

WASHINGTON COUNTY ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

Starting work before Permit issuance can result in a Stop Work Order and/or a Fine.

1. **Fill out application** with all information requested. (Submit inspection fee)
\$300 for one to three cuts across. \$500 for four to eight cuts. \$500 minimum PLUS \$1.00 per lineal foot for utility runs in rights of way.
2. **Attach a copy of the plan** showing proposed locations of improvements or utilities with reference to pavement and right of way lines. Plans should show cross-section of present roadway and corresponding proposed installations. Identify the location of other utilities that may be in conflict.
3. A traffic plan must be submitted with the application if normal traffic flow is changed.

APPLICATIONS CANNOT BE PROCESSED FOR DEVELOPMENT RELATED ENCROACHMENTS WITHOUT STAMPED & APPROVED PLANS

4. **Produce or verify that a current \$10,000 Permit Bond is on file.** All Contractors / Developers must be bonded with the County before work can be started.
5. **Produce or verify that a current Certificate of Insurance, with the County as an additional Insured, is on file.** Coverage to be a minimum of \$1,000,000 General Liability / \$1,000,000 Automobile Liability.
 - A. Any construction project whose total dollar amount for cost of construction does not exceed \$5,000 will have to only provide proof of liability insurance.
6. Upon approval of the application, the County Surveyors Office will sign the applicants permit. Applicant will be notified when Permit is approved.
7. Applicant shall notify the County Road Superintendent at 634-5736 or County Surveyor at 634-5780, at the start of construction to schedule inspections.

PERMIT # IS REQUIRED FOR INSPECTION NOTIFICATION

8. Compaction test results **MUST BE** forwarded to the County Surveyors office 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 County Surveyors office in lieu of compaction tests.
9. **A Drawing Of Record** must be provided if any deviations are made from the approved plan.
10. **All road closures require a detour plan.** This plan must be approved by the County, all Emergency response services and schools. If a closure is for more than the daylight hours of one day, the plan shall be published in the local newspaper(s) two days before work begins.

**WASHINGTON COUNTY
APPLICATION FOR ENCROACHMENT PERMIT
(WORK CANNOT BEGIN UNTIL PERMIT IS APPROVED)**

Date _____, 20____

Application is hereby made by: _____ Owner/Contractor

Address: _____ Phone _____

for the following purpose:

located at:

_____ in accordance with the attached plan.

Estimated cost of construction in right-of-way \$ _____

Construction will begin on or about _____, 20____

and will be completed on or before _____, 20____.

1. 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.
2. **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.
3. **Costs:** The entire cost of installation and restoration shall be paid for by the licensee/owner.
4. **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.
5. **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.
6. **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.
7. **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.

8. **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.

Owner

Signature

Title

For County use:

Bond ok _____

Permit number _____ issued on _____

County Public Works Office _____