



Lewis and Clark County  
 Community Development & Planning  
 316 N Park Ave, Rm 230  
 Helena, MT 59623 (406)447-8374

A COMPREHENSIVE PERMITTING FORM WILL NOT  
 BE ACCEPTED WITHOUT A COPY OF THE FILED CERTIFICATE OF  
 SURVEY OR A FINAL PLAT (IF LOT IS IN A SUBDIVISION).

COPIES OF THESE DOCUMENTS MAY BE OBTAINED  
 IN THE CLERK AND RECORDER OFFICE ROOM 113 OR WITH THE  
 ASSISTANCE OF COUNTY STAFF.

## COMPREHENSIVE PERMITTING FORM

Primary Contact: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ (Please Print)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

NOTE: An address must be applied for and assigned to your property (if you have not had one previously assigned).

Lot-Tract Size: \_\_\_\_\_ Subdivision Name (if applicable): \_\_\_\_\_

Lot-Tract#: \_\_\_\_\_ GEO CODE: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Description of Existing Improvements and All Structures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

\_\_\_\_\_

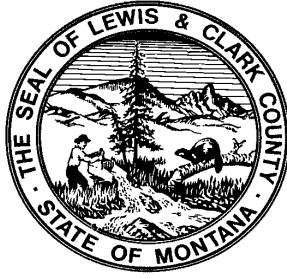
\_\_\_\_\_

I, \_\_\_\_\_, the Primary Contact, hereby acknowledge that the information supplied with this  
 (Please Print)

Comprehensive Permitting Form is correct and reflects the current land use at the property address identified above. I further acknowledge that any permit application I submit will require the submission of all documentation regarding easements, setbacks, covenants, zoning and any other applicable restrictions that may affect the property. I further acknowledge that failure to abide by any easement, setback, covenant, zoning or any other applicable restriction that may affect the property without prior approval from the property authority (county, state, federal) may result in the revocation of the permit, the denial of a permit, the removal or disconnection of the improvement, and/or an increase in permit fees.

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY			
CPF #:	COS#:	FINAL PLAT #:	DEED #:



# LEWIS AND CLARK COUNTY

## Office of the Permit Coordinator

City County Administration Building  
316 N. Park Room 443  
Helena, Mt 59623  
(406) 447-8392

### Right-Of-Way Excavation Permit

**FEE: \$50.00 Make check payable to: Lewis and Clark County**

(All lines must be completed)

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Contractor performing work: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

24-Hour Phone #(s): \_\_\_\_\_

### LOCATION OF WORK ON RIGHT-OF-WAY

Name of Road: \_\_\_\_\_

Legal Description \_\_\_\_ 1/4 \_\_\_\_ 1/4 \_\_\_\_ 1/4 Section \_\_\_\_ Township \_\_\_\_ N Range \_\_\_\_ W

General location of Excavation: \_\_\_\_\_

\_\_\_\_\_

Purpose of the Excavation: \_\_\_\_\_

Dimensions of the Excavation: Width \_\_\_\_\_ Length \_\_\_\_\_ Depth \_\_\_\_\_

To what extent will this excavation interfere with the normal flow of traffic on streets, or public ways? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What procedures will be taken to maintain traffic safety? (Must follow *Manual on Uniform Traffic Control Devices*) \_\_\_\_\_

\_\_\_\_\_

- The applicant must notify the County Road Foreman Twenty-four (24) hours in advance before any work is started.
- All signage shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- Where excavation and construction takes place on unimproved surfaces outside the roadway template, the area shall be returned to its original condition immediately after work is complete. This will include topsoil replacement, reseeding to natural grass, and returning drain ditches to grade.
- On the Reverse side of this form or on an attached sheet, furnish a plat, map or sketch showing the location of the excavation, its depth, width and length, edge of asphalt if any, centerline of street, north arrow and scale of the drawing.
- Applicant is required to consult utility companies operating in this area before marking and excavating. In granting this permit, Lewis and Clark County makes no representation as to the location of utility facilities in the area to be excavated or the effect of the permitted excavation on said utilities.
- In consideration for the granting of an excavation permit by Lewis and Clark County, the above named applicant hereby agrees (1) to perform the excavation applied for in a professional manner and in conformity with ordinances of Lewis and Clark County; and (2) to save harmless Lewis and Clark County, its officers, agents, employees from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under a permit issued pursuant to this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

All applicants must submit proof of insurance (attach copy).

All applicants will be subject to a five (5) day waiting period after the application has been submitted and signed.

Permission is hereby granted for the above named applicant to excavate as described in the above application and as amended below.

