



Big Horn County Engineering

P.O. Box 29, 425 Murphy Street, Basin, WY 82410
Phone: 307-568-2467 | Fax: 307-568-2461
E-mail: Engineer@bighorncountyywy.gov

FOR COUNTY USE ONLY

Date Received: _____
Application # _____
Field Inspection By: _____
Date: _____
Final Inspection By: _____
Date: _____

FEE AMOUNT REQUIRED \$ _____
FEES RECEIVED Yes ☐ No ☐
BOND REQUIRED Yes ☐ No ☐
BOND RECEIVED Yes ☐ No ☐
RECEIPT # _____
Bond Release Date: _____

Right of Way Permit (2 pages)

This application is required for any access, utility, road cut or other encroachment that occupies a portion of a right-of-way controlled by The County. **Submission of this form does not constitute permission to proceed. A permit must be issued by Big Horn County before activity can commence.**

APPLICANT INFORMATION:

Name (Permittee): _____
Mailing Address: _____
City, State, & Zip: _____
Phone (Daytime): _____ E-mail: _____

LOCATION DESCRIPTION (provide as much information as is necessary to easily locate the site)

Township: _____	County Road/Lane _____	At Mile Post: _____	Latitude: _____
Range: _____	_____	Approx: _____ miles	_____
Section: _____	Physical Address (if applicable) _____	_____ North _____ South	_____
Lot/Tract#: _____	_____	_____ East _____ West	Longitude: _____
		of _____ (city/defined point)	_____

Type of Permit (check all that apply):

_____ Utility (Fee: \$300) _____ Cut up to 3'x3' (Fee: \$250)
_____ Cut is 3'x3' to 3'x6' (Fee: \$750) _____ Over 3'x6' (Fee: \$1000)
_____ Access/Driveway (Fee: \$50)
_____ Encroachment (Fee: \$50) (e.g., fencing, landscaping, drainage or similar in the county right-of-way)
_____ Other (describe): _____

PURPOSE: _____ Residence or _____ Business	DRAINAGE STRUCTURE: _____ Yes _____ No If Yes, answer the following:
DIMENSIONS: Width: _____ ft. Radius: _____ ft.	Type: _____ (steel, concrete, PVC)
SURFACE TYPE (gravel, etc.) _____	Diameter: _____ Length: _____
Is the proposed access site flagged? _____ Yes _____ No	Distance from Shoulder Line _____ ft.
On which side of the County road is the access proposed? _____ North _____ South _____ East _____ West	Distance from Road Centerline _____ ft.

DESCRIPTION OF WORK:

ESTIMATED CONSTRUCTION SCHEDULE: Start Date: ____/____/____ End Date: ____/____/____

****SITE PLAN: A detailed sketch or site plan must be attached to this application. The site plan needs to indicate the proposed construction location (where on the County road for which the permit is requested) and the dimensions.**

The Permittee hereby acknowledges and agrees as follows:

