damage, correction of any interferences with drainage, restoration of survey monuments and traffic control devices, and all required grading and seeding. All rubbish and debris shall be immediately removed from the work area, to the satisfaction of BCRB.
- BCRB shall be reimbursed by the permittee for any additional inspection required under the Special Conditions of this permit. All work shall conform with the approved plans. The permittee shall provide satisfactory evidence to BCRB that the work was performed as required by this permit.
- All permitted work shall be maintained by the permittee. If trench or pavement settlement should occur, or any other kind of displacement, due to the work covered under this permit, within two years from the date of installation, repairs shall be made by the permittee as directed by BCRB at no cost to the County.



## Instructions For Completing Blaine County Road & Bridge Right-Of-Way Approach & Encroachment Permit Application

Contact Information	
Blaine County Road & Bridge Department Main Office: (208) 788-5543 Contact: Esmeralda Palomera Email: <a href="mailto:epalomera@co.blaine.id.us">epalomera@co.blaine.id.us</a>	Blaine County Land Use & Building Services Department Land Use: (208) 788-5570 Email: <a href="mailto:pzcounter@blainecounty.org">pzcounter@blainecounty.org</a>

### Permit Application

1. The permit application form initially serves as an **application** to approach or encroach into Blaine County's road right-of-way. Once approved, this form becomes the **permit**. Applicant should anticipate 15 days from submission of a completed application for Blaine County Road & Bridge (BCRB) review. An incomplete application will not be processed.
2. Please print (in ink), type, or complete the application electronically. The form must be signed by the property owner or an authorized representative.
3. The general conditions on page 2 apply to all permits. Special conditions may also apply if attached in writing.
4. Complete each item in the white area of the form. If you require any assistance, or additional information, please contact Esmeralda Palomera at (208) 788-5543.
5. Include the following with your application:
  - \$25 non-refundable application fee.
  - Site plan - Which includes north arrow, section, township and range.
  - Traffic Control Plan - Must be in accordance with Manual on Uniform Traffic Control Devices for Streets and Highways.
  - Construction Drawings - Prepared by an Idaho registered engineer and must include:
    - i. Alignment and profile of all streets for which work is proposed;
    - ii. Location of all underground utilities including alignment and depth;
    - iii. Location, size, and type of all drainage structures;
    - iv. Connections to existing streets, drainage facilities, and all utilities;
    - v. Adequate dimensions and details for accurate construction of all street and other improvements;
    - vi. Adequate specifications to ensure that proper materials and workmanship to attain construction in compliance with the design criteria, standard specifications and standard drawings;
    - vii. For all new subdivisions reviewed pursuant to [title 10](#) of this code and for development of county lands proposed for city annexations which require access onto and/or impact a county road, a projection of vehicle trips expected to be generated from the development at buildout and the travel distance on a county road to a state or federal highway or city street.
  - Applicable Easements or Agreements that may apply.
  - Land Use & Building Services Approvals (Subdivision/Zoning Permits)

### Upon Receipt of a Complete Application:

Once processed, the application may be approved as submitted, approved with conditions, or denied.

- If application is approved, or approved with conditions, a copy of the permit will be transmitted to the Applicant electronically (unless Applicant elects to receive via "paper" on page 1 of application) along with any special conditions that must be adhered to. Applicant must notify BCRB at least 24 hours prior to start date. (208-788-5543)
- All work associated with the permit shall be completed prior to expiration of permit or the Applicant may request an extension for up to one year. This request must be made in writing and emailed to [epalomera@blainecounty.org](mailto:epalomera@blainecounty.org).
- All permitted work shall be available for final inspection within 30 days after construction is complete, unless otherwise stated in the special conditions of the permit.
- If application is denied, notification will be made to the Applicant in writing. Reason(s) for denial and the process for appeal will be outlined to the Applicant at time of notification.

