

Right-of-Way Encroachment Permit Worksheet

City of Hayden

Public Works Department

permits@cityofhaydenid.us

8930 N Government Way, Hayden, ID 83835

(208) 209-2018

It is unlawful for any person, unless specifically exempted by Hayden City Code, to injure or damage any features or perform work within the public right-of-way or other public place without first obtaining a right-of-way encroachment permit from the City of Hayden. Activities requiring permits include, but are not limited to, grading and drainage, approaches, trenching, modifications, repairs and maintenance for utilities, public sidewalks, planting trees on public property, street curbs, swales, road bores or cuts. All work within public rights-of-way shall comply with City of Hayden's Standards, and the current edition of the Idaho Standards for Public Works Construction. Additional information can be obtained at www.cityofhaydenid.us under City Code (Hayden City Code Title 7 Chapter 2)

1. Permit Checklist Provide the following with your Right-of-Way (ROW) permit application:

a. Contractor – provide name, address, phone, email and State of Idaho registration number for all contractors performing work under this permit. <i>Please attach an additional sheet if needed.</i>
b. Copy of the Contractor's Insurance
1. Certificate of Liability for bodily injury & property damage shall not be less than \$1,000,000 & shall cover permittee, all subcontractors, & <i>shall name the City, its officials, employees & agents as additional insured. Endorsement must be included with certificate.</i>
2. Evidence of Workers' Compensation Insurance
c. Completed application with explanation of your project to include:
1. Plans showing scope of work
2. Breakdown of the cost of work to be construction in the existing right of way or road
3. Traffic Control Plan. <i>Barricades & signage shall conform to the Manual of Uniform Traffic Control Devices.</i>
4. If project is over sized, over weight or over height, complete worksheet.
d. Obtain approval from the Hayden Area Regional Sewer Board, (208) 772-0672, for projects on:
1. Dakota Avenue (between Ramsey Road & Atlas Road), or
2. Ramsey Road (between Honeysuckle Avenue & Dakota Avenue), or
3. Atlas Road, or
4. Honeysuckle Road
d. To prune/plant/remove trees in the right-of-way. <i>Please note that all pruning work must be done by a certified arborist.</i>
1. Submit a sketch showing the location of the tree(s) to be removed/planted/pruned.
2. Provide information on type of tree to be planted. <i>All trees must be replaced within six months of removal.</i>

2. Obtaining your permit

a. Your submittal should be emailed to permits@cityofhaydenid.us or brought to City Hall, 8930 N Government Way.
b. If the contractor's insurance or workers' compensation insurance is not included at submittal of permit documents, the permit cannot be issued until it is received
c. Permit fees & surety. The determination of fees & surety requirements happens during the review process. When the permit is approved & ready to be issued, we will contact you with these amounts. You may pay your permit fees by check, cash or credit card. A 2.5% convenience fee is charged on all credit card payments.

3. During construction

a. All public improvements shall be inspected by City staff. <i>If you have questions about your inspection requirements, please call (208) 209-2018 for a further explanation.</i>
To schedule an inspection, call the inspection line at (208) 209-2024. Your inspection will be scheduled for the next day.
b. Required test results must be provided & approved by Public Works Department prior to continuing work.
c. Call 1-800-428-4950 for utility locates before you dig
d. For projects with street/lane closures notify the City & affected law enforcement agencies, fire department, school district & utility companies at least two (2) business days prior to beginning work.
e. City of Hayden Parks Department coordination is required for projects on Government Way between Prairie Avenue & Dakota Avenue.



Right-Of-Way Encroachment Permit Application

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email application to: permits@cityofhaydenid.us

www.cityofhaydenid.us

(208) 209-2018

Location of work (address or description)					
Parcel #	H	Owner's Name			
CONTRACTOR			ID Reg #	Exp date	
Address					
City/State/Zip					
Phone		Fax		Email	
Contact Name				Phone	
SUBCONTRACTOR			ID Reg #	Exp date	
Address					
City/State/Zip					
Phone		Fax		Email	
Contact Name				Phone	
Work Description					
Construction Value (Work in Right of Way Only)		\$		Plan Date	
Start Date		Completion Date			

CERTIFICATION:

Applicant/Permittee hereby covenants to indemnify the City and save the City harmless from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation, or property by reason of the performance of any work done under this permit, character of materials used, or manner of installation, maintenance and operation, or by the improper occupancy or right-of-way or public place or public structure, and in case any suit or action is brought against said City for damages arising out of, or by reason of any of the work or construction done under this permit, the applicant/permittee, its said permit or action shall have been finally determined, if advised to the City.

I hereby certify that the information provided in this application is true and accurate. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to submit this application as his/her authorized agent.

Applicant's Signature: _____ **OR** I understand & agree that marking this box is a substitute for & will be accepted as my signature

Print/type name: _____ Phone: _____

Company: _____ Email: _____

To be completed by staff:	Date received	Permit number
Public Works Approval		Date
HARSB Approval		Date

Public Works Comments

Fees	Amount	Totals
Base fee	\$75.00 x	
Asphalt Cut	\$1540.00 x	
Sidewalk/Curb/Approach	\$75.00 x	
Road Bore	\$50.00 x	
Swale	\$100.00 x	
Utility Trench	\$85.00 x	
Tree Planting	no charge	n/c
Other Fees		
Surety Required	Yes No	
Total		

**Right of Way Worksheet for
Overweight, Over Height or Over Width Vehicle**

Name of owner, operator or lessee of vehicle or vehicles concerned			
Name:			
Address:			
Phone:		CDL License #	
Description of load (i.e. Overweight, width of over length, load type, make, model number, etc.)			
Vehicle and Weight Information			
Make of unit			
Year			
Truck Number			
License Number			
Weight			
(Licensed capacity of vehicles subject to registration, if overweight is involved)			
Axles			
Number of Axles			
Spacing between Axles			
Number and Size of Tires			
Gross Weight			
Gross Weight			
Distribution of Weight			
Overall Dimensions			
Preferred Route to be used			
Origin Address		City	
Destination Address		City	
Miles within the City			

1. I hereby certify that the information provided in this checklist is true and accurate.
2. The undersigned certifies that he is the owner or authorized representative of the proposed vehicle to be moved and agrees to move the vehicle in accordance with the rules and regulations of the City of Hayden and State.
3. The undersigned certified that he/she has read the statutes and understands the general conditions on the page 2 of this worksheet.
4. I hereby certify that I am responsible for all fees associated with the application and subsequent permit once approved. I understand that additional fees incurred after permit issuance will be invoiced to me.

Applicant's Signature: _____
 Print/type name: _____ Phone: _____
 Company: _____ Email: _____

GENERAL PROVISIONS

The City of Hayden may revoke, annul, change, amend, amplify, or terminate this permit or any of the conditions herein enumerated if Grantee fails to comply with any or all of its provisions, requirements, or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given.

Neither the acceptance of this permit nor anything herein contained shall be construed as a waiver by the grantee of any right given it by the Constitution or law of the State of Idaho or the United States.

In accepting this permit, the grantee agrees to protect the City of Hayden, or its agents, and save it harmless from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation or property, and in case any suit or actions is brought against said City of Hayden, its officers, or agents, for damages arising out of or by reason of any of the above causes, the Grantee, its successors or assigns will upon notice to it of commencement of such action defend the same suit or action shall have finally been determined of adverse to the City of Hayden, its officers or agents.

Except herein authorized, no vehicle shall be moved within the limits of the highway in such manner to interfere with the travel over said road.