

RESOLUTION 2016-50

**A RESOLUTION TO ADOPT THE AMENDED 2014 LEWIS AND CLARK COUNTY
PUBLIC WORKS MANUAL**

[Supersedes Resolutions 2014-113]

WHEREAS, Section 7-21-1001, MCA, allows the Lewis and Clark county Board of Commissioners (Commission) to further the health, safety, and general welfare of the people of the county; and

WHEREAS, the Commission has authority to control and manage county roads within the county pursuant to Section 7-14-2101 and 7-14-2103, MCA; and

WHEREAS, the county Public Works Director is responsible for the supervision and direction of county roads, subject to the direction of the Commission, Section 7-14-2102, MCA; and

WHEREAS, the County Public Works Department and the Community Development and Planning Department prepared the Amendments to the 2014 Public Works Manual and received peer review from private engineering consulting firms, State of Montana Agencies, and from other County departments; and

WHEREAS, the Public Works Department presented the proposed amendments to the commission on June 30, 2016; and

WHEREAS, the Commission help a public review and comment period from June 7, 2016 through June 29, 2016; and

WHEREAS, the DRAFT Amendments to the Public Works Manual were made available for public inspection at the Office of the County Commission, the Public Works Department, the Community Development and Planning Department, and on-line on the Lewis and Clark county website from June 7, 2016 through June 29, 2016; and

WHEREAS, after closure of the public comment period, the Public Works Department incorporated the public comments into the Amendments to the Public Works Manual; and

WHEREAS, the Commission, following publication of legal notice on June 12, 2016 and June 26, 2016, held a public hearing on June 30, 2016, to present the Amendments to the Public Works Manual and to consider additional public comment; and



WHEREAS, public comment was received and considered by staff.

NOW THEREFORE BE IT RESOLVED that the amendments as written by the Public Works Department and the Community Development and Planning Department and reviewed by the public and revised by the Commission, as attached hereto, Exhibit "A", is hereby adopted for use in Lewis and Clark County; and

BE IT FURTHER RESOLVED, that within 30 days hereof, the amendments shall be incorporated into the 2014 Public Works Manual and made available for use; and

BE IT FURTHER RESOLVED, that the adoption of the Amended Public Works Manual supersedes any other county resolutions dealing with the subject matter included in this Manual, including Resolution 2014-113; and

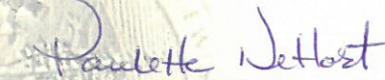
BE IT FURTHER RESOLVED, that the Amended Public Works Manual is effective August 1, 2016.

Dated this 30 day of June, 2016.

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS


Michael Murray, Chairman

ATTEST:


Paulette J. DeHart, Clerk of Board

Attachments: Exhibit "A"
 Exhibit "B"



EXHIBIT A:
**Proposed Amendments to the November 25, 2014 Lewis and Clark County
Public Works Manual**

The proposed amendments are presented with a page number, chapter, and section to facilitate review. Proposed additions to the Public Works Manual proposed by Public Works and Community Development and Planning Staff (Staff) are in underlined text, while proposed deletions are indicated with ~~striketrough text~~. Staff has added explanatory notes after most proposed changes indicated by *[italic text in brackets]*. Staff recommends that the proposed amendments be reviewed in consultation with the current November 25, 2014 Public Works Manual, which is available online at <http://www.lccountymt.gov/public-works/roads-and-bridges.html>.

Please contact Dan Karlin with questions at 447-8034 or dkarlin@lccountymt.gov

SECTION 2: APPROACHES

2.7 Design and Layout of Approaches

The County has the sole discretion of determining the most suitable design and layout of all approaches to public road rights-of-way. The design and geometric layout should be in accordance with the following requirements and as shown in Figure 6 of Appendix C:

6. Approaches for driveways ~~shall be constructed to a depth of fifteen (15') feet from the edge of the traveled way. Approaches for and~~ roadways shall be constructed ~~to a depth of thirty (30') feet from the edge of the traveled way~~ the approach accesses to the boundary of the road right of way.

[STAFF NOTES ON PROPOSED CHANGES: Length of the constructed approach should extend from the existing travel way to the road right of way boundary rather than these arbitrary distances that don't cover the full area of impact of the approach.]

7. Vertical clearance of ~~fifteen and one half (15½') feet~~ fourteen and one half (14½') feet shall be maintained for the full width of the approach on local roads. Vertical clearance of sixteen and one half (16½') feet shall be maintained for the full width of the approach on major and minor collector roads.

[STAFF NOTES ON PROPOSED CHANGES: Vertical clearances changed to match measurements contained in Table 4.1 on Page 25.]

10. The return radius between the approach and the public road right-of-way shall be of sufficient length to accommodate the largest AASHTO design vehicle anticipated to regularly access the facility. At a minimum, the radius for a driveway serving a single-

family residence or two-family residence shall be fifteen (15') feet ten (10') feet unless otherwise approved by Public Works staff. The minimum curb radius for a driveway serving a multi-family residential project, a commercial or institutional development, and a road or street shall be determined by a qualified engineer based on the design vehicle criteria and drainage considerations.

[STAFF NOTES ON PROPOSED CHANGES: The vast majority of approach permits issued by the County are to single family residences on roads with open drainage systems. The minimum 10-foot radius is based on an engineering evaluation of the turning radius required for standard vehicles pulling a trailer to ensure that damage isn't done to the driveway approach and drainage system. For all other situations, staff recommends an engineered design.]

11. Non-residential driveways approaching hard surfaced public roads are required to provide hard surfacing for the length and width of the approach within the right-of-way (~~fifteen (15') feet minimum depth, measured from the shoulder of the road~~). Hard surfacing shall be an engineered design to meet necessary loading and site-specific requirements, but at a minimum shall be constructed within the right-of-way as follows:

[STAFF NOTES ON PROPOSED CHANGES: Eliminates the arbitrary distance that does not cover the full area of impact of the approach. Engineered design is required for all non-residential approaches to assure stability, safety, and ease of maintenance.]

SECTION 4: ROAD DESIGN STANDARDS

4.1 Design Controls & Criteria

3. Changing Grades: Continuous grade changes, or “roller-coasting”, shall not be permitted. Grade breaks in lieu of vertical curves are permissible if the algebraic difference in grade (A) does not exceed 1.00%.
4. Vertical Curves: All vertical curves shall be symmetrical. Refer to Table 4.1 for design criteria.

[STAFF NOTES ON PROPOSED CHANGES: Added standards for vertical curvature based on elimination of the road standards in the Subdivision Regulations.]

Table 4.1 - County Road Design Standards

Standard	Terrain	Major Collector	Minor Collector	Local Road
Design Speed (MPH)	Level	55	50	30
	Rolling	45	40	25
	Mountainous	45	30	20
Min. Curve Radius at Centerline	Level	575 Per AASHTO	575	250
	Rolling	440 Per AASHTO	440	175
	Mountainous	330 Per AASHTO	300	110
Min. Stopping Sight Distance (ft)	Level	Per AASHTO	425	200
	Rolling	Per AASHTO	305	150
	Mountainous	Per AASHTO	200	110
Max. Grade	Level	Per AASHTO	6%	6%
	Rolling	Per AASHTO	8%	9%
	Mountainous	Per AASHTO	10%	11%
Length of Max. Grade		Per AASHTO	Per AASHTO	Per AASHTO
Minimum Grade		0.5%	0.5%	0.5%
Super Elevation		Per AASHTO	Per AASHTO	Not Allowed
Min. Vertical Curve "K" Value		Per AASHTO	Per AASHTO	Per AASHTO ¹
Min. Road Intersection Spacing (ft)		500	275	150
Min. Driveway Spacing (ft)		45	45	40
Max. Dead End Length (ft)		Not Allowed	Not Allowed	See Section 4.7
Min. Radius of Cul-de-Sac Turn Around (ft)		Not Applicable	Not Applicable	48
Sight Distance Triangle (ft)	Level	300	255	120
	Rolling	210	170	95
	Mountainous	210	120	80
Min. Right-of-Way Width (ft)		100	80	60
Min. Right-of-Way Radius of Cul-de-Sac Turn Around (ft)		N/A	N/A	60
Vertical Clearance (ft)		16.5	16.5	14.5
Intersection Return Radii (ft) with or w/o curb		25 Per AASHTO	25	15 ²
Min. Sidewalk Width (ft)		5	5	5
Sidewalk Offset from Back of Curb (ft)		Per AASHTO	Per AASHTO	5
Bike Lane Width (ft)		Per AASHTO	Per AASHTO	Not Applicable
Min. Culvert Diameter (in)		18	15	15
Min. Culvert Cover		Meet or Exceed Supplier Recommendation	Meet or Exceed Supplier Recommendation	Meet or Exceed Supplier Recommendation
Min. Culvert Grade		0.5%	0.5%	0.5%
Culvert Material		Support HS-20 HL-93 Loading	Support HS-20 HL-93 Loading	Support HS-20 HL-93 Loading

http://www.mdt.mt.gov/other/roaddesign/external/montana_road_design_manual/08_basic_design_controls.pdf (see 8.6(2) for stopping sight distances or AASHTO Green Book)

See AASHTO Geometric Design of Highways and Streets, most current Edition

¹ The AASHTO Geometric Design of Very Low-Volume Local Roads (VLVLR) may be applied if 25-year ADT projections are below 400 ADT.

²Excludes driveway approaches. Refer to section 2.7 for driveway approach requirements.

[STAFF NOTES ON PROPOSED CHANGES: Various changes recommended by County Engineer]

4.2 Road Surfacing Design Standards

TABLE 4.3 - Surfacing Structural Coefficients of Compacted Material

New/Virgin Material		Existing Material	
Surfacing Material	Coefficient (Per Inch)	Surfacing Material	Coefficient (Per Inch)
Plant Mix Bituminous Surfacing	0.41	Plant Mix Bituminous Surfacing	0.33
Crushed aggregate surfacing	0.14	Crushed aggregate surfacing	0.12
Crushed base d course	0.14	Crushed base d course	0.12
Crushed subbase d course	0.07	Crushed subbase d course	0.07
Milled Plant Mix Surfacing	0.12	Milled Plant Mix Surfacing	0.12
Pulverized Plant Mix Surfacing Mixed w/ Crushed Base Course	0.12	Pulverized Plant Mix Surfacing Mixed w/ Crushed Base Course	0.12
Treated Crushed base d course	0.20	Treated Crushed base d course	0.20

[STAFF NOTES ON PROPOSED CHANGES: Corrects typographical errors, “base” versus “based”.]

