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Lori Smallwood, Big Horn County By RCraft Deputy

BIG HORN COUNTY ROAD AND ADDRESS MANAGEMENT POLICY (RAMP)

Adopted September 15, 2020



1121992

RESOLUTION NO. 5 2020 - 2021

RESOLUTION FOR THE ADOPTION OF A ROAD AND ADDRESS MANAGEMENT POLICY FOR BIG HORN COUNTY

WHEREAS, the current road policy is out of date and inadequate and the address policy has not been consistently followed with rural addresses and maintaining rural addresses and road signs; and

WHEREAS, Big Horn County Commissioners find it necessary to maintain good addressing and road mapping standards for emergency response relating to the public health, safety, and general welfare of its citizenry, and find it necessary to maintain certain standards regarding county road construction and maintenance; and

WHEREAS, Resolution 2007-2008-10, the *Resolution of the Board of County Commissioners of Big Horn County, State of Wyoming to Control Address and Road Sign Establishment* was repealed on the 15th day of September, 2020.; and

WHEREAS, a public hearing was held on the 21st day of July, 2020 in accordance with W.S. § 16-3-101, *et seq.*; and

WHEREAS, Wyoming Statute § 16-3-103 authorizes the adoption of such rules and regulations; and

WHEREAS, the Big Horn County Commissioners find it reasonable to regulate address and road construction, maintenance and associated work in accordance with W.S. § 18-3-504; W.S. § 18-3-701; W.S. § 24-3-201 *et seq.*; W.S. § 31-5-108; and W.S. § 31-5-112;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Big Horn County, State of Wyoming to adopt the ***Big Horn County Road and Address Management Policy (RAMP)***. The RAMP provides specific procedures for the orderly and consistent management, construction, maintenance and naming of County Roads and the uniform assignment of physical addresses to all principal structures, businesses and industries within unincorporated areas of the County.

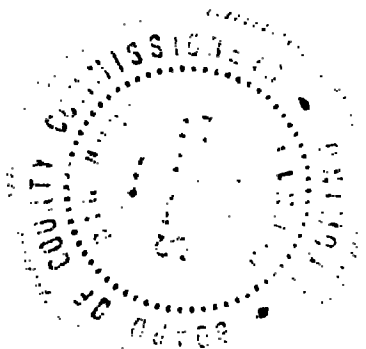
This resolution, Resolution No. 5 and regulations hereafter adopted/modified under the provisions of the named resolutions shall supersede previous resolutions and regulations relating to road and address management in unincorporated Big Horn County.

PASSED, APPROVED and ADOPTED this 15th day of September, 2020.

By: Felix Carrizales
Felix Carrizales, Chairman
Big Horn County Commissioner

Deb Craft
Deb Craft
Big Horn County Commissioner

Dave Neves
Dave Neves
Big Horn County Commissioner



ATTEST:

Lori Smallwood
Lori Smallwood, Big Horn County Clerk

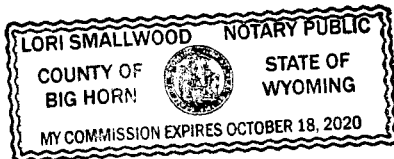
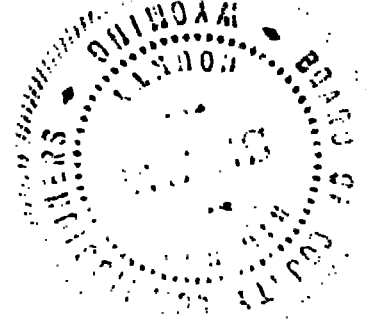
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Big Horn County Clerk

CERTIFICATE

I, Lori Smallwood, Clerk of Big Horn County, hereby certify that the foregoing Resolution was adopted by the BIG HORN COUNTY COMMISSION at a public meeting held on September 15, 2020, and that the meeting was held in accordance with applicable law; and that said Resolution has been duly entered in the RECORD of the BIG HORN COUNTY COMMISSION.

Lori Smallwood

State of Wyoming
County of Big Horn SS
The foregoing instrument was acknowledged before
me by Felix Carrizales, Deb Craft, Dave Neves
This 15 day of September, 2020
Witness my hand and official seal.
Lori Smallwood
Notary Public
My commission expires: 10/20/20



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CHAPTER 1. INTRODUCTION

Big Horn County, hereinafter referred to as "the County," spans 3,159 square miles, a vast majority of which is public lands, with elevations ranging from around 3,600 feet up to 13,000+ feet. It is a host and gateway to popular tourist and recreation attractions, offers a remote agricultural lifestyle and serves as a source for commodities found rarely elsewhere. The establishment and maintenance of an extensive road network is necessary to connect the public with commerce, personal property, recreation and communication in and around the Big Horn Basin. Varied topography throughout the County presents interesting challenges with the development and upkeep of roadways.

Though the County is rather isolated, several key primary and secondary roads constructed by the federal government and the Wyoming Department of Transportation (WYDOT) connect us to our surroundings. Among the main arteries in the County are the following highways:

- US Highway 16/20 (WY 789) runs north from Worland into the County, through Manderson and Basin, and on to Greybull where it joins US Highway 14 (running west into Greybull from the Bighorn Mountains) and turns sharply west towards Cody.
- US Highway 310 begins north of Greybull and continues north through the towns of Lovell, Cowley, Deaver and Frannie before making its way into Montana.
- US Highway 14A originates in Cody and runs east through Byron and Lovell before making a very steep ascent towards Burgess Junction in the Bighorn Mountains.

Other secondary roads (State Highways 30, 31, 32, 33, 35, 37, 114 and 433) branch off from these main highways and provide paved connective routes for residents, industry and agriculture.

As of the date of this policy, the County maintains over 230 miles of improved roads, most of which consist of a graded, crowned road top with a graveled surface. Approximately 155 miles of graveled roads provide all-weather access, with the remaining 80 miles consisting of asphalt-type surfaces. Other roadways within the County, both public and private, improved and primitive, provide the necessary access for which they were established. The County's rural road system serves families, industry (e.g., oil, gas, timber and mining); production agriculture (e.g., cattle, hogs, sheep and horse ranching), tillage farming (primarily malt barley, hay, corn, sugar beets and beans); and outdoor recreation (e.g., hunting, fishing, trapping, camping, hiking, biking, ATV adventures, sightseeing, bird watching, etc.).

The County believes that planning, design and improvement of roadways is an integrated process, interactive with other economic, political and social community processes. Safety and efficiency are concerns in the design, construction and improvement of roadways; however, access to areas of potential industrial development, mining, energy development as well as recreational opportunities for the use and enjoyment of local residents and the public in general, are also important concerns of the County road system.

The proper management of roads in the County is important for the movement of people to and from their homes and businesses. Additionally, emergency responders rely heavily on access while serving constituents in times of dire need. To expedite emergency response efforts, the County has assigned nearly 2,600 physical addresses to structures in unincorporated areas and placed address markers at the point of access to most of them. A uniform, mileage-based system is used to assign addresses. This policy also includes guidelines for the addressing of structures within the County. The process of assigning addresses relies heavily on the availability and position of access along named roads.

1.1 Purpose

The purpose of this Big Horn County Road and Address Management Policy, hereinafter referred to as "this policy," "these standards" or "RAMP" is to provide specific procedures for the orderly and consistent management and naming of County Roads and the uniform assignment of physical addresses to all principal structures, businesses and industries within unincorporated areas of the County. This policy provides the Board of County Commissioners, hereinafter referred to as "the Board," assurance that fair and equitable treatment is exercised in providing and prioritizing County Road services and that physical addresses are assigned based upon a repeatable, logical process.

The guidelines for County staff set forth in this policy are meant to be illustrative, not exclusive, descriptions of proper techniques for management of County assets, and shall not be relied upon to establish a standard of care or other determination that a particular technique of asset management is the only technique appropriate under the circumstances. The standards set forth herein shall, however, be utilized as the basis for issuance of permits and any other regulatory provisions set forth in this policy. This distinction recognizes the fact that certain provisions of this policy address actions taken by the County in its proprietary capacity (e.g., asset management by staff), while other policy provisions address actions taken by the County in its regulatory capacity (e.g., permitting and enforcement of same). Nothing in this policy shall be construed to create a private right of action of any kind, including without limitation, a private right to enforce the provisions of this policy.

1.2 Objectives

The objectives of this policy are as follows:

1. Communicate best asset management practices.
2. Provide guidelines for the maintenance of a countywide road name and rural address database.
3. Provide guidelines for the installation of road signs and rural address numbers.
4. Assist in the administration and maintenance of County assets.
5. Clarify maintenance levels of service and apply them to assets.
6. Standardize construction activities.
7. Provide guidelines for all aspects of construction.
8. Outline permitting requirements that parties, other than the County, must satisfy in order to utilize or undertake certain activities that may affect County assets.
9. Provide guidelines for staff to review private development requests.
10. Develop a baseline for the allocation of funding and resources for roadway maintenance within the County. The policy is designed to ensure that the County can better meet the expectations of the public when it comes to maintaining county roads by establishing a long-term outlook.
11. Preserve the County's capital investment in paved roadways by providing proper and timely maintenance.
12. Propose the most cost effective treatment options for County roads according to their current condition.
13. Provide a systematic way to budget for the maintenance of County roads.
14. Re-evaluate roadway conditions and establish long-term benchmarks to be met by future plans.

15. Provide guidelines for the issuance of rural addresses, including those for new development.

16. Provide a logical system for assigning addresses to structures in the County.

This policy is intended to aid the County in making cost-effective decisions that preserve/improve current roadways and properties. This policy shall be reviewed periodically to remain current with the expanding needs and expectations of the County.

1.3 Applicability

This document applies to all County roads and structures located within the unincorporated areas of Big Horn County, Wyoming.

1.4 Statutory Authority

The State of Wyoming, through the following statutes authorizes the Board to administer the County's assets related to roads, access and addressing.

