



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 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:	<input type="checkbox"/> Contractor	<input type="checkbox"/> Property Owner	APPROACH TO BE INSTALLED BY A CERTIFIED INSTALLER
Check One:			CERTIFIED INSTALLER:
			Name Printed _____
			Certification Number _____
	<input type="checkbox"/> Application for Approach onto County Road and Culvert Placement		
	<input type="checkbox"/> Application for Culvert Placement and Drainage Improvements ONLY		

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: _____

TO BE COMPLETED BY COUNTY STAFF

PLANNING

DEPARTMENT: _____

Reviewed By: _____ Date: _____

PUBLIC WORKS

DEPARTMENT: _____

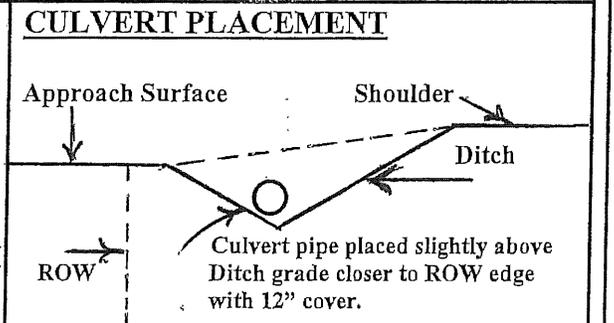
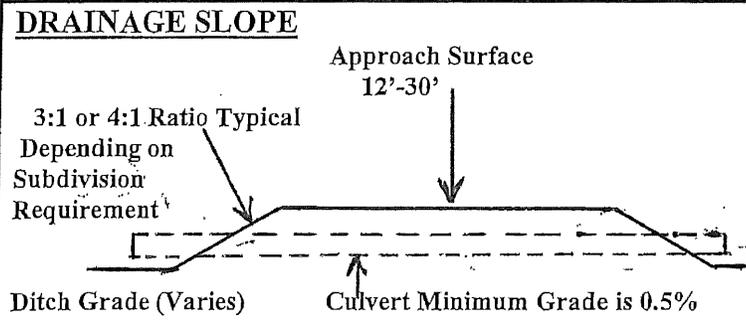
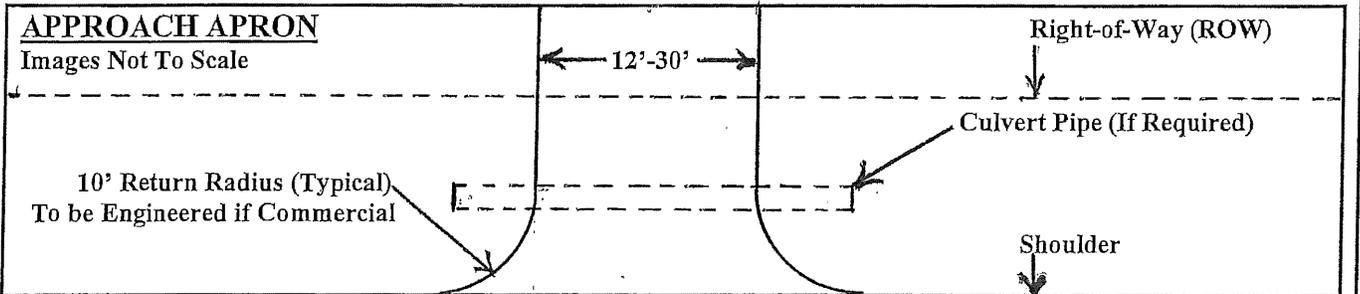
Drainage Improvements Required(circle one): YES NO

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: _____



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: _____

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: _____