TABLE 4.4 - New Construction County Road Minimum Structural Numbers

	A	x B	=
Surfacing Material	Surfacing Thickness (Inches)	Layer* Coefficient (Per Inch)	Structural Number
Local Road #1			
Crushed aggregate surfacing	3	0.14	0.42
Crushed base d course	6	0.14	0.84
Overall Structural Number			1.26
All Others			
Plant Mix Asphalt Surfacing	3	0.41	1.23
Crushed aggregate surfacing	3	0.14	0.42
Crushed base d course	6	0.14	0.84
Overall Structural Number			2.49

[STAFF NOTES ON PROPOSED CHANGES: Corrects typographical errors, “base” versus “based”.]

4.3 Typical Roadway Section Requirements

**TABLE 4.7 - SPECIFICATION FOR CRUSHED AGGREGATE SURFACING
(Gravel Roads)**

TABLE OF GRADATIONS			
Percentages by Weight Passing Square Mesh Sieves			
Passing	1-1/4" Minus	1" Minus	3/4" Minus
2" sieve	--		
1 1/4" sieve	100		
1" sieve	--	100	
3/4" sieve	70-90	--	100
1/2" sieve	--	70-80 (± 5%)	--
No. 4 sieve	45-75	40-50 (± 7%)	40-80
No. 10 sieve	25-55	25-40 (± 6%)	25-60
No. 40 sieve	--	15-25 (± 5%)	
No. 200 sieve (not more than)	8-20	8-16	8-20
** Preferred use	Rural Roads	Subdivision Rd	Low Vol/Low Speed

- * The maximum liquid limit for the material passing the No. 40 sieve must not exceed thirty-five (35), while the plasticity index may vary from three (3) to ten (10), a target plasticity index of seven (7) is desirable.

[STAFF NOTES ON PROPOSED CHANGES: The optimum plasticity index is seven.]

~~Crushed Aggregate Surfacing~~ or Crushed Base Course Under Paved Roads: This consists of crushed gravel, stone or other similar material consisting of hard, durable particles of fragments of stone, free of excess of flat, elongated soft or disintegrated pieces, dirt or other deleterious matter. This is ~~either the layer immediately below the asphalt paving (crushed base course) or the final surface material (crushed aggregate surfacing).~~ This material shall meet the gradation as set forth in Table 4.7 for ~~gravel roads (crushed aggregate surfacing)~~ and Table 4.8 for under paved roads (crushed base course).

[STAFF NOTES ON PROPOSED CHANGES: This subsection only applies to paved roads.]

4. ~~Imported Crushed Based Select Base Course:~~ This consists of ~~crushed or non-crushed subbase select base course~~ material of hard, durable stone, gravel or other similar materials mixed or blended with sand, stone dust, or other binding or filler materials produced from sources that provide a uniform mixture. The material shall meet the gradation as set forth in Table 4.9.

[STAFF NOTES ON PROPOSED CHANGES: More accurate description.]

5. Subbase Course: Subbase, if required by subgrade conditions, is the layer of aggregate located immediately below the 6" layer of crushed base course and on top of the subgrade material. This material shall meet the requirements of Table 4.9, with the exception that the aggregate may be crushed or uncrushed. The depth of this layer of material will be determined by a Uniform Road Design, or an Engineered Road Design, as applicable.

[STAFF NOTES ON PROPOSED CHANGES: Added clarification of subbase requirements and design flexibility.]

TABLE 4.9 - SPECIFICATION FOR IMPORTED CRUSHED SELECT BASE COURSE SUBBASED COURSE AND SELECT SUBBASE MATERIAL

TABLE OF GRADATIONS					
Percentages by Weight Passing Square Mesh Sieve					
Passing	4" Minus	3" Minus	2 1/2" Minus	2" Minus	1 1/2" Minus
4" sieve	100%				
3" sieve	--	100%			
2 1/2" sieve	--	--	100%		
2" sieve	--	--	--	100%	
1 1/2" sieve	--	--	--	--	100%
No. 4 sieve	25-60%	25-60%	25-60%	25-60%	25-60%
No. 200 sieve (not more than)	2-12%	2-12%	2-12%	2-12%	2-12%

- * A tolerance of five (5%) percent, by weight, up to the next above-specified gradation (2 1/2" for 2" max.) is allowed. The produced material passing the maximum screen opening and retained on the No. 4 sieve shall be reasonably well graded in its grading between those limits within five (5%) percent.
- * Suitability of the aggregate for its particular use is determined by the final gradation required for grading, as established by the Engineer, within the limits allowed in the table for the particular grading specified.
- * The liquid limit for that portion of the fine aggregate passing a No. 40 sieve cannot exceed twenty-five (25), nor the plasticity index exceed six (6), as determined by AASHTO T89 and T90.
- * At least (20%) percent by weight of the aggregate retained on the No. 4 sieve must have one (1) fractured face.

[STAFF NOTES ON PROPOSED CHANGES: More accurate description and added standard.]

4.18 Typical Roadway Section Requirements

External and internal access roads constructed to the previous County Road Standards (Peccia Typical Sections No. 1, 2, 3, or 4) are grandfathered and acceptable as standard physical access if they meet all of the following criteria:

- The subject road(s) are certified by an engineer registered in the State of Montana as meeting the original standard. Certification shall include a statement that the road meets the original standard for width, base course, top surfacing, compaction, and drainage. The certification shall include the engineer's stamp; and,
- No upgrade is needed because of increased annual average daily trips (AADT's) or decreased Level of Service (LOS). If upgrading is required due to these reasons, then the road must meet the County Road Standards of this Public Works Manual.

[STAFF NOTES ON PROPOSED CHANGES: This subsection has been moved from the Subdivision Regulations.]

4.19 Typical Roadway Section Requirements

Where roads constructed under the previous county roads construction and design standards (Peccia) connect with roads constructed under the current road standards the connection shall integrate the road profiles as seamlessly as possible, including drainage improvements.

[STAFF NOTES ON PROPOSED CHANGES: This subsection has been moved from the Subdivision Regulations.]

4.20 Typical Roadway Section Requirements

Internal access roads for all major, subsequent minor and first minor subdivisions shall be constructed to the paved standard for local roads. An exemption is allowed from the paving requirement for local roads with between one and four hundred (1-400) annual average daily traffic (AADT) for any subdivision where only residential lots are created and all lots are greater than two and one-half (2 ½) acres in size.

[STAFF NOTES ON PROPOSED CHANGES: This subsection has been moved from the Subdivision Regulations.]

SECTION 7. CONSTRUCTION TESTING AND CERTIFICATION

7.4 Documentation of Asphalt Core Samples

At a minimum, the Engineer shall furnish test results of asphalt core samples for bituminous pavement for applicable construction within public road rights-of-way. One set of two (2), four (4") inch diameter minimum core sample shall be required for every ~~four hundred (400') feet of road~~ one thousand (1000) tons of bituminous pavement with a minimum of two (2) samples per project or as directed by the Engineer, and/or approved by Public Works. The Engineer shall provide a certified laboratory report from the samples taken as to thickness and actual density. This information shall be required for applicable construction within public road rights-of-way. (See construction and testing checklist in Appendix E.)

[STAFF NOTES ON PROPOSED CHANGES: More appropriate method for requiring core samples and adds input from Public Works staff.]

7.5 Documentation of Concrete Testing

At a minimum, the Engineer shall furnish test results of Portland cement concrete tests for concrete placed in the public road rights-of-way and concrete incorporated into public infrastructure improvements. One set of tests taken by an approved ~~ACT~~ ACI certified concrete technician shall be required for every fifty (50) cubic yards of concrete placed with a minimum of one (1) set of tests per project. The concrete shall be sampled in the field and specimens made and compliance determined in accordance with the following:

[STAFF NOTES ON PROPOSED CHANGES: Corrects typographical error.]

7.6 Checklist for Documentation of Testing and Inspections

A full checklist of the items that are required to be submitted to the Public Works Department and those items that will be inspected and approved by the Public Works Department can be found in Appendix E.

See Montana Public Works Standard Specification (MPWSS), sixth edition, Section 03310 regarding test frequency, and specific requirements.

[STAFF NOTES ON PROPOSED CHANGES: Added heading clarifies that checklist applies to entire section, not just the concrete testing requirements. Added paragraph refers readers to the applicable State standards.]

**EXHIBIT B:
Proposed Amended Forms and Diagrams
Lewis and Clark County Public Works Manual**

The following forms are to be replaced with the attached versions:

APPENDIX A – PERMITS

Road Approach Permit Application Instructions

Road Approach Permit Application

Road Approach Permit (Road Approach Permit with Approval Conditions)

APPENDIX C – DESIGN STANDARDS DRAWINGS

Figure 6 – Approach Dimensional Standards



LEWIS AND CLARK COUNTY PUBLIC WORKS DEPARTMENT

ROAD APPROACH PERMIT APPLICATION INSTRUCTIONS

1. Applicant shall complete the attached Road Approach Permit Application. The application **MUST** include a sketch indicating the desired location of the approach. A copy of the Certificate of Survey (COS) may be substituted for the sketch with the desired location indicated. **Incomplete applications will be returned.**
2. Applicant shall submit the completed application and pay the application fee of \$150 to the Community Development and Planning Department, Room 230; 316 N. Park Ave., Helena, MT 59623. **If the approach has been installed without a permit, the fee is \$500.**
3. When the completed application and fee have been submitted, the Applicant will receive a flag to place at the desired location of the approach. The Applicant must contact Community Development & Planning at (406) 447-8374 once the flag has been placed in the appropriate location.
4. County Staff will inspect the desired approach location and provide comments and installation conditions that will be indicated on the Approach Permit.
5. The application will then be returned to Community Development & Planning indicating all of the required conditions for installation of the approach.
6. The Applicant will receive notification from Community Development & Planning requesting the Applicant come to Room 230, sign the Approach Permit and pick up a copy of the permit with identified conditions for proper installation. **Failure to install the approach within 12 months from the date of the signed Approach Permit invalidates the permit.**
7. Public Works staff will schedule an inspection thirty (30) days after issuance of the approach permit. If there is a need for postponement of the inspection per construction delays, the Applicant shall contact the Public Works Department at (406) 447-8040 to reschedule the final inspection once the approach has been properly installed. **Failure to notify Public Works and the resulting need for multiple inspections will result in the Applicant being assessed an additional permit fee.**

The process to complete the initial inspections and return the permit to the Community Development and Planning office typically requires ten (10) working days, so Applicants should anticipate and factor this processing time into their construction schedule.

