



MADISON COUNTY

ROAD DEPARTMENT



*Paving the way to a new tomorrow*

## STANDARD RIGHT-OF-WAY USE

# PERMIT PACKET

for the following permits:

Residential, Commercial, & Agricultural  
Approaches, Driveways & Utilities  
(Installation, Construction, Maintenance)

The Permit Packet includes information helpful in designing and locating your approach, driveway or utility and offers guidance in planning for drainage, culvert installation and traffic control information as well. Please read and follow the guidelines provided to reduce the possibility of your application being delay or denied.

## INSTRUCTIONS

- Complete Sections I and II providing as much information as you are able. Ensure that Section III is completed by the Permittee or Applicant and signed.
- Complete the Permit & Bond Fee Worksheet to determine the cost of the permit based upon the type of work to be completed.
- Provide a drawing, sketch or engineered plan of the proposed work. (drawing templates are supplied for your convenience). Engineered "as-builts" are required for complex facility installations.
- Return the permit to the Madison County Road Department with a check or money order for the appropriate amount. Upon completion of a review by the County, you may either pick up or have the permit mailed or faxed back to you. You may need to schedule a pre-permit conference to discuss the project with a department official based upon the complexity of the project.
- Once the permit is approved, you may proceed with the proposed work.
- Upon completion of the work, contact the County for a final inspection.

You are encouraged to use the enclosed Permit Checklist to assist you in completing all the required components of the permit.

For questions or comments, please call the Madison County Road Department at 208.356.3101 Monday through Thursday from 7:00 a.m. until 5:30 p.m. or contact the Code Enforcement Officer direct by calling 208.534.8204 anytime.



## MADISON COUNTY ROAD DEPARTMENT PERMIT CHECKLIST

The purpose of this checklist is to ensure the permittee has completed all the necessary components of the permit application to reduce the possibility of a delay in processing and approving the permit.

Project Name: \_\_\_\_\_

- ☐ Completed Sections I, II and III of the Right-of-Way Use Permit
- ☐ Permittee or Applicant Signature in Section III
- ☐ Check all Utility Types that apply to your project
- ☐ Completed the Permit Fee and Bond Fee Calculation Form
- ☐ Attached a copy of the project sketch, drawing or engineered plans (standard diagram forms included with permit packet)
- ☐ Within a City Impact Zone, secure permits/permission from authorizing City Officials for service/utility connections
- ☐ Obtain other Madison County permits as required (building permit, sign permit)

Notes or Questions you may have for the county officials:

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**RIGHT-OF-WAY USE PERMIT**  
**MADISON COUNTY ROAD DEPARTMENT**  
Permit Type: New Construction ☐ Maintenance ☐

The permit shall not be valid for excavation until, or unless, the provisions of Idaho Code, Title 55, Chapter 22 have been complied with.  
PRIOR TO EXCAVATION, IDENTIFY ANY UNDERGROUND UTILITIES BY CALLING A LOCATOR SERVICE: 1-800-342-1585

Section I

<b>PERMIT #</b> _____	<b>Utility Type</b> (check all that apply) <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="width: 50%;">Residential</th><th style="width: 50%;">Commercial</th></tr></thead><tbody><tr><td><input type="checkbox"/> PHONE</td><td></td><td></td></tr><tr><td><input type="checkbox"/> CABLE</td><td></td><td></td></tr><tr><td><input type="checkbox"/> POWER</td><td></td><td></td></tr><tr><td><input type="checkbox"/> GAS</td><td></td><td></td></tr><tr><td><input type="checkbox"/> WATER</td><td></td><td></td></tr><tr><td><input type="checkbox"/> SEWER</td><td></td><td></td></tr></tbody></table>		Residential	Commercial	<input type="checkbox"/> PHONE			<input type="checkbox"/> CABLE			<input type="checkbox"/> POWER			<input type="checkbox"/> GAS			<input type="checkbox"/> WATER			<input type="checkbox"/> SEWER		
	Residential	Commercial																				
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<input type="checkbox"/> POWER																						
<input type="checkbox"/> GAS																						
<input type="checkbox"/> WATER																						
<input type="checkbox"/> SEWER																						
Est. Start Date: _____ Est. Complete Date: _____																						
Road Name: _____																						
Location: _____																						
Sight Distance: _____ <b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																						
Public Road Surface: _____																						

Section II

**Approach Type:** Must meet the requirements of Local Highway Technical Assistance Council (LHTAC), Standard Approach Policy and Idaho code 49-221.

<input type="checkbox"/> Single-Family Residence	<input type="checkbox"/> Multi-Family Residence - No. of Units: _____
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Business - Type: _____

Approach Width: \_\_\_\_\_ Surface Material: ☐ Asphalt ☐ Gravel

Section III

**A plan of proposed work and applicable traffic control must be attached**

I CERTIFY THAT I AM THE OWNER OR AUTHORIZED REPRESENTATIVE OF THE PROPOSED PROPERTY TO BE SERVED AND AGREE TO DO THE WORK REQUESTED HEREON IN ACCORDANCE WITH THE GENERAL REQUIREMENTS PRINTED ON THE REVERSE SIDE, THE SPECIAL PROVISIONS AND THE PLANS MADE PART OF THIS PERMIT.

Name of Permittee: _____	Applicant (if other than owner) _____
Address _____	Signature of Permittee / Applicant _____
City _____ State _____ ZIP _____	Date _____

SUBJECT TO ALL TERMS, CONDITIONS, AND PROVISIONS SHOWN ON THIS FORM OR ATTACHMENTS, PERMISSION IS HEREBY GRANTED TO THE ABOVE-NAMED APPLICANT TO PERFORM THE WORK AS DESCRIBED.

**SPECIAL PROVISIONS:**

FOR DEPARTMENTAL USE ONLY

<p style="text-align: center;"><b>TEMPORARY PERMIT</b></p> <p style="text-align: center;">Tentative approval subject to final inspection</p> <p>Date: _____ Expiration: _____</p> <p>By: _____</p> <p style="text-align: center;">Authorized Representative</p> <p>Permit Fee: \$ _____ Check <input type="checkbox"/> # _____</p> <p>Bond Fee: \$ _____ Check <input type="checkbox"/> # _____</p> <p>Fee Waived: <input type="checkbox"/> Justification: _____</p>	<p style="text-align: center;"><b>FINAL PERMIT</b></p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____</p> <p>Approved By: _____</p> <p style="text-align: center;">Authorized Representative</p> <p>Date Rec'd: _____</p> <p>Date Rec'd: _____</p>
Final Inspection: Satisfactory <input type="checkbox"/> Date: _____	Unsatisfactory <input type="checkbox"/> Date: _____
Re-Inspection: Satisfactory <input type="checkbox"/> Date: _____	Unsatisfactory <input type="checkbox"/> Date: _____
Disposition: _____	
Inspector: _____	Date: _____

Name of Permittee: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_

Project Address / Location: \_\_\_\_\_

County Road Name or #: \_\_\_\_\_

Residence / Ag Field / Business

(circle one)

\*Distance to next  
approach/intersection: \_\_\_\_\_ ft. / mile

\*Distance to next  
approach/intersection: \_\_\_\_\_ ft. / mile

Public Right-of-Way  
Right-of-way width: 13-18 ft.

\*Approach  
Width: \_\_\_\_\_ ft.

Gravel or Asphalt only  
in right-of-way

County Road Width: 24 ft.

Public Right-of-Way  
Right-of-way width: 13-18 ft.

**FEE WORKSHEET**  
**Approach / Driveway Construction**

**Residential Fees**

Residential (single and two-family residences)

Single Approach.....\$40.00  
Multiple Approaches - same street.....\$50.00  
Side Street Access.....single approach fee plus \$20.00

FEE: \_\_\_\_\_

**Commercial Fees**

Single Business

Single Approach.....\$50.00  
Multiple Approaches - same street.....\$60.00  
Side Street Access.....single approach fee plus \$20.00

FEE: \_\_\_\_\_

Multi-family residences (apartments/townhomes up to 6 dwelling units)

Single Approach.....\$60.00  
Multiple Approaches - same street.....\$70.00  
Side Street Access.....single approach fee plus \$20.00

FEE: \_\_\_\_\_

Multi-family residences (apartments/townhomes of 7 or more dwelling units) - OR -  
Multiple Businesses (separate or connected using common parking lot) - OR -  
Subdivision approach(es)