- W.S. § 16-3-103 allows for the adoption of rules that describe the organization, procedures, or practice requirements of any agency.
- W.S. §18-2-101, "General Powers" and §18-3-504, "Powers and duties generally", authorizes the Board of County Commissioners to manage the business and concerns of the County in the exercise of its corporate or administrative powers.
- W.S. §18-3-504(a)(vi) pertains to the layout, alteration or discontinuance of roads running through the county.
- 18-3-506 allows commissioners to establish rules and regulations to govern the transaction of their business.
- W.S. §18-5-201, et seq., provides for a county's authority over location and use of buildings and structures and the use and occupancy of lands.
- W.S. §18-5-306 (a)(vii) provides for a county's authority over subdivision roads.
- W. S. §24-1-104: "Management and Control of County Roads," authorizes the Board of County Commissioners to administer the County road system including, but not limited to, maintenance, layout, establishment, alterations, vacations, property acquisition and traffic regulations.
- W. S. §24-3-101, et seq. outlines the authority and procedures to be followed in the establishment, vacation or alteration of County highways. This policy is considered a minimum guideline and is not intended to replace or to conflict with this nor any other federal or state law or regulation. Should there be a conflict, the more stringent law, regulation or statute shall apply.
- W.S. §§24-6-101 through 111 provides counties with additional authority over access issues related to public highways.
- W.S. §35-10-401 provides that public highways, including county road rights of-way, shall not be obstructed, and provides for criminal penalties.
- W.S. §§6-6-301 through 307, prohibits unlawful conduct within governmental facilities, including land under the control of a governmental body.

This policy establishes certain rules, standards and guidelines that have the force of law. Violations of these rules are punishable as provided herein or as established by Wyoming State Statutes, as amended.

1.5 Delegation of Authority

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Road Standards

- The Board delegates the County Engineer as the authority to administer and enforce Chapter 3 this policy.
- The Board delegates the County Engineer and the County Road and Bridge Foreman as the authorities to review Right-of-Way Permits, examine road-related issues and conduct inspections.

Physical Addresses

- The Board delegates the County Land Planner as the authority to administer and enforce Chapter 4 of this policy and assign addresses in unincorporated areas of the County.

The Board may appoint other designees or agents as may be appropriate to enforce the standards of this policy.

1.6 Repeal of Conflicting Provisions

This policy is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. Where this policy and another policy or regulation, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

1.7 Interpretation

In the interpretation of this policy, all provisions shall be:

- 1) Considered as minimum requirements;
- 2) Liberally construed in favor of the governing body; and
- 3) Deemed neither to limit nor repeal any other powers granted under state statute.

1.8 Severability

This policy is hereby declared to be severable. Should any portion of this policy be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purpose(s) of this policy before the declaration of partial invalidity.

1.9 Warning and Disclaimer of Liability

This policy shall not create liability on the part of Big Horn County, or any officer or employee thereof, for any damages that result from reliance on this policy or any administrative decision lawfully made in furtherance of them.

CHAPTER 2. DEFINITIONS AND TERMS

2.1 Acronyms

Acronyms found in this policy represent the full text shown in Table 1.

Table	
Acronym of Short Form	Full Name or Meaning
AASHTO	American Association of State Highway and Transportation Officials

ADT	Average Daily Traffic
MUTCD	Manual on Uniform Traffic Control Devices
PLSS	Public Land Survey System
WPWSS	Wyoming Public Works Standard Specifications
WYDOT	Wyoming Department of Transportation

2.2 Terms

Unless specifically defined in Chapter 2, words or phrases used in this policy shall be interpreted according to the meaning they have in common usage.

"Access" – an entrance or exit to another public roadway or to private or public land from a street or highway

"Address" – a numerical symbol identifying a residence, business or other facility that is located along an access

"Asset" – any County-owned or maintained road, right-of-way, trail, facility, vehicle, equipment or property

"Bridge" – a structure erected over a depression or an obstruction, such as a waterway, highway or railway, having a passageway for carrying traffic and an opening, measured along the center of the roadway, of more than 20 feet

"Clear Span" – the distance measured along centerline from the front face of a support to the front face of the next support in a bridge structure

"Contractor" – any person or organization who is party to a contract with the County to construct, renovate, or perform major maintenance of any road, public road, bridge, public improvement, structure or system

"County Road" – any road or right-of-way established by the County and according to state statute within the jurisdiction of Big Horn County

"Culvert" – A structure other than a bridge that creates a transverse opening under a roadway or embankment for drainage or similar purposes

"Easement" – a right of use over the property of another; the right to use the real property of another for a specific purpose

"Materials" – All components required for construction of the project

"Pavement" – The layers of oil-based materials placed on a subgrade to support and distribute the traffic load to the roadbed. Needs to include oil and a double-invert road treatment (back to back layers of chip seal) as well as asphalt overlay

"Paved" – means a roadway which is covered by hot-rolled asphalt or concrete but is not constructed solely of recycled asphalt

"Private road" – a roadway for the use of an individual or particular group of individuals; every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons

"Professional engineer" – A person registered and authorized to practice in one or more branches of engineering by the Wyoming State Board of Registration for Professional Engineers and Professional Land Surveyors. When the expertise of a particular branch of engineering is specified (for example, civil engineering), the County requires registration in that discipline

"Public road" – a road right-of-way or easement dedicated or established for the use of the general public; not

to be construed as a County road

"Residence" – a house or facility which may be any structure, such as a building, or temporary, such as a trailer which is occupied/lived-in for some continuance of time on a parcel of property

"Right-of-way" – the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another

"Road" – a general term denoting a public usage way used for vehicular travel, including the entire area within the right-of-way

"Roadbed" – the graded portion of highway within the top and side slopes, prepared as a foundation for the pavement structure

"Shoulder" – The portion of the highway, street or road next to the traveled way. Provided for stopped vehicles, emergency use and lateral support of the base and surface covers.

"State highway" – a right-of-way established according to statute by the State of Wyoming, under the jurisdiction of the State of Wyoming.

"Subdivision" - The creation or division of a lot, tract, or parcel or other unit of land for the immediate or future purposed of sale, building development or redevelopment, for residential, recreational, industrial, commercial or public uses. The word subdivide or any derivative thereof shall have reference to the term subdivision, including mobile home courts, the creation of which constitutes a subdivision of land.

"Subdivision road" – a road right-of-way or easement dedicated or established through the subdivision process.

"Subgrade" – the top of a roadbed upon which road surface and shoulders are built.

"Unmanned facilities" – facilities that are not considered places of residence or business.

CHAPTER 3. ROADS, BRIDGES AND OTHER DEVELOPMENT IN COUNTY RIGHTS-OF-WAY

3.1 DECLARATION OF COUNTY ROADS

County roads are all roads in the County that have been established pursuant to the laws of the State of Wyoming and/or are accepted by the Board.

3.2 CLASSIFICATION AND NAMING OF ROADS

Roads contained in the County-wide circulation system are classified based on their functional use and traffic volumes. Ownership of the road rights-of-way and the party responsible for maintenance are determined in accordance with state statutes or controlled by the Board. Establishment of a road right-of-way does not guarantee the road is eligible for maintenance or that it is or will be maintained by the County.

3.2.1 Road Classes

Primary or Arterial Roads

Primary or arterial roads are generally through roads carrying traffic to and from major areas of population with minimal interference and are normally high-speed roads containing all signage and road markings to accommodate higher volumes of traffic. Average Daily Traffic (ADT) counts for primary or arterial roads are greater than 700 (>700) vehicles per day (see *Table 1: Design Capacity of Classes of Roadways*). These types of roadways are most often under WYDOT supervision and authority within the County. The County, itself, does

not currently have any County Roads that meet this classification.

Secondary or Collector Roads

Secondary roads serve as collectors of traffic from residential, industrial, agricultural and recreational areas to the primary road system. Secondary roads provide a link between local roads and arterial roads. Secondary roads should be designed so that they do not disrupt the activities and land uses they serve. Secondary roads should provide for relatively high overall travel speeds. In addition, access to secondary roads should be designed so as to minimize interruption of traffic flows. Typically the ADT is greater than or equal to 100 (≥ 100) and less than or equal to 700 (≤ 700) vehicles per day. The County has numerous roads that qualify for this classification. Secondary roads are characteristically an asphalt paved surface.

Residential or Local Roads

Residential or local roads provide access to primary and secondary roads for industry, service vehicles, agriculture, recreationists and the general public. These roads may be of an asphalt surface or an all-season graveled surface with adequate drainage and signage to direct safe usage by the general public. Most County Roads fall within this classification. The typical ADT for residential or local roads is <99 vehicles per day.

Primitive or Two-Track Roads

Any road or trail pioneered by and for a local purpose and that primarily serves as minimal access to outlying areas for recreation, ranching, industry, or privacy issues would fall within this classification. This type of road is typically seasonal and probably receives little or no regular road maintenance.

Table 1: Design Capacity of Classes of Roadways

CLASSIFICATION	AVERAGE DAILY TRAFFIC (ADT)
Primary (Arterial)	>700 ADT
Secondary (Collector)	100-700 ADT
Residential/Local	<99 ADT
Primitive/Two-track	N/A

3.2.2 Road Types Based Upon Ownership and Maintenance

Examples of road types are as follows:

- **County Roads:** Under this category, the County, through the Board and/or in accordance with State Statute, has accepted the road rights-of-way and has assumed responsibility for construction and road maintenance.
- **County Road Rights-of-Way Not Maintained by County:** In some instances, the County has accepted road rights-of-way but does not routinely maintain the roadway. These rights-of-way are available for the use of the public or reserved for the future needs of the County.
- **Private Roads:** This category includes all roads where the adjacent property owners retain ownership of the road right-of-way either through a deed, easement or covenants, and they generally hold responsibility for its maintenance. Included are subdivision roads, whether private or available for public travel. The County, as a general rule, does not maintain any private roads. Exceptions may exist, such as a through road serving other County residents or businesses beyond a subdivision.