CONSTRUCTION CANNOT BEGIN ON THE APPROACH UNTIL APPLICANT HAS SIGNED THE APPROACH PERMIT.

PUBLIC WORKS GUIDELINES AND STANDARDS FOR INSTALLATION OF AN APPROACH

All approaches will be installed in accordance with the current version of the Lewis and Clark County Public Works Manual. Approaches onto any public road are subject to these requirements and any additional conditions on the permit:

1. Construction Costs

The Permittee and Applicant shall do all work and pay all costs associated with the construction of the approach and any appurtenances on the public road.

2. Construction to be done by a Contractor Certified by County Public Works

Design and construction of an approach requires understanding of drainage functions, safety considerations and sound construction practices requiring that contractors have requisite knowledge and experience to install them in compliance with the County standards. The County has instituted a contractor certification process similar to that required for septic system installers, many of whom do approach installations. Approach permits will only be issued to contractors that have been certified by the Public Works Department as having received the requisite training and who operate according to County requirements for approach installations.

3. Maintenance

Any maintenance and/or repairs deemed necessary by the Public Works Department shall be the responsibility of the Permittee/Property Owner(s). The Department reserves the right to make any changes within the public road right-of-way that may be necessary to provide proper protection and safety for the public or maintenance of the public road right-of-way.

4. Indemnification

The Permittee/Property Owner(s) shall hold harmless and indemnify the County and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of the permit.

5. Penalty/Enforcement

If the Public Works Department determines that an approach is not in substantial compliance with these standards, the Permittee/Property Owner(s) of the approach will be notified and allowed to correct the deficiency. If the deficiency is not addressed within ten (10) working days, either by corrective action or by notifying the Public Works Department of a proposal for corrective action, the Department will determine the approach to be an encroachment and will take appropriate action to remedy the situation in accordance with

7-14-2134 through 7-14-2138 MCA.

6. Covenants, Zoning and Other Restrictions

An approach permit shall not be granted unless it complies with covenants, zoning, storm water drainage plans, subdivision conditions, institutional controls, and any other restrictions associated with the property. Review of such potential restrictions as well as looking at the proposed approach location for special drainage and/or safety conditions has led to the typical ten (10) day application review time frame.

7. Modification Process

The policies, procedures, guidelines and standards contained in the current version of the Public Works Manual are to be used for the uniformity of all approaches and work done in public road right-of-ways. As

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Lewis & Clark County PWD

the policies, procedures, guidelines and standards change within the Public Works Department, these requirements will change.

8. Appeal Procedure

Section 15 of the Public Works Manual outlines the appeal procedure for deviation from the installation guidelines, conditions or requirements for installation of an approach onto a public road right-of-way.



LEWIS AND CLARK COUNTY PUBLIC WORKS DEPARTMENT

ROAD APPROACH PERMIT APPLICATION

Application for work to be performed in the public road including approaches, culverts and other drainage improvements. Please submit application to: Attn: Community Development & Planning, 316 N. Park, Room 230 Helena, MT 59623 (406) 447-8374.

FEE: \$150.00 in advance, \$500.00 if permit obtained after approach installation. Make checks payable to: Lewis & Clark County

Check One:

- Contractor Property Owner

Check One:

- Application for Approach onto County Road and Culvert Placement
 Application for Culvert Placement and Drainage Improvements ONLY

APPROACH TO BE INSTALLED BY A CERTIFIED INSTALLER

CERTIFIED INSTALLER:

Name Printed _____

Certification Number _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Primary Telephone Number: _____ Secondary: _____

Property Owner Name: _____

Approach Location Address (must include sketch and flag marking location): _____

GEO CODE: _____ Certificate of Survey No. (if applicable): _____

Lot#: _____ Subdivision Name (if applicable): _____

General Location (i.e., distance from nearest road or intersection): _____

Proposed Approach will be located on the _____ (N, S, E, W) side of roadway.

What is the intended use for the approach? _____

Are there other approaches near the proposed location? (circle one): YES NO

If Yes, please explain and show on attached sketch: _____

Is this approach pre-existing? (circle one): YES NO If yes, please explain: _____

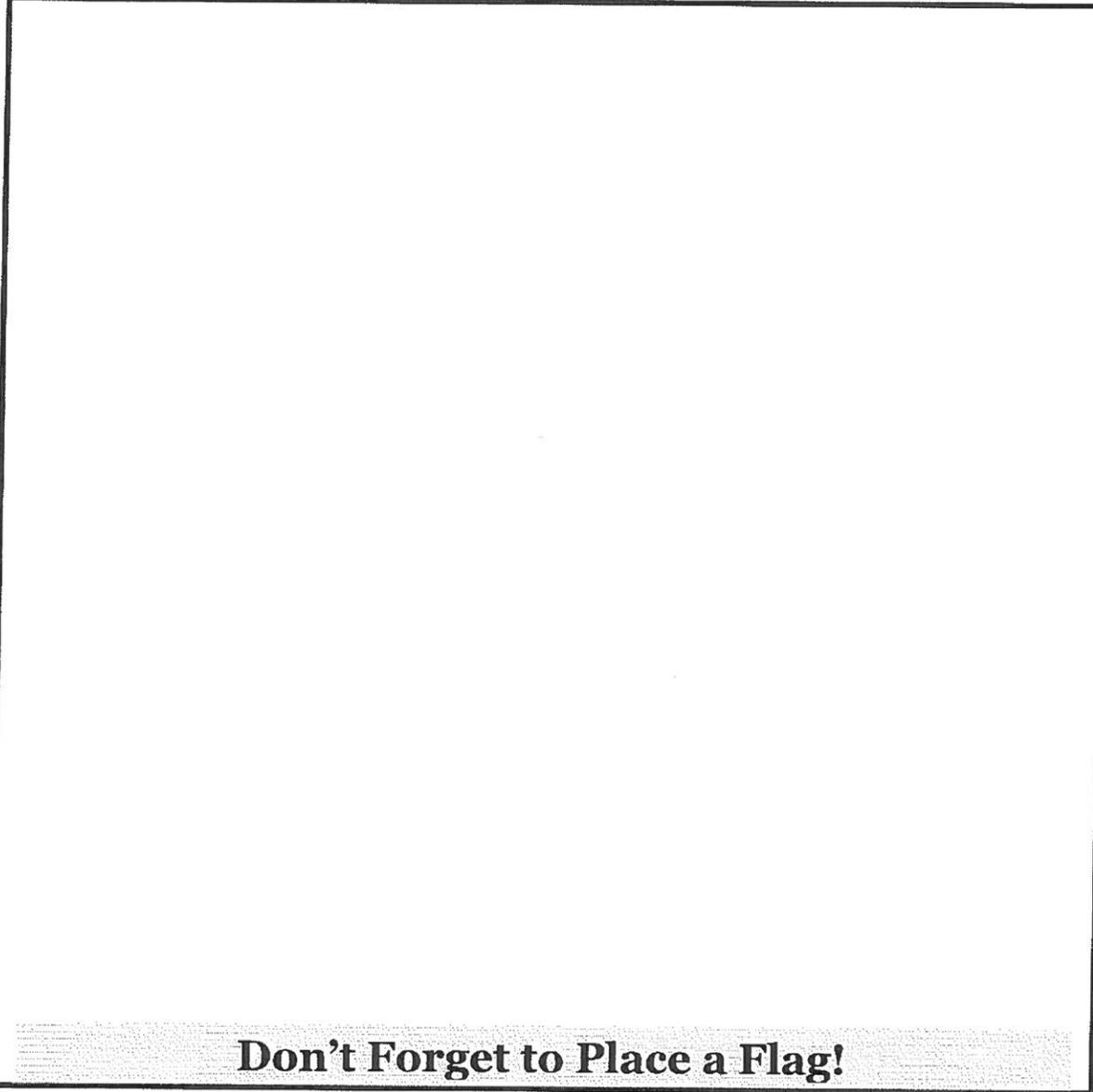
What is the desired width of the proposed approach (in feet)? _____

Desired Installation Date: _____

(Initial review of an approach permit may take two (2) weeks)

SKETCH OF APPROACH LOCATION

Application will not be accepted without a sketch and attached location map.
See instructions below.



Don't Forget to Place a Flag!

Sketch, or attach a sketch, showing the general location of the proposed approach, property boundaries, roads and their names, drainages and topographic features affecting the proposed location. For informational purposes please provide: indicate the approximate distances to the nearest adjacent existing approaches on both sides of the road rights-of-way, location map (i.e. aerial photo, google map or similar) and any other pertinent information that shows the location of proposed approach.

Applicant agrees to mark location of proposed approach with a flag placed in the center of the proposed location. Inspection will not take place until flag is placed and the Permit Coordinator is notified. **Flags are available from Community Development & Planning, Room 230.**

Applicant's Signature: _____ Date: _____

APPROACH PERMIT WITH APPROVAL CONDITIONS

TO BE COMPLETED BY COUNTY STAFF

PLANNING

DEPARTMENT: _____

Reviewed By: _____

Date: _____

PUBLIC WORKS

DEPARTMENT: _____

Drainage Improvements Required(circle one): YES NO

Culvert Type: _____ Diameter (inches): _____ Length (feet): _____

NOTE: An asphalt or concrete apron shall be required from the edge of roadway to R.O.W. for driveways accessing a hard-surfaced arterial, collector, or minor collector.