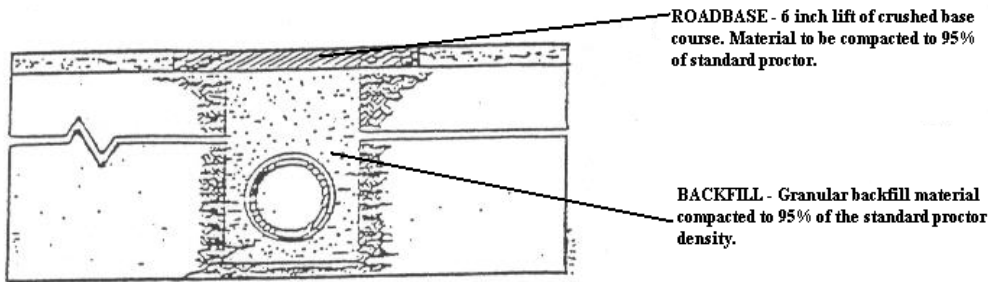
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By: \_\_\_\_\_  
County Road Manager Date

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**Roadway Excavation Requirements for Non-Paved Roads:**



**BACKFILLING OF EXCAVATED AREAS BENEATH ROADWAY SECTION**

Utility construction which lies beneath the construction limits of the roadway which requires backfilling of excavated areas shall be subject to inspection by the Lewis and Clark County Road Forman, or his designee (hereinafter referred to as Department), and shall meet the following specifications. The Department shall designate the specific area(s) where these requirements shall apply.

**BACKFILLING**

All backfilling shall meet the following requirements except when other methods are specified for certain types of installations.

1. Backfill material shall not contain sticks, sod, frozen soil or other unacceptable matter.
2. Backfill material shall be placed in layers of six-inch loose thickness or less.
3. All backfill material shall be compacted.

**MOISTURE AND DENSITY REQUIREMENTS**

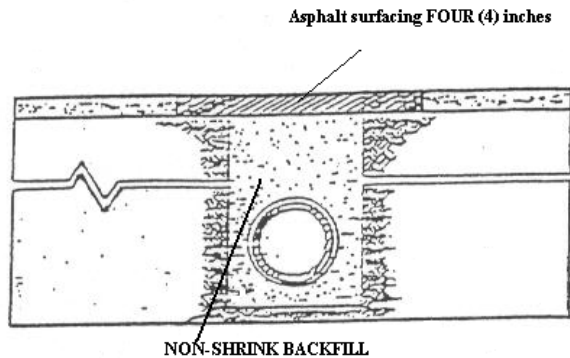
Each layer of material shall be compacted, with proper use of water, until the in-place density of the material being compacted is not less the 95% of the maximum density established for the material being compacted or the material source or both. Water required shall be sufficient to obtain optimum moisture content plus or minus 2% points, as determined by the Montana Test Methods, unless modified by the Department for conditions applicable to the character of the material being tested.

Material tests used to establish the maximum density values will be performed in accordance with the Montana Test

Method MT-210, or ASSHTO-T-99. In-place density and moisture testing will be performed in accordance with applicable Montana Test Methods MT-212, MT 215, & MT-218. The percent compaction will be determined after making proper adjustments, when necessary, for oversize material.

Each layer of roadbed material that cannot be properly tested by the above methods shall be compacted with compaction equipment in addition to compaction by hauling and spreading equipment. Compaction equipment for rocky material that cannot be tested shall normally be grid rollers, pneumatic tired rollers, vibrating rollers, vibrating compactors, or self-propelled tamping rollers. Sheepsfoot rollers shall not be used unless specifically directed. Water shall be used where directed.

**Roadway Excavation Requirements for Paved Roads  
(Horizontal boring is the preferred method when possible)**



**NON-SHRINK BACKFILL MIX:**

**Ingredients      Weight/C.Y.**

Cement - 0.45 sack	42 lbs.
Water - 39 gallons	325 lbs.
Air (entrapped) 1.5 %	
Course Aggregate (1" max.- size 57)	1700 lbs.
Sand (ASTM C-33)	1845 lbs.

**TOTAL WEIGHT:**      3912 lbs.

Specifications for:  
**NON-SHRINK BACKFILL (SLURRY)**

NON-SHRINK BACKFILL is to be used in ALL paved sections of Lewis and Clark County road right-of-way.

NON-SHRINK BACKFILL shall be poured to within FOUR (4) inches of the asphalt surfacing; and, shall be allowed to set a minimum of THREE (3) hours prior to placing asphalt.

If the asphalt is not placed the same day, then SLURRY shall be poured to the top of the asphalt. The SLURRY then must be allowed a minimum of THREE (3) hours curing time prior to permitting traffic on the SLURRY. Prior to placing the asphalt surfacing, the FOUR (4) inches of SLURRY mix shall be removed, and the existing pavement shall be square cut to a minimum of ONE (1) foot beyond the trench line.

Asphalt edges shall be treated with a TACK COAT prior to placing the permanent asphalt patch.

A minimum of FOUR (4) inches of HOT asphalt shall be used for the permanent patch. COLD mix asphalt may be used as a temporary patch until HOT mix asphalt is available.