3.2.3 Road Naming

A named road does not imply that it is established as a County road, nor that it is maintained by the County (i.e., platted subdivision roads or lanes and roads never adopted as County roads). However, the name or number assigned to each road does identify it for rural addressing purposes.

3.2.3.1 Roads Requiring Names

All County and public roads shall be named and all other roads may be named if they meet at least one of the following conditions:

- a. If the road is in a platted subdivision.
- b. If three or more addresses exist or are proposed along a private road or are served by the private road.
- c. If the County, a rural addressee or a potential addressee requests a private road be named.

3.2.3.2 Road Naming Considerations

Historically, the naming of roads in the County was not always conducted in a clear and consistent manner; this resulted in several duplicate, conflicting or confusing road names. The County strives to correct road names as is feasible or required to improve the safety and welfare of the public. Following are considerations required by the County as of the date of this policy; roads named prior to the date of this policy may not comply with these considerations. The County reserves the right to approve or deny road names.

- Avoid duplication of road names within the County, as well as duplication of road names existing in municipalities.
- Prohibit naming private roads with names and numbers already assigned to County roads. For instance, if one portion of a road is considered County-owned and another portion of the same road is deemed private, the private portion of the road shall not have the same name as the County road.
- Names having the same or similar pronunciation but with different spellings as existing road names should be avoided (e.g., Smith or Smythe; Reed or Reid; Allen or Alan).
- Special characters, such as hyphens, apostrophes or dashes, shall not be used in road names.
- Directional terms shall not be used as road names (e.g., North Lane).
- County-approved road suffixes and abbreviations are as follows: Alley (ALY), Avenue (AVE), Boulevard (BLVD), Circle (CIR), Court (CT), Drive (DR), Highway (HWY), Lane (LN), Road (RD), Street (ST) and Terrace (TER).

3.2.3.3 Road Naming Procedure

County Roads

County Roads are assigned a road name and/or number, which is used for identification purposes to help speed emergency access by first responders and to assist in locating utilities and services. Historically, roads in the County were given a unique numeric designator upon adoption (e.g., 9-37); however, most County roads are recognized by more common road and lane designations (e.g., Lane 10 or Road 5). County roads are numbered based upon their distance in miles from the northwest corner of the County and generally align with the bounds of section lines as part of the Public Land Survey System (PLSS). Roads are given a road designation (e.g., County Road 12) if they are oriented north to south and a lane designation (e.g., County Lane 12) if oriented west to east. There are cases where roads are not assigned a number due to historical or local preference (e.g., Greybull River Road and Cold Springs Road). All County road names or numbers are approved by the Board upon recommendation by the County Engineer and/or Land Planner. The official name is reported

to and recorded in the inventory of roads within the State of Wyoming.

Private Roads as Required by Addressing

In the event that three or more addresses are needed or anticipated along an unnamed, private access (road), the Board requires that the road be named. All addresses along the road must be assigned or reassigned based upon their distance from the origin of the road and which side they are on (see CHAPTER 4). Where a private road intersects only one named road, the origin is the intersection of the roads. Where a private road intersects more than one named road, generally the westernmost or northernmost intersection would be deemed the origin (at the discretion of the Engineer and/or Land Planner). Following are the steps taken to name a private road:

1. Land Planning shall notify each impacted landowner and addressee of the road naming and readdressing requirement via certified mailing. Each landowner will be given 30 days to respond and provide road name recommendations. The County encourages those impacted by the pending change to discuss and select road name recommendations.
2. The Land Planner will present the road name recommendations to the Board; the Board will select a road name from those provided.
3. Following the official naming of the road, the Land Planner will notify all parties impacted by the change. The most recent address applicant will be responsible for purchasing a private road name sign, post and necessary hardware that comply with this policy. If the sign will be placed within a County right-of-way, the Road and Bridge Department will install the sign.

Private Roads as Required by Subdivision

Subdivision roads must be named as part of the subdivision process. The road names shall follow the guidelines outlined in this policy. The Board is the final authority for the naming of subdivision roads. Subdivision road names become final upon the recording of an approved subdivision plat. The subdivider is responsible for purchasing road signs, posts and hardware that comply with this policy. Any signs to be placed within a County right-of-way shall be installed by the County Road and Bridge Department. Any existing addresses impacted by a newly named subdivision road will require reassignment at the expense of the subdivider(s).

Private Roads as Requested

Landowners may request to name their private drive that intersects another named road for addressing purposes. Such requests require that the owners of the land crossed by the access submit a formal written and signed request to the Board citing three possible names for the access. The Board will review the request and, if approved, select one of the three names provided. Naming of private roads is at the discretion of the Board. Upon approval of a new private road name, those requesting the name will be required to purchase a road name sign, post and hardware that comply with this policy. If the sign will be placed within a County right-of-way, the Road and Bridge Department will install the sign. Any existing addresses impacted by a newly named private road will require reassignment at the expense of the requestor(s).

3.3 ROAD AND BRIDGE DESIGN AND CONSTRUCTION STANDARDS

3.3.1 Overview

This section sets forth general standards for roadway and bridge design in the County and is intended for use by design engineers and developers. While not all county roads are 100% in compliance with these standards at this time, it is the County's desire to bring all the roads into compliance subject to existing geographical conditions and budget limitations.

- The basis for design used in these standards is the American Association of State Highway and Transportation Officials' (AASHTO) "A Policy on the Geometric Design of Highways and Streets."

- The basis for construction used in these standards is the Wyoming Public Works Standard Specifications (WPWSS).

Alternatively, applicable specifications of other agencies or organizations may be incorporated into designs provided they are approved in advance by and at the sole discretion of the County.

3.3.2 Planning for the Future

Prior to the design of a new road or upgrade/redesign of an existing road, projections of future development and densities, estimates of future traffic volumes and appropriate classifications and design speeds shall be determined by a qualified engineer. The road classification determines the geometric cross section and maximum sustained grades, while the design speed determines minimum or maximum standards for elements of alignment such as stopping and passing sight distances, radii of curvature, tangent lengths and super elevation transition lengths.

The following are minimum considerations for road planning:

- Design period: Roadway design shall be based on the projected needs twenty (20) years after construction.
- Projected development: Projections of development over the design period shall be based on existing land use, proximity to developed areas, historic growth and other factors, such as County or municipal development plans which can be expected to influence development.
- Projected traffic volumes: *Table 2: Per Unit Average Traffic* illustrates traffic generated for various types of development. For example, residential property generates an ADT count of ten (10) trips per unit. These per unit ADT counts are applied to the projected development to generate estimates of the design year traffic volumes. When per unit ADT counts are not listed for a type of development, or an ADT has not been established for a particular category or location by the County, the design engineer shall use an acceptable reference approved by the County, such as the Institute of Transportation Engineer's (ITE) *Trip Generation Manual* (current edition), to obtain the appropriate ADT count. Traffic volumes will be projected following common accepted practices.
- Access to subdivisions shall be in accordance with the current County subdivision regulations.
- Road rights-of-way shall be provided from proposed subdivision roads or streets to adjacent or adjoining lands if such easements or rights-of-way would improve access to the lands for potential development or potentially landlocked lands and would facilitate the development of a coordinated road system developing within the area.
- Roads shall be designed and aligned to join with planned or existing roads.

Table 2: Per Unit Average Traffic		
TYPE	UNIT	ADT
Residential	Per Dwelling Unit	10
Condominium/Townhouse	Per Dwelling Unit	7
Mobile Home Park	Per Dwelling Unit	5
Hotel	Per room	9
Restaurant	Per 1,000 S.F. gross	90
Commercial	Per 1,000 S.F. gross	115
Office	Per 1,000 S.F. gross	11
Campground	Per space	7
RV Park	Per space	7
Super Market	Per 1,000 S.F. gross	102
Other uses		Per unit ADT shall be approved by the County

3.3.3 Minimum Road Design and Construction Standards

Table 3: Summary/Minimum Road Design Elements provides a summary of minimum road design standards that may be used in referencing future road construction. The County reserves the right to review all plans for development that may affect the safe and efficient flow of traffic within the County.

Table 3: Summary/Minimum Road Design Elements

DESIGN ELEMENT	PRIMARY	SECONDARY	RESIDENTIAL/ LOCAL	PRIMITIVE/ TWO-TRACK
Right-of-Way Minimum (ft)	60	60	60	40
Minimum Recommended Design Speed (mph)	65	60	50	30
Number of Lanes	2	2	2	N/A
Lane Width (ft)	12	12	12	N/A
Shoulders (ft)	4	2	2	N/A
Maximum Sustained Grade	6.00%	6.00%	6-8%	10.00%
Bridge Width (min) (ft)	32	32	24	N/A
Design Loading	HS20-44	HS20-44	HS20-44	HS20-44
Return Radius (ft)	35	30	20-25	20
Typical Speed Limit	65	55	45	30
Cross Slope w/o Super Elevations (%)	3(max)	3(max)	3(max)-2(min)	2(min)
Max. Super Elevation (%)	4	4	4	4
Minimum Road Grade (%)	0.5	0.5	0.5	0.5
Max. Road Grade (%)	6	6	6	8
Max. Grade @ Intersection	2% for 400'	2% for 300'	4% for 150'	4% for 100'
Minimum Pavement Sections: Hot Mix Bit. Pavement (min)	3"	If Paved 3"	If Paved 2"	N/A
Crushed Gravel (min)	8"	6"	6"	N/A

NOTE: Variations may be approved by the County based on generally accepted engineering practices, references and standards.

Other design standards such as road horizontal alignment, vertical alignment and clearances, geometric cross sections, side slopes, drainage design, etc., are not delineated here, but adherence to AASHTO standards is implied. All County design standards shall meet the requirements as outlined in the *County Road Fund Manual* as adopted by the Wyoming County Road Standards Committee. Samples of typical road cross-section drawings are included in APPENDIX A:

All new road and bridge construction and any upgrading of the existing roads or bridges commencing after the effective date of this policy shall adhere to these standards unless administrative relief is granted in accordance with these standards.

3.3.3.1 Construction of New Roads

Where new roads are proposed to be built by the County or a developer, the proposal shall include an analysis of the projected traffic volumes, information on topography, drainage and extent of cuts and fills, along with construction plans and specifications. The road design and construction specifications shall be reviewed and approved by the County Engineer in conjunction with the preliminary plat prior to commencement of construction. The total cost of roads required to serve new development shall be borne by the developer. It shall be the developer's obligation to obtain all necessary rights-of-way, permits, agreements and easements prior to approval of construction plans. Any necessary signage or traffic control devices shall be the responsibility of the developer and follow the specifications stated in Section 3.4.3: Traffic Control and Signage.

3.3.3.2 Upgrading Existing Roads

Where new development is proposed along existing County roads or proposed to intersect an existing County road (Section 3.4.1: Driveways/Approaches), the developer's proposal shall include an analysis of the projected traffic volume and impacts, along with information on existing road widths, curves, intersections and drainage. If requested by the County, a traffic impact study in accordance with accepted traffic engineering standards shall be submitted by the developer. This information shall be reviewed by the County and recommendations shall be made as to what improvements are necessary to accommodate the potential traffic to be generated by the new development.

Occasionally, use or projected use exceeds the potential of an existing road surface. If a proposed development will cause the maximum limits to be exceeded on the adjacent roads, the developer shall improve the affected roads to a classification where the maximum limit is not exceeded. The developer shall be responsible for all costs incurred to upgrade existing County roads unless approved otherwise by the Board.

Roads petitioned to become part of the County road system, may need to be upgraded to County standards as outlined in this policy before they will be adopted. The determination to bring a substandard road up to County standards shall be made by the Board with recommendation by the County Engineer.

3.3.4 Bridge Design and Construction Standards

Following are the standards and specifications required for the design and construction of bridges in the County.

- Bridges shall conform to AASHTO, Standard Specifications for Highway Bridges, latest edition.
- The design loading requirements shall conform, at a minimum, to AASHTO HS20-44 specifications.
- Plans and a design report shall be prepared by a Wyoming licensed engineer and shall be submitted to the County for review and approval prior to construction.
- Clear deck width, at a minimum, must accommodate the full width of the travel lanes of approach roads.
- The waterway area shall accommodate a 1-percent-annual-chance flood event, unless otherwise specified by the County. A minimum of two (2) feet of freeboard is required. Additional freeboard shall be required when debris laden flows are anticipated. Refer to the *Flood Damage Prevention Regulation for Big Horn County, Wyoming*, for additional information and permitting requirements. Proposed bridge construction or modification in the mapped floodplain by either a public (County, State or Federal) or private entity requires a County Floodplain Development Permit prior to work commencing.
- All bridges with a clear span of 20 feet in length or greater shall be submitted to WYDOT's Bridge Department for review and approval before the County will approve plans and designs.

3.4 STANDARDS FOR OTHER DEVELOPMENT IN COUNTY RIGHTS-OF-WAY

The County recognizes that there are multiple considerations for disturbances in the right-of-way of County roads. The following guidelines are provided to facilitate the design and proper construction. To maintain a reasonable uniform road surface appearance, the County may require a chip seal or other approved remedy over the area of disturbance plus ten (10) feet on either side. Should this be required and the contractor is unable to chip seal or remediate to County specifications the area due to weather or other causes, the contractor may bond the work or a cost shall be determined by the County and invoiced to the contractor upon completion of the work by the County.

Materials including, but not limited to, cattle guards, culverts, signs and conduits shall be new unless approved

3.4.1 Driveways/Approaches

Whenever a property owner, developer, contractor or other individual proposes to connect a driveway/approach (hereinafter referred to as an "access") to a public roadway, they must obtain a Right-of-Way Permit from the County prior to commencing construction per Section 3.6.4: Right-of-Way Permits. A driveway is a private road connecting to a County road, which serves individual or multiple parcels, residences, commercial businesses, recreation sites, institutional or industrial land uses or a combination thereof. An access way connecting to a County road which serves a ranch or farm and any associated residence, regardless of length, shall be considered a driveway, and shall meet only such standards as are necessary for public health and safety. The County highly recommends and encourages access roads be constructed in a manner that allows for emergency vehicle access.

Maintenance of accesses, including but not limited to any related culverts, drainages and surfacing, shall be the responsibility of the property owner. The actual location, width and construction requirements are dependent on the use of the access, including circular and/or multiple accesses and will be reviewed and approved by the County during the Right-of-Way Permit process. If it is determined that the proposed access may have a significant impact on the County road, the applicant must adhere to the requirements of Section 3.3.3.

Driveways shall be placed so the following minimum distances are maintained to any road intersection, including a T-intersection on the opposite side of the road from a property where a driveway is proposed.

1. Minimum distance from intersections: Where the driveway connects to a local access or low volume road, there must be a minimum distance of fifty (50) feet between the driveway's curve return and the nearest curve return of the road being intersected. Where a driveway connects to a collector or larger road, there must be a minimum distance of one hundred (100) feet between the driveway's curve return and the nearest curve return of the road being intersected.
2. Spacing between driveways: Driveway openings shall be not closer together than a minimum of forty (40) feet as measured from curve return to curve return, or else shall be combined. More spacing may be required for traffic safety and proper traffic operation.
3. Shared driveways: Developers or property owners proposing the use of shared driveways shall record an easement defining the location of the driveway and who is to benefit. Proof of easement is required before a Right-of-Way Permit for a shared driveway will be granted.
4. Driveway widths: The dimensions of driveway widths and radii shall be as shown in Table 4: Driveway Surface Widths. Proposed driveway widths shall be provided on Right-of-Way Permit Applications to be approved by the County prior to construction.

Table 4: Driveway Surface Widths and Radii

TYPE OF SERVICE	MINIMUM/MAXIMUM DRIVEWAY	MAXIMUM RETURN RADIUS
Commercial/Other	20 ft. min / 40 ft. max*	30 feet
Field Entrance	16 ft. min / 24 ft. max	10 feet
Individual Residence	16 ft. min / 24 ft. max	20 feet
Duplex or Multiple Residences	20 ft. min / 40 ft. max	20 feet
Multi-family	20 ft. min / 40 ft. max	20 feet

* To be determined at time of site plan review.

5. Grades: Driveways shall have a maximum grade of eight (8) percent and shall provide a reasonable transition in terms of grade between the edge of the County road and at least the initial 25 feet of the driveway length. For single family residences and duplexes located on lots having difficult terrain, driveway grades may exceed eight (8) percent as approved by the County.
6. Vehicle turnarounds: All driveways connecting to roadways with daily counts greater than five hundred (500) ADT shall include an area outside of the County road right-of-way allowing vehicles to safely turn around to avoid having to back onto the roadway when exiting.
7. Surfacing of driveways: Driveways may be either graveled or paved. Where a driveway is to be graveled, the surface shall be constructed of minimum of six (6) inches of crushed road base compacted to ninety-five (95) percent standard proctor. Where a driveway is to be paved, the surface shall be constructed with a minimum of six (6) inches of crushed road base compacted to ninety-five (95) percent covered with a minimum of two (2) inches of asphalt.
8. Provisions for drainage: Driveway design shall make adequate provision for drainage and prevention of erosion. All driveways shall have minimum fifteen (15) inch diameter culverts to handle roadside drainage, unless otherwise approved by the County.
9. Minimum sight distance: The first ten (10) feet of the driveway from where it intersects the County road shall be designed and located to provide a minimum sight distance clear of all obstructions, natural or man-made, for at least two hundred (200) feet in either direction on local access roads and four hundred (400) feet on collector roads.
10. Perpendicular approach to County road: Accesses shall be constructed perpendicularly to the County road. If perpendicular access is not feasible, then a request for a waiver or variance of the perpendicular requirement shall be submitted in writing to the County for review and approval.

See typical access location drawings in APPENDIX B: for additional information.

3.4.2 Parking Areas and Turnouts

Whenever a property owner, developer, contractor or other individual proposes to connect a parking area or turnout to a public roadway, they must obtain a Right-of-Way Permit from the County prior to commencing construction per Section 3.6.4: Right-of-Way Permits.

Following are the standards for parking areas and turnouts adjacent to County road rights-of-way.

1. Minimum distance from intersections: Where a parking area or turnout connects to a local access or low volume road, there must be a minimum distance of fifty (50) feet between the parking area or turnout's curve return and the nearest curve return of the road being intersected. Where a parking area or turnout connects to a collector or larger road, there must be a minimum distance of one hundred (100) feet between the parking area or turnout's curve return and the nearest curve return of the road being intersected.
2. Minimum Radii: Parking areas and turnouts shall have a minimum radius of thirty (30) feet.
3. Grade: Parking areas shall have a maximum grade of four (4) percent and a minimum grade of (1) percent to facilitate drainage away from the County roadway.
4. Surfacing: All parking areas shall be constructed with a minimum of six (6) inches of crushed road base compacted to ninety-five (95) percent standard proctor. Paving of a minimum of two (2) inches of asphalt will generally be required when fifteen (15) or more parking spots are established for commercial

or industrial facilities. Due to the frequency of use and specific function, the design and construction of parking lots comprised of fifteen (15) or more parking spaces must be approved by the County.

5. Provisions for drainage: Parking area and turnouts design shall make adequate provision for drainage and prevention of erosion. All parking areas and turnouts shall have minimum fifteen (15) inch diameter culverts to handle roadside drainage, unless otherwise approved by the County.
6. Minimum sight distance: The first ten (10) feet of the parking area or turnout from where it intersects the County road shall be designed and located to provide a minimum sight distance clear of all obstructions, natural or man-made, for at least two hundred (200) feet in either direction on local access roads and four hundred (400) feet on collector roads.

3.4.3 Traffic Control and Signage

The County endeavors to maintain safe traffic control throughout the County. All signs, striping, markers, delineators, signals and other traffic control devices shall conform to the requirements of the *Manual on Uniform Traffic Control Devices (MUTCD) latest edition*, published by the U.S. Department of Transportation, Federal Highway Administration. The County will continue to update signs as needed to remain current with the standards set by the MUTCD.

In new developments, all required street sign names, speed limit signs, stop signs and other traffic control devices shall be paid for and installed by the developer and approved by the County. Nonstandard signs or other traffic control devices are subject to rigid control and approval by the County shall be obtained prior to their use. All signing and striping plans shall be submitted to the County for approval. Following are additional considerations related to common traffic control and signage in the County.

- Signs within County Rights-of Way: All signs within County rights-of-way are posted solely at the County's discretion and in compliance with the *MUTCD, latest edition*. Individuals or others requesting posting of any signage within a County right-of-way must make a formal request in writing to the County Engineer. The County Engineer will make a recommendation to the Board, who will make the final decision to approve or disapprove. If permission is granted for posting, all material expenses will be borne by those requesting same and the maintenance thereof; installation of private road signs within County rights-of-way will be at the direction of the County.
- Address Markers: New and replacement address markers purchased by landowners or the County for County-assigned physical addresses will be ordered and installed by the County Road and Bridge Department. Refer to APPENDIX C: for address marker specifications.
- County Road Signs: See APPENDIX D: for County road sign specifications.
- Subdivision and Private Road Signs: Signs within subdivisions or along private roads are the responsibility of and are to be maintained by the subdivision developer and/or landowner(s). Subdivision and private road signs which are located in a County right-of-way must conform to the standards in APPENDIX D:.

3.4.4 Mailboxes

All new mailbox installations within a County right-of-way shall require the approval of the U.S. Postal Service and the County.

- Mailboxes shall have turnouts constructed with joint consideration of the box holder, the County and the U.S. Postal Service.
- All mailboxes and turnouts must be designed, constructed and installed in conformance with Section 3.4.2: Parking Areas and Turnouts and Section 3.4.4: Mailboxes.

- Mailboxes shall be stationed at least 10 feet from the edge of the traveled roadway to move the box holder and the mail carrier safely out of the lane of traffic; likewise, snow plowing, borrow ditch maintenance and right-of-way mowing operations are considerably easier for the County maintenance crews.
- Box holders may remove or replace their existing mailboxes and stands at their own expense, provided the design of their structure is not deemed a safety hazard by the U.S. Postal Service or the County.
- When the County has a road reconstruction, repair or upgrade project affecting mailbox stationing, the Road and Bridge Foreman will be responsible for turnout construction, notification of box holders and scheduling of construction.
- The County encourages the use of community mailbox "banks" as provided by the U.S. Postal Service, in areas where close approaches and local landowners are in close proximity to each other. Examples might be at the intersection of a subdivision access road and a County road, or a country lane where landowners' approaches occur frequently and may have multiple mailboxes clustered because of existing side lanes. In these instances, a cooperative agreement between area landowners, the U.S. Postal Service and the County may be used to provide for positioning and construction of a safer and more convenient mail delivery service location.

If a mailbox is damaged by the impact of plowed snow or ice, it shall be replaced or repaired by the mailbox owner and at the owner's expense. If a mailbox or the mounting post is accidentally struck or damaged by direct contact by a County snow plow or other County-operated maintenance equipment, it shall be repaired or replaced by the County with an equal size and quality mailbox. The replacement by the county will only be done if the damaged mailbox was installed and positioned in accordance with the standards identified above.

3.4.5 Cattle Guards

The County maintains existing cattle guards on the County road system. If a property owner requests a new cattle guard within the County road rights-of-way system, the Board, per W.S. §11-28-105, shall consider the request and recommendations of the County Road and Bridge Foreman and may authorize the installation. The Board of County Commissioners shall be responsible for determining if the petitioner or County shall be responsible for payment. If a cattle guard is installed at the request of a property owner, the property owner shall reimburse the County for the cattle guard materials. Installation of the cattle guard will be completed by the County. The property owner is responsible for all fencing to be connected to the new cattle guard in accordance with state statute regarding fences and cattle guards. All cattle guard installations require a Right-of-Way Permit and must be designed, constructed and executed in conformance with the standards defined in this policy.

3.4.5.1 Cattle Guards Installed on Graveled Roads

Following are the standards for cattle guards installed on graveled roads in the County.

1. The cattle guard grate shall be at least 7.5 feet wide (line of travel).
2. Sections of cattle guard shall be of sufficient number and length so as to reach the total width of the designed road top.
3. Cattle guard design shall meet or exceed US Forest Service standards with an HS20-44 loading for cattle guards.
4. Foundation supports (sills) shall be of materials suitable to support design traffic loading. Sills may be of treated lumber or preferably of concrete and split at the center of the road to allow 2% crown. Concrete sills should have belting or a similar type of material for the steel grate of the cattle guard to sit on.

5. Guard wings, or other construction to allow attachment of partition fence to cattle guard, should be constructed of materials comparable to that of the cattle guard. Sloped wing or swing-wing guards may be used.

3.4.5.2 Cattle Guards Installed on Paved Roads

Cattle guards installed in paved road rights-of-way shall be in accordance with WYDOT Standard Plan and Specifications for cattle guards. Sloped wing or swing-wing guards may be used. Backfill material for the installed cattle guard shall be accomplished by placing in 8" lifts and compacting each lift to 95% density of standard proctor for each soil type used. Surfacing on both sides, the full width of the installed cattle guard, shall be patched with a minimum of 6" of Grading W Crushed Base compacted to 95% of maximum density topped with 3" of Commercial Hot Plant Mix Pavement compacted to 92% of maximum density determined by the mix design.

3.4.6 Fences

The County does not install or maintain fences along its roads or rights-of-way. Should a property owner wish to install a fence adjacent to a County right-of-way, the fence must be installed in accordance with the following standards. Maintenance of the fence shall be the responsibility of the property owner.

- Generally, fences are to be installed beyond the County right-of-way. If a property owner desires a fence to be installed within the County rights-of-way system, the property owner shall make a written request to the County Engineer. Upon review of the request, the County Engineer will make a recommendation to the Board. As per W.S. §11-28-105, the Board shall consider the request and recommendations and may authorize the construction. All costs associated with such requests shall be borne by the property owner making the request.
- All fences within or along County rights-of-way shall comply with Wyoming State Statutes (see W.S. §§11-28-101 thru 108).
- All fences within or along County rights-of-way shall be designed, constructed and installed in conformance with best practices and all applicable sections of this policy.

3.4.7 Utilities

The County recognizes the need and common practice of public utilities to be placed within the County rights-of-way. When improperly installed, these utilities may create hazards or be detrimental to the purpose and function of the County road system. It is the County's preference that utility providers first try to obtain right-of-way outside of a County right-of-way. If that is not feasible, then it is the intention of the County to locate these utilities in accordance with the following standards.

3.4.7.1 General

All utilities to be placed within County rights-of-way shall submit a Right-of-Way Permit Application to the county in accordance with this policy and the application instructions. A Right-of-Way Permit must be granted by the Board before construction may commence. Any infrastructure and work related to its installation within any County right-of-way associated with a Right-of-Way Permit shall be, regardless of who performs the construction, the responsibility of the utility provider.

Following are general considerations for all types of utilities:

- **Positioning:** The County reserves the right to determine the positioning of utilities proposed to be placed in the County right-of-way. All utilities crossing the right-of-way shall do so as perpendicular to the centerline of the county road as practical.
- **Safety:** All excavations made by the utility provider in the roads shall be properly safeguarded for the prevention of accidents.
- **Emergency Repairs:** In the event that emergency repairs which impact the flow of traffic or modify the construction that was originally permitted are necessary, the utility provider shall immediately notify the County of the need for such repairs. A utility provider may initiate such emergency repairs but must apply for appropriate permits within the first two business days after discovery of the emergency. The utility provider shall comply with all applicable County regulations relating to such repairs, including the payment of permit or license fees.
- **Relocation:** If a utility is found to be in conflict with work proposed by the County in a County right-of-way, the utility provider may be required to relocate its utilities. If it is determined that relocation is necessary, the expense thereof shall be paid by the utility provider. If the County plans any projects that may require a utility provider to protect, support, temporarily disconnect, relocate or remove any of the utility provider's property, then the County shall promptly notify the utility provider of the extent and likelihood of any such projects. Upon notice, the utility provider shall, by a time specified by the County, protect, support, temporarily disconnect, relocate or remove any of its property to allow the County to perform its work.

3.4.7.2 Underground Utilities

Installation of buried utilities must be done in accordance with all laws, codes, specifications and best practices associated with that utility. All of a utility provider's work under this section shall be done in strict compliance with the latest edition of the WPWSS. The permittee must comply with the provisions of §37-12-301 through §37-12-304 titled "Damage to Underground Public Utilities Facilities." Installation of buried utilities shall not interfere with existing utilities within County rights-of-way. New utility installations shall be accomplished to ensure that existing utilities may perform maintenance work on their facilities with minimal interference from the newly installed utilities. Refer to APPENDIX E: Typical Trench Cross Section Detail for information on installation of underground utilities.

Following are general considerations for underground utilities:

- **Location:** The location of a buried utility, when running longitudinal within the right-of-way, shall be at the discretion of the County Engineer; however, it shall not be placed under the surface of the roadway. The Board may specifically approve a buried utility to be located under the surface of the roadway if they find it to be in the best interest of the County. The County discourages road cuts for utilities and encourages boring for installation. If pavement is being cut, a cut fee as well as a bond will be required as outlined on the Right-of-Way Permit.

It is the responsibility of the utility provider to provide the County and the public with locates of their utility line upon request. All non-metallic facilities shall have a tracer wire installed with the utility to support utility locates. Minimum tracer wire shall be #12 AWG solid copper.

- **As-Built Drawings:** Upon completing the installation of a buried utility in the county right-of-way, a copy of the "as-built" drawings shall be supplied to the County. The drawings shall be at a reasonable scale to show the location of the buried utility within the County right-of-way, the depth of bury and all other information necessary for the county to have reasonable knowledge of the facility within the right-of-way. These drawings may be submitted in an electronic format acceptable to the County Engineer.

- **Excavations:** Utility providers may wish to make excavations in the right-of-way for the maintenance or extension of the utility system. Prior to doing such work, the utility provider shall apply for and obtain appropriate permits from the County. The utility provider must also give appropriate notice to any other franchisees, licensees or permittees of the County or other units of government owning or maintaining pipes, wires, conduits or other facilities which may be affected by the proposed excavation.

Whenever a utility provider disturbs the surface of any County road for any purpose, the permittee shall promptly restore the road to at least the prior condition or the required minimum standard, whichever is better, and to the satisfaction of the County Engineer. The utility provider shall be responsible for the maintenance of the road and its surface within the area affected by the excavation for the duration of the disturbance. The utility provider shall guarantee the restoration of the road surface for at least one year against defective materials and workmanship. If the County finds the restoration work to be inadequate as determined by the County Engineer, notice will be sent to the utility provider. If the excavation site is not brought up to standards, the County may refill and/or repave the site at the expense of the utility provider. Costs include, but are not limited to, the cost of inspection and supervision.

3.4.7.3 Aboveground utilities

Installation of aboveground utilities must be done in accordance with all laws, codes, specifications, and best practices associated with that utility. Any work operation in the vicinity of electric power lines shall be in compliance with §37-3-301 through §37-3-306 titled "Wyoming High Voltage Power Lines and Safety Restrictions Act."

Following are considerations for the installation of aboveground utilities:

- All aboveground utilities shall be located and installed so as not to cause unnecessary obstruction to pedestrian and vehicular traffic or damage to the utility itself.
- No pole or structure above ground shall be placed within a pedestrian walkway nor set closer than twelve (12) feet to the shoulder of any County road; a lesser distance, however, may be allowed if insufficiently cleared right-of-way is available to meet this minimum distance. In no case will a pole, guy wire and/or anchor be permitted within twelve (12) feet of the shoulder of a County road except light and traffic control poles with breakaway bases.
- Overhead lines shall be permitted to sag under worst anticipated conditions no lower than eighteen (18) feet above the roadway and shall preferably be no closer than twenty-three (23) feet.

3.4.7.4 Liability

- The County assumes no responsibility for damage to utilities. All utilities shall be adequately marked or properly buried within county rights-of-way.
- Any contractor or utility provider installing a utility in a County right-of-way that is not in accordance with approved plans or permits will be subject to a penalty (Section 3.6.10) and bear all costs associated with proper relocation of that utility.
- At the County's sole discretion, any utility not properly marked, buried or installed according to its approved plan or permit may be terminated by the county and the utility will be required to be removed.

3.4.8 Culvert Design

The County maintains culverts within the County road system to direct drainage for the protection of the roadway. The County recognizes that the installation of culverts to direct water for irrigation and drainage purposes is common. Where a culvert is proposed to be installed in the mapped floodplain, a Floodplain

Development Permit may be required before installation.

Following are standards for culverts crossing a County road:

- Culverts for roads that have an oil surface shall be sized to pass the anticipated 1% annual chance flood volume capacity. Culverts for roads that have a gravel surface shall be sized to pass the anticipated 2% annual chance flood volume capacity.
- In determining culvert size, the following criteria should be considered.
 - $P(Q)$ = Probability of the flow being equaled or exceeded from winter snowmelt or rainfall flooding.
 - $P(QS)$ = Probability of that flow being equaled or exceeded due to snowmelt flooding.
 - $P(QR)$ = Probability of that flow being equaled or exceeded due to rainfall flooding.
- Complete engineering calculations shall be submitted for review for all culverts being proposed for public roadways, except culverts for approaches.
- Culverts to be placed under any road shall be no smaller than 18 inches in diameter; culverts smaller than 18 inches are easily blocked by debris.
- The minimum length of any culvert in a public right-of-way will be the length necessary for the top of the pipe to bisect the slope of the ground on each side of the crossing plus two (2) feet. Irrigation culverts shall extend from right-of-way to right-of-way.
- Minimum bedding material over the culvert should be 12 inches, compacted.

All other pertinent installation procedures should meet the standards in the latest edition of the Wyoming Public Works Standard Specifications. Further design standards can be found in the AASHTO Roadside Design Guide and other applicable standard setting publications. For culverts related to driveways and approaches, refer to Section 3.4.1.

See typical trench cross-section detail Appendix E.

3.4.9 Irrigation Facilities

The County recognizes the need for and importance of irrigation facilities; however, these facilities may create hazards or be detrimental to the purpose and function of the County road system. It is therefore the practice of the County to locate irrigation facilities outside of County rights-of-way whenever possible. Though natural flood events may occasionally present problems of water dammed against a county road, the County tries to provide effective drainage of all water away from the road bed. Irrigation and wastewater will not be allowed to collect against a county road and waste ditches within the right-of-way are not allowed unless approved in writing by the Board.

Irrigation facilities which must be within the County rights-of-way shall be constructed to reduce impacts to the road system and eliminate hazards to the traveling public and require a Right-of-Way Permit. At a minimum, the following practices shall not be allowed within the County rights-of-way:

- (a) New or reconstructed supply and waste ditches;
- (b) New or reconstructed diversion structures;
- (c) New or reconstructed open or unlined channels; and
- (d) Sprinkler systems that spray into county rights-of-way.

The County will attempt to work cooperatively with irrigation districts and irrigators to resolve conflicts with new and existing facilities. Those districts or irrigators who willfully continue to violate this section, will be

subject to legal action as outlined in Section 3.6.10. In any event, the State Engineer may be consulted for advice and action to address specific issues of conflict.

3.4.10 Guardrail

Guardrail is not commonly used in the County road system because it is considered an obstruction. However, the County recognizes there are permanent obstructions of greater risk, therefore guardrail is installed to mitigate the potential risk to the traveling public where warranted. Guard railing should be installed as budgets allow and safety circumstances warrant new installations. Guardrail should be installed to AASHTO design standards or as approved by the Board.

- Guardrail should be used on roads with steep side hills and cuts, on bridge approaches and along switchbacks.
- In mountainous terrain with a minimum 2-foot shoulder, the graded width of the shoulder in cuts may be decreased 2 feet if guardrail is installed.
- Guardrail shall not be closer than 2 feet to the driving surface.

3.5 MAINTENANCE

3.5.1 Asphalt Road Treatments

It is the responsibility of the Road & Bridge Department to maintain all existing asphalt roads to design standards as time and budgets allow. In recent years, rising costs of materials have created a strain on local budgets to maintain existing asphalt roads within the County. In order to keep the infrastructure in good condition, the County will conduct regular inspections of the roadway surfaces. Through visual observation and sound professional judgment, the determination will be made as to which roads require treatments and which types of treatments are necessary. Annual road patching and crack sealing should be standard practice, with larger areas addressed using cold or hot mix, grader and roller to help maintain the integrity of the road. Other treatments may include slurry seals, fog seals or other chemical treatments that would be economically feasible. Overlays with either hot mix or cold mix will ultimately be necessary, but other treatments should be used extensively prior to that decision.

As an accepted practice, chip seal projects will be used to keep asphalt roads in good to excellent condition, typically on a seven-year rotation. As roads deteriorate, sound engineering judgment and availability of funds will be considered when identifying and prioritizing reconstruction projects. Decision-making criteria include traffic counts, safety conditions for the public, primary users, connectivity, etc. To supplement the County's budgeted road funds, additional sources of funding should be pursued such as Federal grants and cost share programs, WYDOT cost share programs, and industry cooperation to help meet those road conditions caused by traffic specific to certain industry. It may become necessary to ask the local tax payers to entertain a special mill levy applied only to roads, as has been used in other counties.

3.5.2 Graveled Road Treatments

The majority of the County's roads have graveled surfaces. These types of roads are less expensive to maintain and offer a variety of options to keep them in good condition. Of utmost importance to any road design is proper drainage. Adequate crown of the road (2% is the accepted standard) and enough road bed elevation will allow water to get off the roadway. Clean borrow ditches and clean cross-piping to prevent water from accumulating along roadways, coupled with water bars and drainage ditches to get water away from roads, will keep roads from subbing and ultimately failing.

Past experience has proven that a subgrade of twelve inches of pit run covered with four to six inches of crushed road base or better makes a very suitable roadway for most traffic experienced in the County. The

crushed gravel design may be engineered to provide enough fines and plasticity index to help hold the road surface together. Studies have proven that properly designed gravel mixes lend themselves to better ride-ability, less wash-boarding and better acceptance of chemical treatments for dust abatement such as magnesium chloride, calcium chloride, lignin sulfonates or similar type treatments. These treatments may be considered on a case-by-case basis as the need arises and the budget allows within the county.

Roads should be maintained with motor-graders, followed by a roller, making the most of available moisture in the road bed. Shoulders should be pulled in on a regular basis to help maintain the proper profile and width of the road. As the need arises, additional gravel should be added to keep the integrity of the road maintained.

3.5.3 Revegetation

Whenever roadway or bridge construction results in earth disturbance, revegetation is required and shall be completed in the spring or fall after construction. Native or similar horticultural material shall be used. All areas disturbed by construction operations not otherwise covered by structures or pavement must be seeded, fertilized, mulched, planted and otherwise treated to provide an established stand of vegetation in accordance with the WPWSS. Cut and fill slopes must be treated to prevent erosion. Areas not disturbed by construction shall be left in their present vegetative state, except where the thinning of trees may be required.

3.5.4 Survey Monuments

The County recognizes the need to allow the location of survey monuments within County road rights-of-way. In some cases, access to these monuments may cause damage to the road surface and become a maintenance problem and hazard to the public. It is therefore the desire of the County to coordinate with the surveying community to provide access to and repair of pavement around the monuments.