- NOTES:
- APPROACHES SHALL BE PAVED TO THE RIGHT-OF-WAY LINE OR TO THE BACK OF THE SHOULDER CURVE (APPROACH RADIUS). FIELD APPROACHES THAT ARE ONLY OCCASIONALLY USED MAY BE PAVED A MINIMUM OF 5' FROM THE SHOULDER LINE. APPROACHES ON EXISTING UNPAVED ROADS ARE EXEMPT FROM PAVING REQUIREMENTS.
  - REFER TO BLAINE COUNTY CODE TITLE 6 C FOR ADDITIONAL INFORMATION ON APPROACH LOCATIONS.
  - APPROACH SIDE SLOPES SHALL BE 6:1 OR FLATTER, UNLESS OTHERWISE APPROVED BY THE ROAD & BRIDGE MANAGER.
  - WHEN THE "MAXIMUM GRADE CHANGE" (SEE THE APPROACH GRADE TABLE) IS EXCEEDED, A MINIMUM VERTICAL CURVE LENGTH OF 10' SHALL BE USED.
  - THE PERCENT GRADE OF "G2" SHALL BE A MAXIMUM OF 7% FOR FLAT TERRAIN, 11% FOR ROLLING TERRAIN, AND 15% FOR MOUNTAINOUS TERRAIN.
  - APPROACH GRADES EXCEEDING 10% ARE NOT RECOMMENDED BECAUSE EMERGENCY VEHICLE ACCESS MAY BE IMPEDED. APPROACH GRADES EXCEEDING 10% SHALL BE APPROVED BY THE EMERGENCY SERVICES PROVIDER.
  - ALL APPROACHES SHALL BE DESIGNED AND CONSTRUCTED SO THAT THE APPROACH DRAINAGE IS INDEPENDENT OF AND DOES NOT CONTRIBUTE TO THE EXISTING PUBLIC ROAD DRAINAGE, UNLESS OTHERWISE APPROVED BY THE ROAD & BRIDGE MANAGER. THE PUBLIC ROAD DRAINAGE SHALL NOT BE IMPEDED BY THE APPROACH. CULVERTS SHALL BE SIZED TO PASS THE 1-INCH PER HOUR, 1-HOUR STORM EVENT, BUT SHALL BE NO SMALLER THAN 12-INCH IN DIAMETER.
  - THE APPROACH SKEW ANGLE IS THE DEFLECTION ANGLE BETWEEN A LINE PERPENDICULAR TO THE PUBLIC ROAD CENTERLINE AND THE APPROACH CENTERLINE. THE APPROACH CENTERLINE SHOULD BE ALIGNED 90° FROM THE ROAD CENTERLINE, WHERE POSSIBLE. WHEN NOT ALIGNED AT 90° THE APPROACH CENTERLINE IS TO FALL WITHIN THE DESIRABLE LIMITS. APPROACH CENTERLINE ALIGNMENTS OUTSIDE OF THE DESIRABLE LIMITS, BUT WITHIN ALLOWABLE LIMITS, SHALL BE APPROVED BY THE ROAD & BRIDGE MANAGER.
  - APPROACHES ARE REFERENCED AS LEFT OR RIGHT OF THE PUBLIC ROAD CENTERLINE MILEPOST TO THE CENTER OF THE APPROACH OPENING, WHICH IS BETWEEN THE EDGE OF PAVEMENT OR BACK OF CURB. AN APPROACH MILEPOST OCCURS WHERE THE APPROACH CENTERLINE INTERSECTS THE PUBLIC ROAD CENTERLINE.

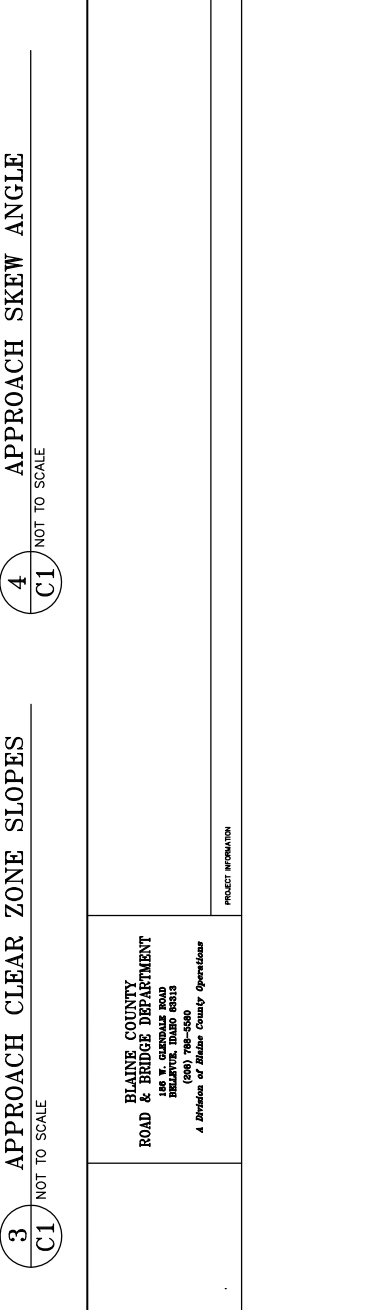
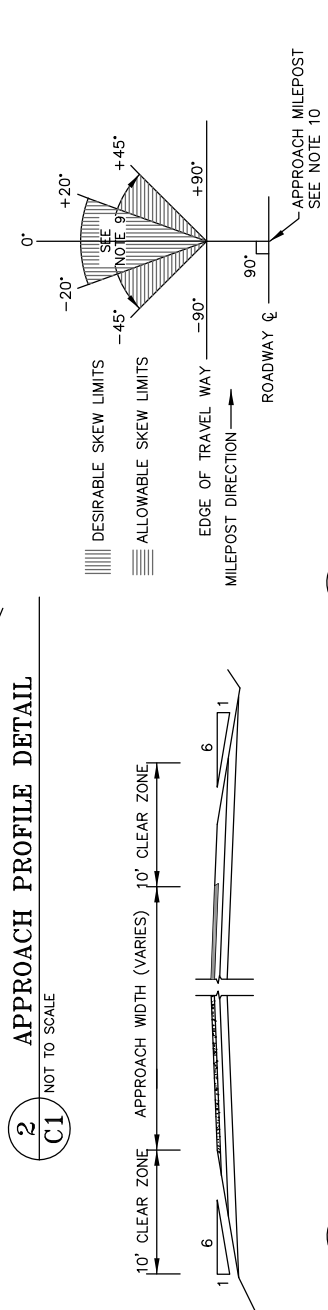
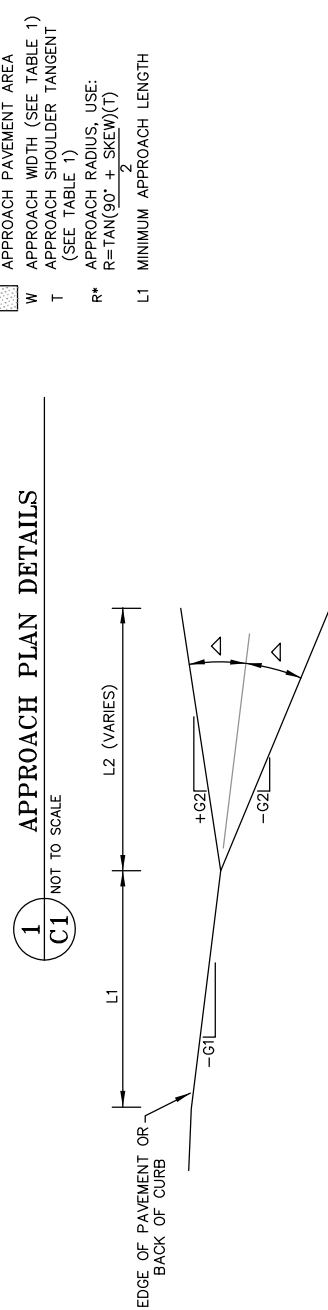
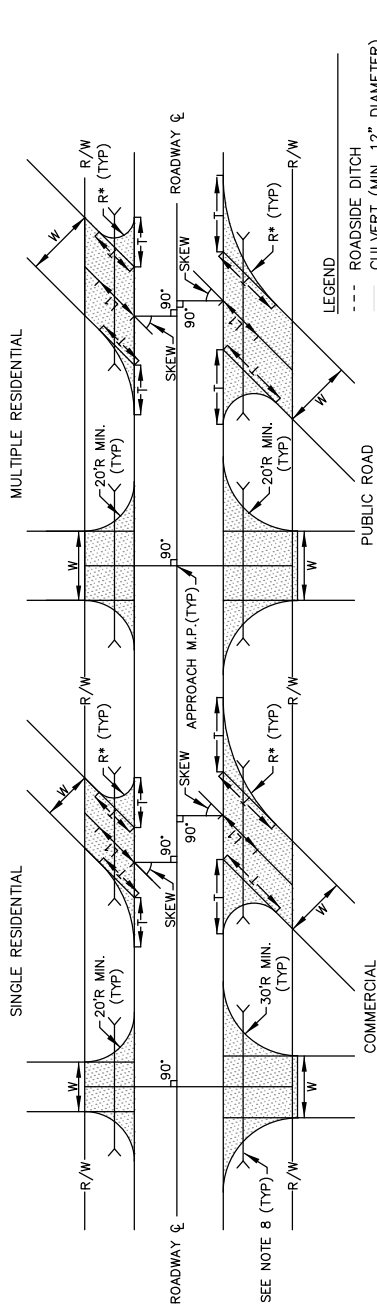