Single Approach.....\$70.00  
Multiple Approaches - same street.....\$80.00  
Side Street Access.....single approach fee plus \$20.00

FEE: \_\_\_\_\_

**Agricultural Fees**

Seasonal Approach.....No Fee  
Permanent Approach.....\$40.00

FEE: \_\_\_\_\_

PAGE 1 TOTAL: \_\_\_\_\_

**FEE WORKSHEET**  
Utility / City Service Installation and/or Connections

**Residential Utility**

Overhead (pole set).....	\$40.00
Trench.....	\$50.00
Bore.....	\$40.00

FEE: \_\_\_\_\_

**Residential City Service Connection**

Trench.....	\$50.00
Bore.....	\$40.00

FEE: \_\_\_\_\_

**Commercial Business Utility**

Overhead (pole set).....	\$60.00
Trench.....	\$80.00
Bore.....	\$50.00

FEE: \_\_\_\_\_

**Commercial Business City Services Connection**

Trench.....	\$80.00
Bore.....	\$50.00

FEE: \_\_\_\_\_

**Public Utility-New Installation/Construction**

Overhead (pole set).....	\$60.00
Trench.....	\$80.00
Bore.....	\$50.00

FEE: \_\_\_\_\_

PAGE 2 TOTAL: \_\_\_\_\_

**FEE WORKSHEET**  
**Road/Right-of-Way Cutting Security Fees**

Extent of Excavation	Paved	Unpaved	
Excavation of a Connection Hole (up to 16 ft <sup>2</sup> )	\$250.00	\$250.00	FEE: _____
Lateral excavation of ½ road width or portion	\$500.00	\$350.00	FEE: _____
Lateral excavation of full road width	\$1,000.00	\$700.00	FEE: _____
Longitudinal excavation 34 feet to 100 feet	\$1,500.00	\$1,000.00	FEE: _____
Longitudinal excavation 101 to 1,320 feet (1/4 mile)	\$1,500.00	\$1,000.00	FEE: _____
	plus \$2.00 per foot	plus \$1.00 per foot	

Number of feet \_\_\_\_\_ x cost per foot \_\_\_\_\_ = \_\_\_\_\_

Longitudinal excavation within the right-of-way: (not on the traveled road surface)

\$500.00 plus \$1.00 per foot for the length of the trench

Number of feet \_\_\_\_\_ x \$1.00 per foot = \_\_\_\_\_

Security Fee plus Longitudinal Excavation fee - **TOTAL:** \_\_\_\_\_

Expired Permit Re-activation Fee \_\_\_\_\_ \$20.00 FEE: \_\_\_\_\_

Approach Fees, total from page 1 TOTAL: \_\_\_\_\_

Utility Fees, total from page 2 TOTAL: \_\_\_\_\_

Security Fees, total from page 3 TOTAL: \_\_\_\_\_

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



## STANDARD APPROACH WIDTHS

	MINIMUM	MAXIMUM
Residential.....	Twelve Feet (12')	Thirty Feet (30')
Agricultural.....	Twelve Feet (12')	Forty Feet (40')
Commercial (one-way).....	Fifteen Feet (15')	Thirty Feet (30')
Commercial (two-way).....	Twenty Feet (20')	Forty Feet (40')
Street / Highway.....	Twenty-eight Feet (28')	Forty-eight Feet (48')

A design speed of 10 miles per hour (mph) minimum and a recommended 15 mph is desirable. The width shall be within the specified limits except that *approaches in speed zones that exceed 35 mph shall be at least a twenty feet (20') wide minimum.*

A joint-use approach should use the maximum dimensions of a single approach. An approach that is adjacent to a public alley may include the alley, if approved by Madison County, however, the width of the combined approach shall not exceed forty feet (40').

Commercial approaches in urban areas with volumes exceeding fifty (50) vehicles per hour during a total of any four (4) hours per day should be designed to public highway standards using curb radius or fillet radius of twenty feet (20') minimum and a recommended thirty feet (30') on high volume approaches. An approach divider is recommended for a commercial approach to improve operation of the approach. Special approaches serving shopping centers or other major traffic generators shall not be restricted to the width requirements, but shall be designed to serve the traffic, i.e., both a right turn and a left turn lane, divider and entrance lane. These special approaches shall be designed by a professional engineer licensed in the state of Idaho.