3.5.5 Weeds and Other Invasive Species

The County is conscious of the threat of weeds and other invasive species to its rights-of-way and other properties affecting adjoining individuals and landowners. The County has used and will continue to use mechanical and chemical means to control all noxious weeds on County properties and rights-of-way. This is accomplished by in-house methods and in cooperation with Big Horn County Weed and Pest resources.

3.5.6 Bridge Maintenance

Road and Bridge will monitor bridge conditions, particularly during flood events, to identify signs of structural deficiencies to promote the safe travel of the public across bridges on County rights-of-way. Repairs or replacements will be determined following physical examination by maintenance crews or by recommendations from WYDOT inspectors.

The County participates in the WYDOT Bridge Inspection Program in which bridges in the County road system are inspected by WYDOT every two years to maintain a safe and efficient bridge system. As of the date of this policy, all bridges in County rights-of-way are in compliance. The County will continue to review inspection reports and perform required maintenance in a timely manner.

3.5.7 Snow Removal

It is the County's practice to begin snow plowing operations after an accumulation of at least six (6) inches of snow. Any plowing that occurs prior to that amount of accumulation is done as a courtesy to the public. The priority of routes to be plowed is governed by school bus and mail routes having first priority, followed by all other roads holding second priority. There are special cases where clearing roads to critical facilities take precedence. The Road and Bridge Supervisors have sole discretion in mobilizing the County's resources for snow removal.

Due to the lack of delineators or striping on county roads, all plowing is provided only during daylight hours.

Sanding is accomplished at the same time as plowing and is distributed primarily on steep grades, sharp curves, stop signs and railroad crossings. Snow is generally plowed to the right side of the traffic lane, but may be directed elsewhere if conditions warrant it.

During a snow event, if a Road and Bridge Foreman deems it unsafe for crews to be on roadways, operations will be discontinued until conditions allow for safe removal of snow accumulation. Exceptions may be allowed for emergencies.

3.6 ADMINISTRATION

3.6.1 Inventory of County Roads

The County, through the County Engineer, shall maintain an inventory of County roads. All county road records shall be kept by the County Engineer under the direction of the County Clerk. The physical location of the records within the courthouse or County Engineer's office shall be as agreed upon by the County Engineer and County Clerk to best meet the needs of the County.

3.6.2 Use of County Equipment, Materials and Supplies

It is expressly understood that all County Road and Bridge equipment is for use only by qualified employees of the County for County projects. This rule is to comply with insurance and liability issues, as well as permitting requirements. Likewise, County road building materials and supplies are for the express use of the County and should not be sold to the public for private use. Exceptions may be granted for emergency use, if an agreement is reached as to the replacement of used materials or supplies.

Reciprocal agreements and use of County equipment, materials and supplies may occur from time to time between other city, county or state governments as may be encountered in day-to-day work. These agreements or use are generally for the economic advantage of tax payers and to provide more efficient use of public assets.

3.6.3 Encroachment in Rights-Of-Way

The County has sole authority for maintenance and regulation within established County rights-of-way. Encroachment by the public, utilities or other governmental agencies is prohibited except by written agreement or permitting as established by this policy. Exceptions, granted by the Board, may be allowed on a case-by-case basis, but are generally discouraged.

Examples of encroachment may include but are not limited to:

- Vehicles or equipment parked within County rights-of-way that are deemed a safety hazard;
- Obstacles that cause limitations to plowing or maintenance of roads;
- Buildings or other structures within rights-of-way that could pose a safety issue or sight impediment;
- Illegal signage;
- Unapproved fencing, corrals, panels, power poles, utility and garbage containers;
- Private septic systems;
- New irrigation structures; or
- Any other obstruction that is deemed unsafe for the movement of traffic.

Those with an encroachment violation may be notified either verbally or in writing by a Road and Bridge Foreman, the County Engineer, the County Attorney or a Law Enforcement Officer. If the encroachment is not addressed and safely removed according to the terms specified in the notice, a fine may be levied against the

3.6.4 Right-of-Way Permits

Prior to the commencement of any construction or encroachment within a County right-of-way, a Right-of-Way Permit shall be obtained. A Right-of-Way Permit is required for the following activities:

- Driveways and Approaches
- Parking Areas and Turnouts
- Utility Installations
- Culverts or other drainage structures
- Cattle guards
- Mailboxes
- Fences
- Signage
- Irrigation facilities
- Landscaping
- Other items that might interfere with safe passage of traffic.

Right-of-Way Permit Applications are available in the Engineering Department (417 Murphy Street, Basin, WY 82410) or on the County website: www.bighorncountyyw.gov.

Right-of-Way Permits must be in the name of the entity responsible for the installation and maintenance of the proposed encroachment. Right-of-Way Permits are required to assure the method of installation meets the specifications in this policy, provides for the safety of the public, follows generally accepted engineering practices and takes into consideration adequate revegetation of disturbed areas. These permits are also intended to assure adequate reconstruction and/or repair of any damage caused to County roads or road rights-of-way. The permittee shall be responsible for a period of one (1) year after final inspection of work for any maintenance or repair necessary to keep the roadway in an acceptable condition.

Projects that propose to cut asphalt on County roadways will be required to provide information with the permit application that compares an open cut installation to a bore. Factors that will be considered are not only the cost but safety, long term maintenance and benefits to the traveling public. The Board may approve an open cut if they feel it is in the best interests of the County to do so. If an open cut is permitted, the permittee, at her/his own expense, shall meet the conditions specified by the County on the approved permit.

County projects are exempt from these permit requirements but are not exempt from complying with this policy.

It is neither the desire nor the intent of the County, through the granting of a right-of-way permit, to imply a right of ingress or egress beyond the County right-of-way.

3.6.4.1 Permit Fees and Performance Bond Requirement

Permitting fees apply for select types of projects, each being noted on the Right-of-Way Permit Application. Fees for Right-of-Way Permits are set by separate resolution and reviewed on an annual basis.

Before issuance of a Right-of-Way Permit, the County may require the applicant to provide proof of insurance and to post a performance bond, in the form of a letter of credit, cashier's check or other approved form from a

licensed surety, in an amount sufficient to complete the project or restore the construction area. All insurance and bonding shall be done to the satisfaction of the County prior to issuance of the permit. The bond amount shall be specified on the approved permit. All bonds must have an expiration date equal to or greater than one year after the anticipated date of final inspection.

Criteria to be used in determining whether a performance bond will be required may include, but is not limited to:

1. Estimated cost of the project. If the project's estimated costs are less than seven hundred fifty dollars (\$750), generally a performance bond will not be required;
2. Type of disturbance. If the work involves cutting or disturbing a paved roadway, a performance bond will be required;
3. Scale of the disturbance; and
4. Past experience with, or prior knowledge of, the contractor/developer.

If the work and installation are not completed as stated in the approved permit and in accordance with this policy as determined by the County, the County shall give written notice of the defects to the permittee at least thirty (30) days prior to the expiration date of any bond. If the corrective work has not been satisfactorily completed within twenty (20) days of the notice, the County shall exercise its right in utilizing the bond for correcting the deficiencies.

3.6.4.2 Submittal Requirements for Permits

Applications for Right-of-Way Permits shall be submitted to the County Engineer for review and action. Approval shall be granted only if the proposed work meets the purpose, intent and specifications in this policy, is considered a benefit to the County and all required fees have been paid. Consideration shall be given to how the proposed installation affects County road maintenance and improvement programs.

Construction shall not commence without an approved permit. All permits must be approved by the Board of County Commissioners. Approval of a Permit may be accompanied by any conditions deemed reasonable by the County to assure protection of health, safety and welfare of the public, the public facilities and compliance with this policy. One condition that may result from the review of an application is the requirement for an approved Traffic Control Plan where proposed work is expected to greatly impact the flow of traffic through a work area. Traffic Control Standard Plans are available from WYDOT.

In issuing a Permit, the County shall also review, and if acceptable, approve a Construction Schedule and Traffic Control Plan. The approved construction plans, specifications and schedules cannot be changed without the approval of the County, except in emergency situations.

Applications for Right-of-Way Permits are available in the County Engineering Department and online. All applications must be submitted with appropriate plan sheets that accurately represent the work that will be done. The County reserves the right to request additional information on any application submitted before it is presented to the Board of Commissioners. Completed applications will be presented to the Board in a timely fashion. Sufficient time is required to review applications, therefore it is recommended that applicants submit their information well in advance of the next regularly scheduled Board meeting to allow ample time for review and comment by the County Engineer.

3.6.4.3 Development and Floodplain Development Impacts

Development proposed in the County requires a Development Permit from the Land Planning Department. Where development is proposed that is expected to produce traffic that exceeds the existing capacity of a County road, the Development Permit Application will require review by the County Engineer. The Board may

require the developer to upgrade a portion of the County road to support increased traffic.

It is not uncommon for road development or road modification activity to occur within the boundaries of the mapped floodplain or impact the mapped floodplain. In the event that work is proposed within the mapped floodplain or in a way that may impact the current boundaries of the mapped floodplain, a Floodplain Development Permit must be granted before work can commence. Submission of a Floodplain Development Permit Application to the Land Planning Department is required to initiate the permitting process.

Executive Order 11988 requires federal agencies to avoid to the extent possible the long and short-term adverse impacts associated with the occupancy and modification of floodplains and to avoid direct or indirect support floodplain development wherever there is a practicable alternative. Therefore, federal agencies or those agencies conducting federally-undertaken, financed or assisted construction projects or improvements are required to obtain a Floodplain Development Permit prior to commencing any construction activity or development within the mapped floodplain.

3.6.4.4 Public Safety Considerations

Work conducted by the permittee within the County right-of-way shall be conducted in such a manner to avoid creating obstructions or hazards to the traveling public. The permittee shall provide for the safety and convenience of the residents along roads where work is being performed, and for the protection of persons and property at all times.