TABLE 1. STANDARD APPROACH WIDTH (W)

APPROACH TYPE	POSTED <35 MPH		POSTED >35 MPH SHD. TANGENT (T)	
	MIN.	MAX.	MIN.	MAX.
SINGLE RESIDENTIAL FIELD	12'	20'	40'	20'
COMMERCIAL (ONE-WAY)	15'	30'	25'	40'
JOINT USE RESIDENTIAL/RANCH	20'	40'	25'	40'
COMMERCIAL (TWO-WAY)*	25'	40'	25'	40'
MULTIPLE RESIDENTIAL	28'	40'	28'	40'
PUBLIC ROAD	28'	40'	28'	40'

\* commercial approaches with volumes exceeding 50 vph during a total of any 4 hours per day should be designed to public road standards.

TABLE 2. APPROACH GRADE

APPROACH TYPE	GRADE PARAMETER	MAXIMUM GRADE	MINIMUM GRADE	LENGTH (L1)
SINGLE RESIDENTIAL FIELD	-2% to +8%	+15%	-4%	10'
COMMERCIAL (ONE-WAY)	-2% to -5%	+8%	+4%	40'
JOINT USE RESIDENTIAL/RANCH	-2% to -8%	+8%	+6%	20'
COMMERCIAL (TWO-WAY)	-2% to -3%	+5%	+4%	40'
MULTIPLE RESIDENTIAL	-2% to -8%	+15%	+6%	20'
PUBLIC ROAD	-2%	+4%	+4%	20'

\* see Note 5  
 \*\* see Note 6  
 \*\*\* see Note 4

BLAINE COUNTY ROAD & BRIDGE DEPARTMENT 148 W. CLERMONT ROAD BELLAVILLE, IDAHO 83413 (208) 788-5580 A Division of Blaine County Operations	BLAINE COUNTY STANDARD DRAWING	STANDARD DRAWING NO.  6-1-A
APPROACHES		
BLAINE COUNTY ROAD STANDARDS - AUGUST, 2017		
SHT. 1 OF 1		