



# Encroachment Permit Application

## Application Instructions

1. Fill out application and submit permit/inspection fee.  
(See Fee Schedule page 4)
2. Attach a copy of a **Plan/Construction Drawing** including all required elements.  
(See Example Plan/Construction Drawing page 5)
3. A **Traffic Plan** will need to be included if normal traffic flow is affected.
4. Produce or verify that a current **\$10,000 Permit Bond** is on file. All Contractors/Developers must be bonded with Washington County before work can begin.
5. Produce or verify that a current **Certificate of Insurance**, with Washington County as an additional Insured, is on file. Coverage must be a minimum of \$1,000,000 General Liability and \$1,000,000 Automobile Liability. Any construction project whose total dollar amount for cost of construction does not exceed \$5,000, will only require proof of liability insurance.
6. Upon approval of the application, the Public Works Office will sign the applicants permit. Applicant will be notified when Permit is approved.
7. Applicant shall notify the County Engineer at the start of construction to schedule inspections. A permit number is required for inspection notification.
8. Compaction test results must be sent to the County Engineer in order to close out the permit. Compaction test results need to be identified by the permit number and address of the job. One bag cement sand slurry mix may be used and will not require compaction testing, but a copy of all slurry delivery tickets must be returned to the Public Works office in lieu of compaction tests.
9. An additional Plan/Construction Drawing including all required elements is required if adjustments are made that deviate from the approved Plan/Construction Drawing.
10. Road closures require a detour plan. This plan must be approved by the Public Works Office in addition to emergency response services.

## Washington County Public Works Contact

County Engineer	Elliott Taylor	435-301-7671	elliott.taylor@washco.utah.gov
Public Works Director	Todd Edwards	435-301-7673	todd.edwards@washco.utah.gov
Main Office	Sue Heflebower	435-301-7670	sue.heflebower@washco.utah.gov



# Encroachment Permit Application

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location (Lat/Long & Address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated construction start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated construction completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Encroachment Permit Application

**IF THIS PERMIT IS GRANTED, WE AGREE TO COMPLY WITH ALL CONDITIONS, RESTRICTIONS AND REGULATIONS PERTAINING TO WASHINGTON COUNTY ENCROACHMENT PERMITS, AND REPAIR ALL IMPROVEMENTS IN RIGHTS-OF-WAY ACCORDING TO WASHINGTON COUNTY STANDARD SPECIFICATIONS FOR DESIGN AND CONSTRUCTION.**

1. **Inspection:** Washington County or its representative shall regularly inspect the work of the licensee or his contractor to enforce compliance with this agreement and to insure proper compliance with any ordinances or regulations required by Washington County. All costs of inspection shall be reimbursed by the licensee/owner to Washington County within thirty (30) days of billing by Washington County.
2. **Costs:** The entire cost of installation and restoration shall be paid for by the licensee/owner.
3. **Relocation Costs:** In the event the right-of-way, at any future date, is so reconstructed changing vertical or horizontal alignment (change of alignment or change of grade), and shall require the relocation and/or adjustment of utilities installed here-in, the licensee/owner shall, after being notified directly by the County, make prompt relocation and/or adjustment of said utilities to clear the proposed right-of-way construction and shall assume and pay all costs in said relocation and/or adjustments.
4. **Maintenance and Construction:** In the event Washington County, in the maintenance and construction in the right-of-way where the above utility is located, shall, without intent, damage such utility, licensee/owner shall repair it at licensee/owners cost.
5. **Crossing of utility line in expansion of highway system:** It is expressly understood and agreed by the parties hereto and as part of the consideration of this agreement, the County shall have a right to cross said utility line at any point in the future construction and expansion of the Washington County road and highway system.
6. **Protection of traffic during construction:** Licensee shall so conduct his construction operation that there shall be no interference with or interruption of traffic and shall at all times maintain such watchmen, barricades, lights or other barriers for the protection of traffic as may be required to warn and safeguard the public against injury during construction in and restoration of rights-of-way.
7. **Warranty:** The licensee agrees to post a bond with the County in the amount of 10% of the total cost of construction for a period of two (2) years after completion of the work. The County may proceed against said bond to recover all expenses incurred by the County, their representatives or employees in bringing sections of the right-of-way interfered with by the licensee to current County standards. Warranty bond is not required for construction in a County right of way whose total cost of construction does not exceed \$5,000.00.