1. Once approved by the Board of Commissioners, this permit allows the Permittee to occupy a portion of a right-of-way controlled by the County. This permission is limited by the type of controlling interest held by the County. Responsibility to satisfy and other fee (deeded) interests rest with the Licensee.
2. A plan sheet(s) labeled "Exhibit A", dated _____, is attached, which clearly shows the facility's alignment, grade, vertical and horizontal clearances, type of material, operating pressure and/or capacity and land reference ties, as well as dimensions from the proposed facility to the roadway centerline and/or right-of-way line, which by reference is made a part thereof.
3. All encroachments will be placed, constructed and/or maintained in a manner to conform with recognized standards such as the Big Horn County Road and Address Management Policy, Wyoming Public Works Standard Specification, applicable Federal, State or Local laws, codes, and ordinances, in the exact location shown on the attached "Exhibit A", and as directed by Big Horn County. Placing an encroachment in a location other than originally approved without obtaining prior County approval by submitting revised "Exhibit A" shall void the permit.
4. Once approved, this Permit may not be modified, transferred or assigned without the consent of Big Horn County. This Permit does not allow for the installation of additional facilities, nor does this Permit set aside a strip of land of specific width for the exclusive use of the Licensee.
5. The Permittee agrees to incorporate traffic controls for utility construction and maintenance operation as per RAMP.
6. The Permittee agrees to forever indemnify Big Horn County and save it harmless from all liability for damage to property or injury to or death of person, including all costs and expenses related thereto, arising wholly or in part or in connection with the existence construction, alteration, maintenance, surveillance, repair, renewal, use or removal of the Facility, access and/or drainage by the Permittee or his agents, for those facilities located within the County Road system. Gravel County road may be cut but the entire trench must be backfilled with 1 sack flowable fill to within 6" of finished grade. The final six (6) inches of material shall be compacted grading W crushed base placed to match the existing surface. A Paved County road will not be cut if it can be bored. If a paved road is cut, the cut must be patched according to County Engineer specifications to restore the road to its former condition and to the satisfaction of the County Engineer. All open cuts in paved County roads shall be repaired by backfilling the entire cut with 1 sack flowable fill to within eight (8) inches of finished grade. Six (6) inches of compacted grading W crushed base shall be placed over the flowable fill and a minimum of two (2) inches of compacted Hot Plant Mix pavement be placed to match the existing pavement. Hot Plant Mix pavement shall be from a commercial source approved by the County Engineer.
7. **Upon commencing, all work must be completed within 30 days unless a written request is approved by the Commissioners.** This Permit will be null and void if construction of the described facility does not commence within 180 days of approval, unless prior arrangements have been made specifying a construction period.
8. Where a shared driveway is proposed, proof of easement will be required prior to a permit being granted
9. Any disturbance of the County road way will require the addition of a minimum of 6 inches grading W (3/4" minus) Road Base over the entire width and length of the disturbance.
10. A Gravel County road may be cut but the entire trench must be backfilled with 1 sack flowable fill to within 6" of finished grade. The final six (6) inches of material shall be compacted grading W crushed base placed to match the existing surface.
11. A paved County road will not be cut if it can be bored. If a paved road is cut, the cut must be patched according to County Engineer specification to restore the road to its former condition and to the satisfaction of the County Engineer. All open cuts in paved County roads shall be repaired by backfilling the entire cut with 1 sack flowable fill to within eight (8) inches of finished grade. Six (6) inches of compacted grading W crushed base shall be placed over the flowable fill and a minimum of two (2) inches of compacted Hot Plant Mix pavement be placed to match the existing pavement. Hot Plant Mix pavement shall be from a commercial source approved by the County Engineer.
12. **IF A PAVED COUNTY ROAD IS TO BE CUT the Licensee will pay a set fee to Big Horn County for the cut-in AND will deposit a minimum of \$2,000.00 as cash bond** to be held by Big Horn County for one year following the completion of the installation to guarantee restoration of the road to its former condition and to the satisfaction of the County Engineer.
13. The Permittee is issued with the understanding that conventional constructional methods like: trenching, plowing, boring. Pole setting by truck, etc. Will be used. Activities like blasting, erection of poles of structures by helicopter, or other non-conventional methods will require specific prior approval by the County.
14. Additional specific stipulations may be attached to this form by the County and labeled "Exhibit B". The Licensee agrees to incorporate the applicable requirements in to the design of the facility and assures compliance with these requirements during the construction of the facility. Non-compliance will void this License.
15. Any change in land use which would generate greater traffic volumes for this access would nullify this Permit and a new application must be submitted.
16. Big Horn County reserves the right to inspect the right-of-way, access and drainage structure at the time of construction and at all times thereafter, and to require changes, maintenance and repairs as may be considered necessary to provide protection of life and property on or adjacent to the road at any time.

The Undersigned, the Licensee, hereby accepts this Permit subject to the terms and condition contained herein.
This License does not become valid until the appropriate fees have been received by the County.

Date: _____

Recommended by Big Horn County Engineering Office

Date: _____

Permittee (Printed Name) _____

By (Signature) _____

Chairman, Board of Commissioners, Big Horn County

Date Approved: _____