



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, Rm 230 Helena, MT 59623 (406)447-8374. **Incomplete applications will be not be accepted, please fill out completely. Initial review of an approach permit may take two (2) weeks.**

FEE: \$150.00 Make checks payable to: Lewis & Clark County

Check One:

APPROACH TO BE INSTALLED BY A CERTIFIED INSTALLER

CERTIFIED INSTALLER:

☐ Contractor ☐ Property Owner

Name printed: _____

Check One:

Certification #: _____

☐ Application for Approach onto County Road and Culvert Placement

☐ Application for Culvert Placement and Drainage Improvements ONLY

Applicant Name: _____

Email address: _____

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? (Check one): ☐ YES ☐ NO

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

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

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

Desired Installation Date: _____

SKETCH OF APPROACH LOCATION

Application will not be accepted without a sketch. See instructions below

If applying on-line, please click in box to add an electronic image of sketch.

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 (*required*): _____ Date: _____



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 #: