

Gallatin County Road and Bridge Department
Application for an Encroachment Permit

Instructions

Pursuant to § 7-14-2134, Montana Code Annotated, and the *Gallatin County Transportation Design and Construction Standards* (except as authorized by Sections 4.3.2 (Utility/ROW Permits) and 4.3.3.1 (Mailboxes) thereof), any person or agency desiring to place an above-ground structure or object of any kind or character over or across any portion of a County Road Right-of-Way, including, but not limited to, towers, poles, structures, gates, fences, stands, and buildings, must first obtain an Encroachment permit from the Gallatin County Commission.

Depending on a project's risks and complexities, the County Commission may require the applicant and its contractor (if any) to comply with certain insurance requirements, as well as to obtain a performance guarantee and issue a warranty consistent with Section 2.3 of the *Gallatin County Transportation Design and Construction Standards*. These requirements will be identified in the terms of the permit.

An application fee of \$125 is required. No permits will be processed until the application fee is paid.

Encroachment permits are issued with an expiration date. All construction work must be complete prior to the expiration date unless otherwise stated on the Encroachment Permit. Upon written request, an extension may be granted by the Gallatin County Road and Bridge Department.

The Gallatin County Commission will consider only complete and signed applications. Incomplete applications will be returned.

This application is not a permit. No construction or work may start until a Gallatin County Encroachment Permit has been issued and approved by the Gallatin County Commission. Pursuant to § 7-14-2134, MCA, an Encroachment Permit may be issued by the County Commission only after evaluating the written request in a public meeting.

Return completed application, \$125 fee, and required documents to:

Gallatin County Road and Bridge Department
205 Baxter Lane West
Bozeman, MT 59718
Phone 406-582-3250
Fax: 406-582-3255

Application

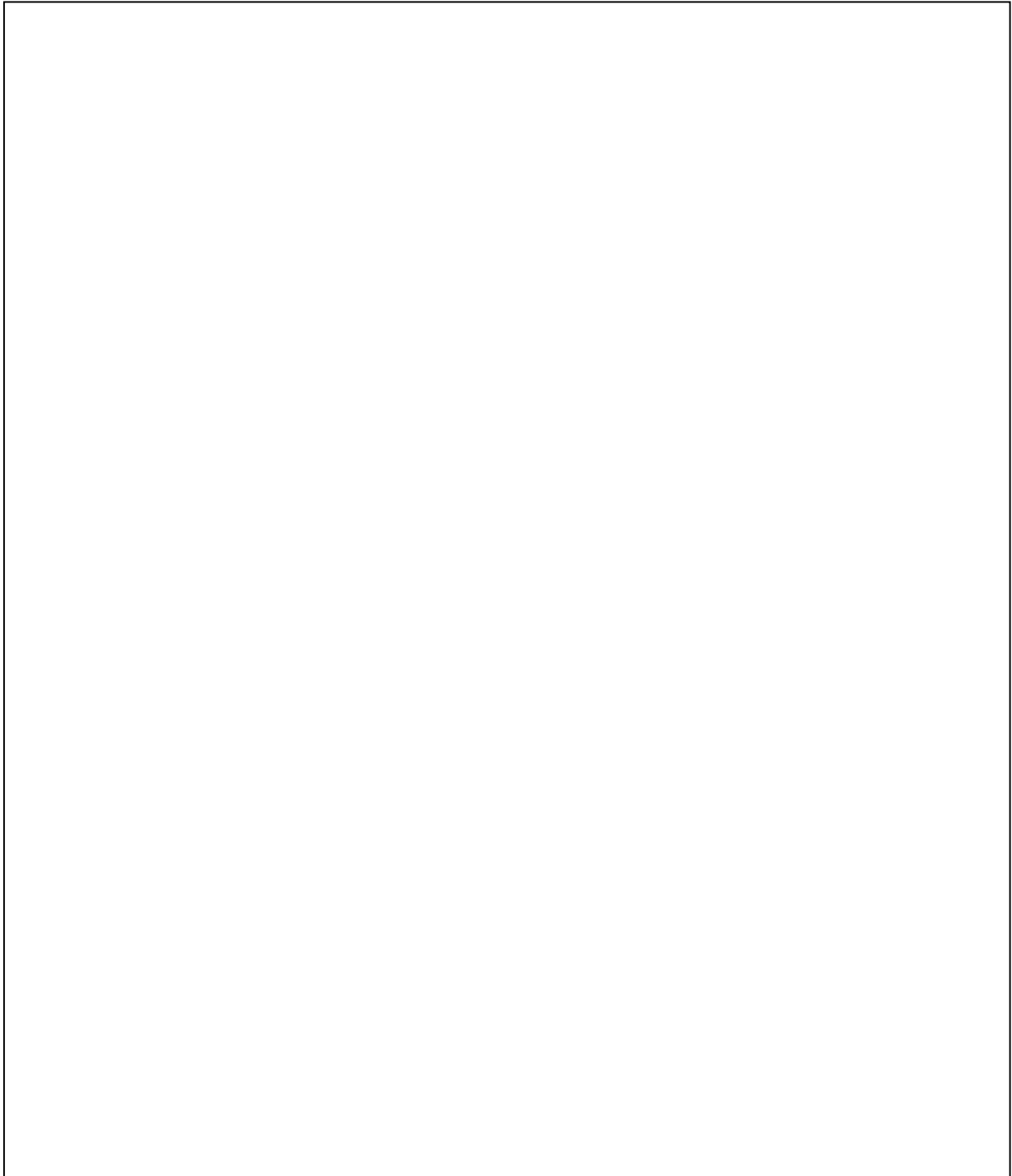
County Road(s) to be encroached: _____

Encroachment:

- Description of encroachment and necessity: _____
- Property Address: _____
- Legal Description (include Subdivision Name/Number or COS Number and Tract/Lot Number):

- GEO Code (available on your tax record) _____
- Is the property in a Zoning District? _____ (include a completed Property Information Request Form from the Planning Department).
Name of the Zoning District: _____
- Date proposed location will be flagged or marked for an initial assessment: _____
- Desired installation schedule: _____

Provide a sketch of the proposed project with property boundaries and address, road names, drainage and topographic features, etc. affecting the proposed location. Applicant may attach a drawing or provide it in the box below.

A large, empty rectangular box with a thin black border, intended for the applicant to provide a sketch of the proposed project. The box is currently blank.

Documents Required:

- ✓ If in a Zoning District, include the completed Property Information Request Form from the Planning Department
- ✓ Payment for the application fee of \$125.00, checks payable to Gallatin County.

Property Owner (Permittee) Information:

Name: _____ Email address: _____

Business Name: _____

Mailing Address including City State and Zip Code: _____

Telephone: _____ Cell phone: _____ Fax Number: _____

Contractor performing the work (if any):

- Name: _____ Project Manager: _____
- Telephone number: _____ Email address: _____
- Mailing address including City, State and Zip Code _____

Primary Contact Person, Phone Number, and Email for Contact:

Office Use Only:

Date Received: _____

Date submitted for processing: _____

Date Issued: _____

Mailed to: _____

Fee Paid _____

Check Number: _____

Paid By: _____