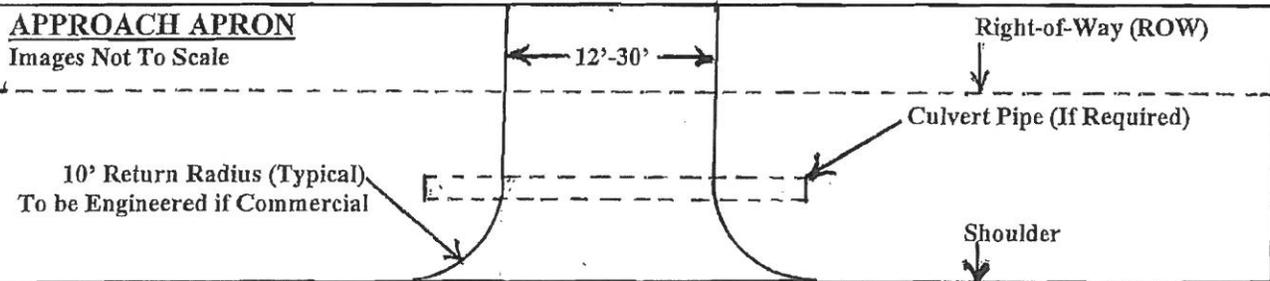
Comments: _____

Review By: _____

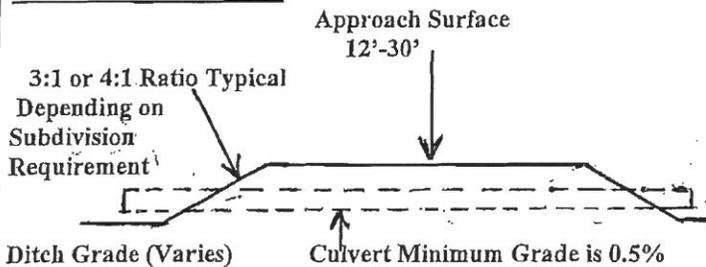
Date: _____

APPROACH APRON

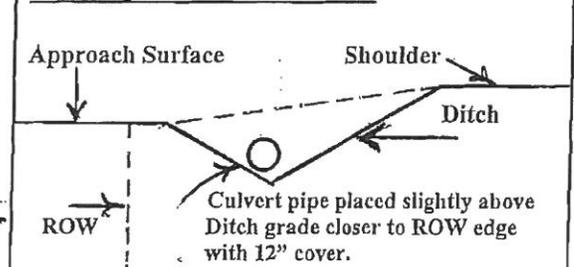
Images Not To Scale



DRAINAGE SLOPE



CULVERT PLACEMENT



By signing this condition report, the applicant and the property owner accept the conditions required for this permit and to abide by them. Applicant or property owner agrees to contact Public Works (406-447-8040) for inspection after installation. Any failure to comply with the conditions of this application by the applicant or the property owner may result in the revocation of the permit and the removal of the approach from County right-of-way.

Applicant Signature _____ Date: _____

Property Owner's Signature: _____ Date: _____

THIS PERMIT EXPIRES 12 MONTHS FROM THE DATE OF ACCEPTANCE OF CONDITIONS

COUNTY APPROACH PERMIT INSPECTION REPORT

ALL APPLICANTS WILL BE CONTACTED AFTER INSPECTION IS COMPLETE

(TO BE COMPLETED BY STAFF ONLY)

DATE PERMIT COORDINATOR NOTIFIED APPLICANT THAT THE CONDITIONS REPORT IS READY FOR PICK UP: _____

DATE APPLICANT NOTIFIED PUBLIC WORKS THAT INSTALLATION WAS COMPLETE: _____

IS THE APPROACH INSTALLED PER THE ATTACHED COUNTY APPROACH PERMIT CONDITIONS REPORT? (circle one)