## CORNER CLEARANCE

Approaches should be located as far as possible from intersections to:

- Preserve visibility at the intersection
- Allow a vehicle that is leaving the approach to enter the desired traffic lane before entering the intersection
- Permit a vehicle crossing the intersection to enter the approach in an orderly, safe manner with a minimum of interference to through traffic.

## STANDARD APPROACH SLOPE

An approach attaching to a public road shall have a -3% slope or less in the first twenty (20) feet and no more than -12% beyond that.

**Exception:** approach slopes crossing a culvert installation, in which case slopes shall be less than -3% on the normal foreslope and +3% on the normal backslope. (see Typical Culvert Installation drawing)

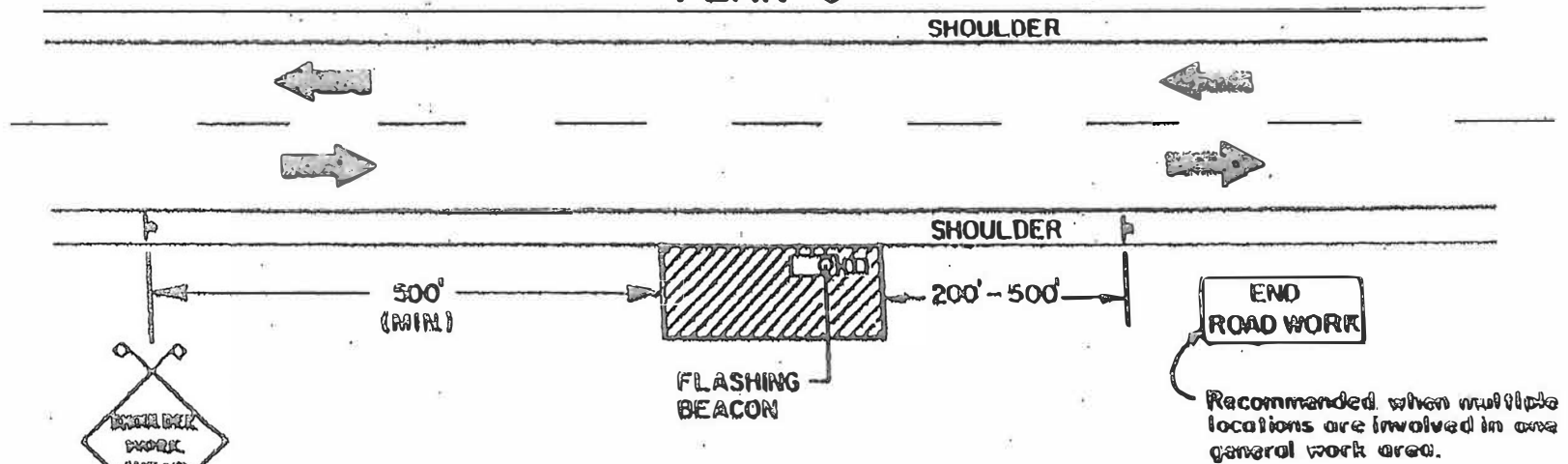


\*\*\* May be reduced to 6" on Residential Approaches.

N.T.S.






# 2 LANE ROADWAY-OFF TRAVELWAY OPERATIONS (BASIC TRAFFIC CONTROL PLAN) PLAN C



## TYPICAL APPLICATIONS

Culvert Extensions  
Side Slope Changes  
Guard Rail Installation and Maintenance  
Detector Installation and Maintenance  
Landscaping Operations  
Clearing Ditches and Drainage Structures  
Shoulder Repair  
Signing Operations

## SYMBOLS

-  Work Area
-  Traffic Control Sign. Two 6"x6" orange flags attached to each sign is desirable.
-  Sign on portable or temporary support

## GENERAL NOTES

1. Signs are to be removed when no work is being performed. Any unattended obstacle or excavation in the work area shall be protected by type I or II Barricades.
2. Longitudinal dimensions may be adjusted to fit field conditions.
3. All vehicles, equipment, men and their activities should be restricted at all times to one side of the pavement.



Figure III,C,A

