



# 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: \_\_\_\_\_

**TO BE COMPLETED BY COUNTY STAFF**

**PLANNING**

**DEPARTMENT:** \_\_\_\_\_

\_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**PUBLIC WORKS**

**DEPARTMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drainage Improvements Required(circle one):      YES      NO

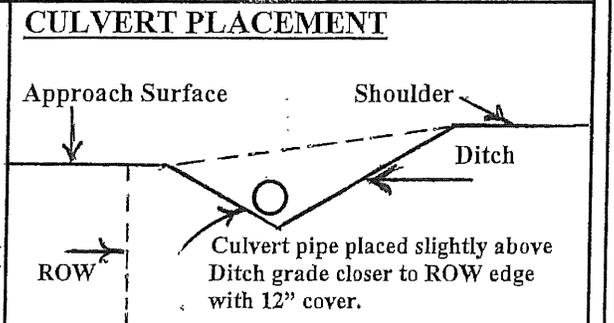
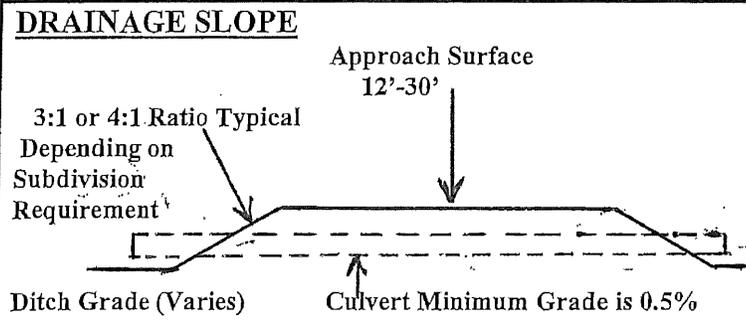
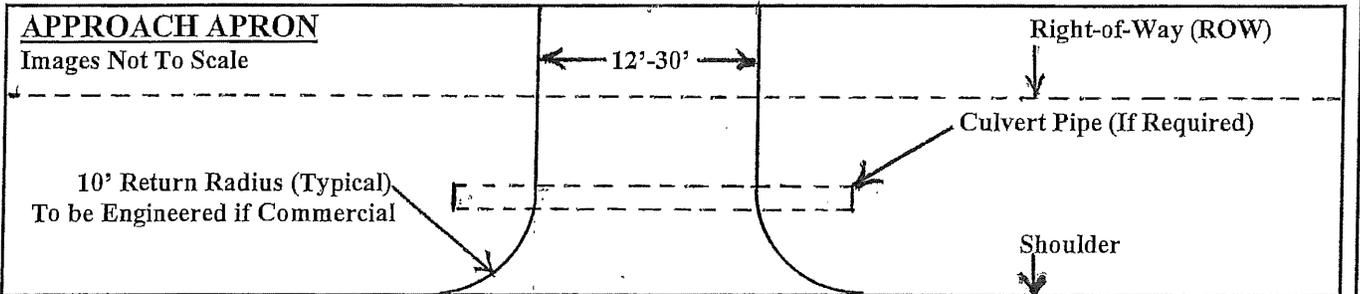
Culvert Type: \_\_\_\_\_ Diameter (inches): \_\_\_\_\_ Length (feet): \_\_\_\_\_

**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: \_\_\_\_\_