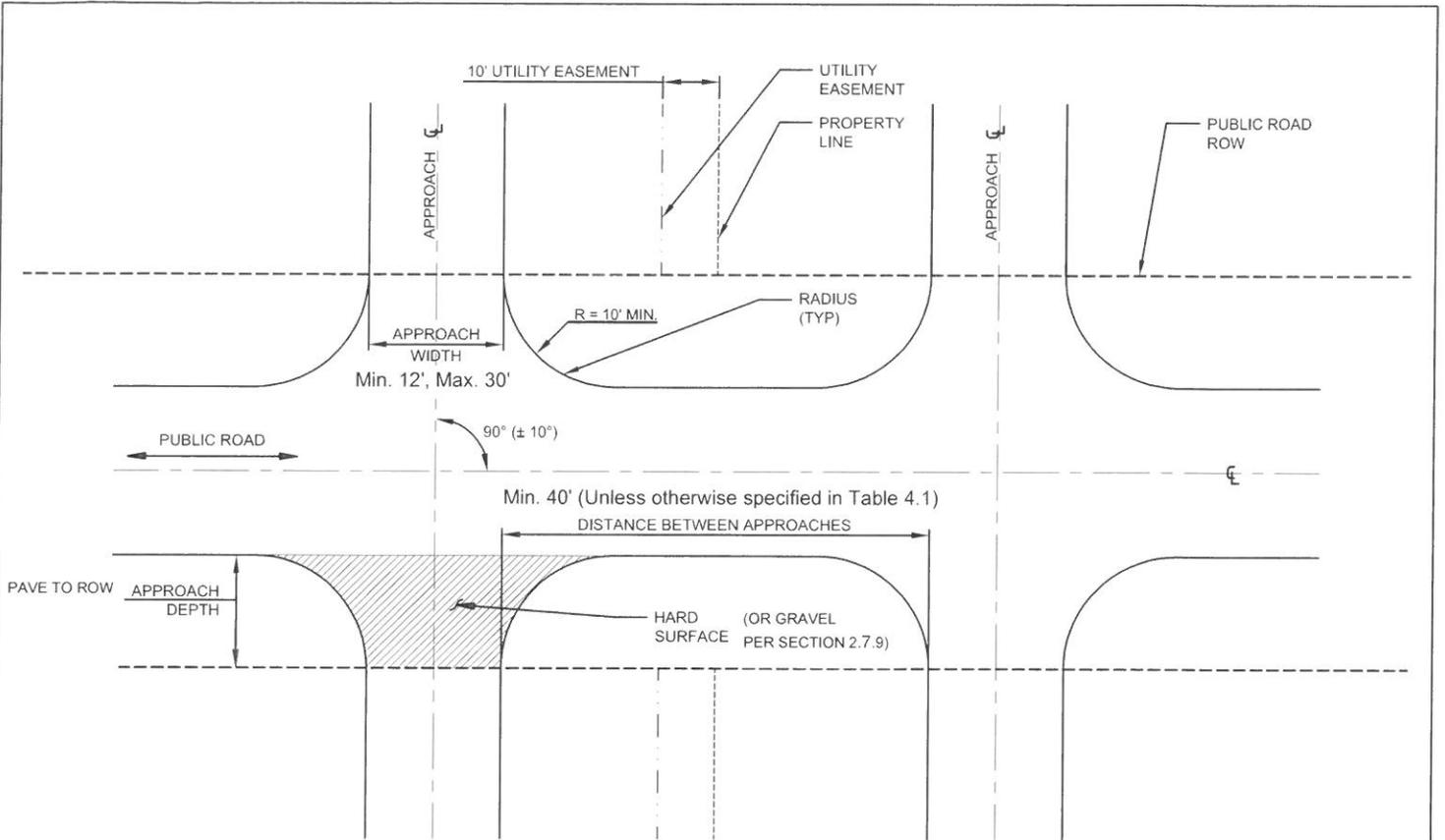
YES NO

IF NO, EXPLAIN...

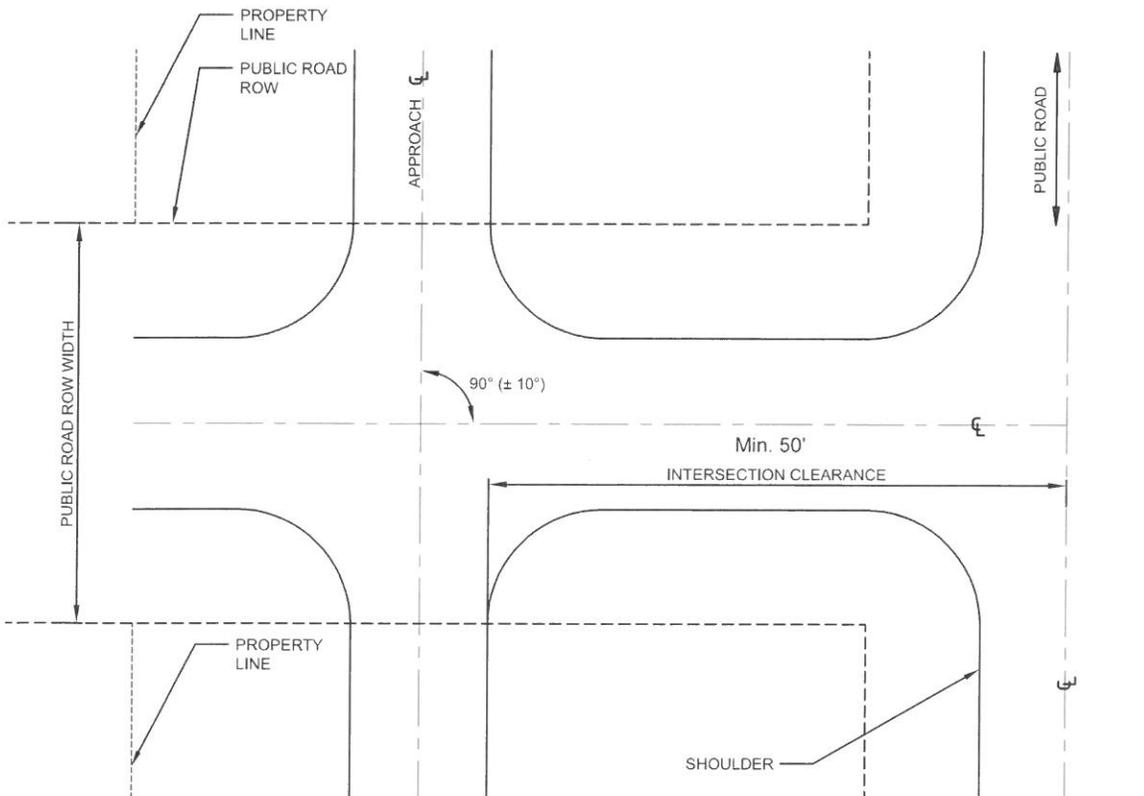
INSTALLATION INSPECTION BY: _____
DATE: _____

DATE APPLICANT WAS CONTACTED AFTER INSPECTION: _____

FIGURE 6 - APPROACH DIMENSIONAL STANDARDS



SEPARATION BETWEEN APPROACHES



APPROACH SEPARATION TO INTERSECTION OF PUBLIC ROAD