

Right-of-Way Encroachment Permit Worksheet

City of Hayden

Public Works Department

8930 N Government Way, Hayden, ID 83835

(208) 209-2022

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)

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

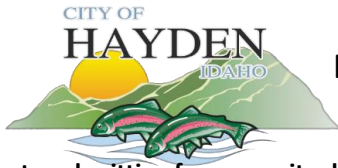
	a. Contractor – provide name, address, phone, email and State of Idaho registration number for all contractors performing work under this permit. <i>Please attach an additional sheet if needed.</i>
	b. Copy of the Contractor’s Insurance
	1. Certificate of Liability for bodily injury & property damage shall not be less than \$1,000,000 & shall cover permittee, all subcontractors, & shall name the City, its officials, employees & agents as additional insured. Endorsement must be included with certificate.
	2. Evidence of Workers’ Compensation Insurance
	c. Completed Right-of-Way Permit application with explanation of your project to include:
	1. Plans showing scope of work
	2. Breakdown of the cost of work to be constructed 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 ' Overweight-Overlength Application '.
	d. Obtain approval from the Hayden Area Regional Sewer Board, (208) 772-0672, prior to submittal 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. Upload application and plans to www.bsaonline.com/?uid=2689 .
	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/bonding. 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 3.95% 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) 209-1085 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 business 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.



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2. Ramsey Road (between Honeysuckle Avenue & Dakota Avenue), or
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4. Honeysuckle Road

Location of work (address or description)			
Utility Owner's Name		Phone #	
Adjacent Property Owner's Name		Phone #	
CONTRACTOR		ID Reg #	
Address			
City/State/Zip			
Phone		Email	
Contact Name		Phone	
SUBCONTRACTOR		ID Reg #	
Address			
City/State/Zip			
Phone		Email	
Contact Name		Phone	
Work Description			
Construction Value (Work in Right of Way Only)			

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.

The City of Hayden does not construct or maintain sewer laterals and is therefore unable to locate and mark those lines. It is the responsibility of the contractor to locate all sewer laterals to determine if lines are present before commencing work in the right-of-way. All damage caused to sewer laterals during work under this permit is the responsibility of the contractor.

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	<input type="checkbox"/> 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 (if required)			Date	
Notes/Conditions:				

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PERMITS@CITYOFHAYDENID.US • bsaonline.com/?uid=2689 • www.cityofhaydenid.us

The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.