**BEGINNING WORK BEFORE PERMIT ISSUANCE CAN RESULT IN A STOP ORDER AND OR FINE**

Owner (Print): \_\_\_\_\_

Owner (Signature): \_\_\_\_\_

Owner Title: \_\_\_\_\_

## For County Use:

Bond OK: ☐ Permit #: \_\_\_\_\_

Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Washington County Public Works Office: \_\_\_\_\_



# Encroachment Permit Application

## Permit Fee Schedule

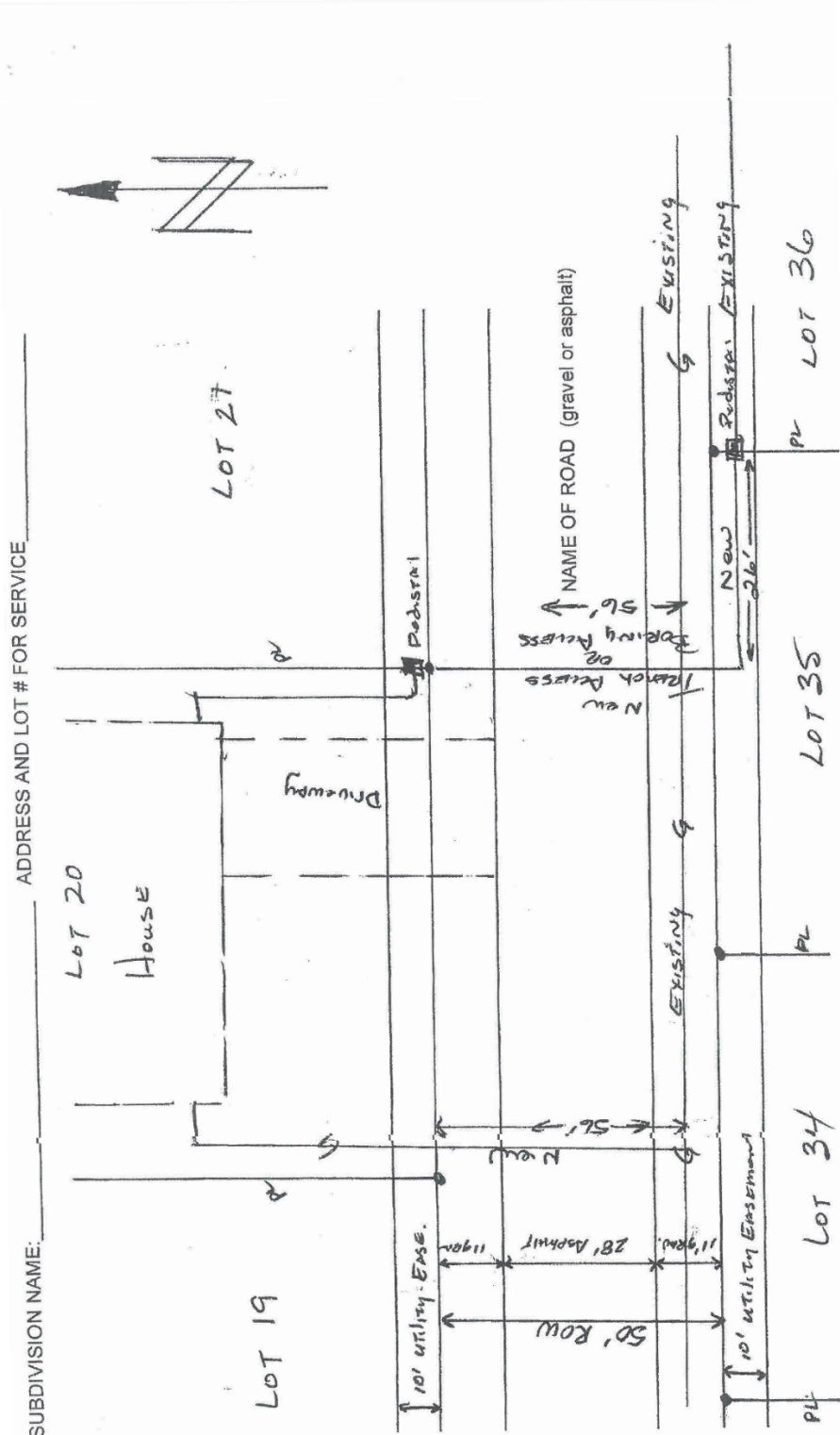
Each open-cut crossing asphalt road **\$ 300.00**

Each bored crossing asphalt road **\$ 25.00**

<i>\$ per foot</i>	<i>Length of encroachment within right-of-way or easement</i>
<b>\$ 1.00</b>	<b>0 – 1000</b>
<b>\$ 0.50</b>	<b>1001 – 5000</b>
<b>\$ 0.25</b>	<b>5001 &gt;</b>



# Example Plan/Construction Drawing for Encroachment Permit



**Plan/Construction Drawing should include:**

1. North arrow.
2. Dimensions between property lines and right-of-way.
3. Dimensions between center line of roadway and right-of-way.
4. Labeled new and existing utility lines.



## Privacy Policy Notice

Washington County is a governmental entity that is subject to the Government Records Access Management Act (GRAMA). Information you provide on an application or form (printed or online) is subject to GRAMA and may be available to the public if required by law. Some of the information on the documents may be redacted if it is classified as private, protected, or controlled.

You may view Washington County's privacy policy here.

<http://www.washco.utah.gov/services-resources/privacy-policy>