- If access to the roadway will be disrupted as part of the proposed work, the permittee shall notify all parties who may be impacted in advance of the work.
- Materials and/or equipment necessary for construction shall not be stored in the County rights-of-way at any time unless approved in advance by the County. As work is being completed the roadway and roadside area where work has been performed shall be thoroughly cleared of all debris and remaining material and shall be restored to a condition equal to or better than the original when construction is concluded.
- Adequate warning signs, barricades, lighting, flagging and other devices as specified in the MUTCD, and as approved and required by the County, shall be provided, maintained and paid for by the permittee. If flaggers are used or required, they shall be certified in accordance with WYDOT's policies.
- The permittee shall plan rights-of-way work so it does not create safety hazards or maintenance problems, render portions of rights-of-way unusable for future road improvement or obstruct major floodways.
- The permittee's operations shall conform to the applicable requirements established by the Federal Occupation Safety and Health Act (OSHA), and any other applicable laws or regulations.
- Staging of projects may be required by the County to produce the least disruption possible for the traveling public. Permission for any subsequent staging may not be allowed until the prior stage has satisfactorily progressed or been completed.

If, in the opinion of the County Road & Bridge Foreman or County Engineer, an unsafe condition exists, or the contractor is not in conformance with the approved traffic control plan, the County may suspend ALL operations until the situation is corrected. If the contractor does not remedy the situation immediately, the County may correct the problem and bill the contractor for any expenses incurred.

3.6.4.5 Inspection of Work and Testing of Materials

The County reserves the right to conduct an inspection of any work proposed during and after construction commences. Adequate inspections assure compliance with this policy. It is the responsibility of the permittee to

contact the County Engineer at least three (3) business days in advance of commencing the permitted work to facilitate inspections. It is also the responsibility of the permittee to notify the County Engineer at the conclusion of project work. At a minimum, one (1) inspection will be conducted by the Road and Bridge Foreman and/or the County Engineer at project completion. The inspection shall check for compliance with this policy and the approved plans and permits. If the inspection results in findings of unsatisfactory work, the conditions identified for rework in Section 3.6.4.6 may apply. A project is not deemed complete by the County until the final inspection date is noted and signed for on the permit.

The County Engineer may require testing of materials if, upon inspection, the materials appear to be inadequate. If testing is required, the number and location of tests shall be determined by the County Engineer. If testing by an independent lab is deemed necessary by the County Engineer, the cost of such testing shall be borne by the permittee.

3.6.4.6 Responsibility for Rework

Any deficiencies identified during an inspection must be corrected by the permittee. All deficiencies shall be resolved to the satisfaction of the County at the property owner's or permittee's expense. Failure to do so could be cause to deny acceptance of work performed and denial of future permits.

The permittee shall be notified by the inspector of any work or material which does not conform to these standards (e.g., pavement failures, substandard materials, broken asphalt, damaged signs, inadequate fencing, remaining debris or improper drainage) and therefore must be corrected. Any required corrective work shall be initiated as soon as notice is given and done to the satisfaction of the County's inspector. Deficiencies identified and not sufficiently corrected during active construction may result in work stoppage on the project.

3.6.4.7 Expiration of Permits

Permits are valid for one (1) year after Board approval. If an extension is needed, a formal written request must be submitted to the Board for approval. If construction commenced and subsequently ceases or is abandoned for a period of six (6) months or more, a new permit shall be required before such work can be resumed; an extension may be allowed provided no changes in the original approved plans and specifications have been made or are required by the County.

3.6.4.8 Emergencies

If a true emergency exists, as determined by the County, where time is not available to follow the procedures for obtaining a permit or for making modifications to the approved permit, specifications and schedules, an entity may, after receipt of approval by the Road & Bridge Foreman, proceed with the work. Within the first two business days following the emergency, the entity shall submit an application for a Right-of-Way Permit or secure approval for the necessary changes to previously approved plans and schedules.

3.6.4.9 Permit Work Suspension or Revocation

The County may suspend or revoke any permit, in writing, issued under the provisions of this policy for the following reasons:

- If the permit is issued in error or on the basis of incorrect information supplied by the applicant.
- When the permittee is not in compliance with the permit conditions.
- A hazard is created which would pose a threat to the health, safety and welfare of the public.

Should a Right-of-Way Permit be revoked or suspended, all work shall be suspended until a new permit is issued or work under the revoked or suspended permit is re-authorized by the County. The County may remove any hazard determined not to be in compliance with permit conditions. Any cost incurred by the County shall be

3.6.5 Road Closure Procedure

Road closures are not permitted unless justified on the basis of overall benefit to the general public; however, the County recognizes there are times when the need to close a road arises. Closure of intersections must be avoided whenever possible and is not recommended for overnight or weekend/holiday closures. No road closures shall be undertaken unless approved by the Board; the extent, time, location and frequency of closures is at the discretion of the Board. Any proposed road closure must be submitted in writing to the County Engineer. If a proposed road closure is associated with a Right-of-Way Permit, the written request must be included as part of the application materials. Planned closures of County roads for construction or repairs of a road or a bridge by the Road and Bridge Department will be publicized in the local newspaper and posted on the County's website (www.bighorncountyywy.gov) before construction commences.

Guidelines for road closure requests follow.

3.6.5.1 Types of Road Closure Events

A. Simple Event Closure

1. Closure for non-complicated event (for a duration of less than eight (8) hours in a single day)
2. Permitted only between the hours of 8:00am and 5:00pm (unless otherwise authorized, in writing, by the County).
3. Written request to be submitted a minimum of ten (10) business days prior to the anticipated need for the closure.
4. All written requests must contain the following information:
 - The location of the proposed closure including the road(s) expected to be impacted.
 - Reason and time frame of the anticipated closure.
 - A sketch plan/diagram of work to be completed.
 - A traffic control plan conforming to the requirements of the MUTCD, to include a detour plan (if necessary) or plan to maintain access for local residents, school buses, postal delivery vehicles and all emergency services (including but not limited to Sheriff's Department, local Police Department, Fire District response vehicles, Search & Rescue and Highway Patrol).
 - List of names and phone numbers of a minimum of two (2) responsible persons.

B. Complex Event Closure

1. Closure for complicated event (for a duration of more than 8 hours and/or multiple days).
2. Written request to be submitted a minimum of twenty (20) business days prior to the anticipated need for the closure.
3. All written requests must contain the following information:
 - Justification for proposing a complex event closure versus utilizing a simple event closure.
 - The location of the proposed closure including the road(s) expected to be impacted.
 - A sketch plan/diagram of work to be completed.

- Estimated time frame of the anticipated closure, including the daily schedule of closure times and when construction may be suspended. Overnight and weekend/holiday closures are not recommended.
- A traffic control plan conforming to the requirements of the MUTCD, to include a detour plan (if necessary) or plan to maintain access for local residents, school buses, postal delivery vehicles and all emergency services (including but not limited to Sheriff's Department, local Police Department, Fire District response vehicles, Search & Rescue and Highway Patrol).
- List of names and phone numbers of a minimum of two (2) responsible persons.

C. Emergency Event Closure

Unforeseen emergencies such as snow storms, floods, rock slides, wild fire events, etc., may force the temporary closure of roads for the protection and safety of the general public. Likewise, a safety or welfare issue may present itself as advised by law enforcement officials. These events are unpredictable and shall be dealt with as quickly as possible by the Road and Bridge Department. The Road and Bridge Department may, without the approval of the Board, close any road deemed unsafe or hazardous for public travel. Closures beyond 72 hours will require the approval of the Board. The public will be warned as soon as possible of any impending road closures, through local news media including, but not limited to, newspaper, radio, social media and/or the County website. The Road and Bridge Department may install barricades, flagging, flashing lights and any other signage deemed necessary to forewarn the public of road closures ahead on any specific route. As soon as the road may be safely reopened for traffic to resume, the public will once again be notified through the same procedure as that employed for the closure.

3.6.5.2 General Requirements of Road Closures

The requestor may be required to place notification of the pending closure in the news media and/or at appropriate locations along the route to be closed a minimum of five (5) business days prior to the initial road closure. The contractor shall be responsible for notifying any local residents of the closure and all appropriate school officials, postal officials, utilities and emergency services including, but not limited to, County Sheriff's Department, local Police Departments, Fire District Office, Search & Rescue and State Highway Patrol Offices.

The requestor shall furnish, erect and maintain at their own expense all necessary traffic control devices necessary to ensure safe road closure procedures. All traffic control devices shall conform to the MUTCD, current edition. Contractors shall also provide, when necessary and determined by the County, a sufficient number of certified flagmen and take necessary precautions for the protection of the work and safety of the public around their construction operations. Details shall be provided in the traffic control plan.

The requestor is responsible for returning the road to a safe and passable condition prior to re-opening the road. Should the closure need to be extended beyond the approved closure time, advance notification is required and must be approved by the County Engineer. Upon completion of the event and re-opening of the road, the contractor is responsible for the prompt removal of all signs, barricades, etc. and notification to the County.

3.6.6 Speed Limits

All County roads have a set speed limit according to Wyoming State Statutes. Current default speed limits on all paved County roads are set at sixty-five (65) miles per hour and graveled roads are set at fifty-five (55) miles per hour, unless posted otherwise. It is the policy of the County to follow Wyoming State Statutes and WYDOT's *Procedures for Locally Establishing Speed Limits* in establishing any future speed zones lower than the default speed limit.

3.6.7 Establishment, Vacation or Alteration of County Roads

Any party wishing to establish, vacate or alter a road or easement must conform to the statutory requirements of W.S. §24-3-101, *et seq.* There are several subdivision roads and other prior existing roads within Big Horn County which are not County roads. In W.S. §24-3-101, *et seq.*, there is a statutorily prescribed process to be followed to petition the County to establish a road as a County road, as well as guidance for altering or vacating County roads. The Board may grant or deny establishment, vacation or alteration of these roads. Prior to establishment of a County road, the County may require the road to be brought up to these prescribed standards.

3.6.8 Subdivision Roads

Where roads are proposed as part of a subdivision, the roads shall be built to County standards. The developer may propose to build either public or private roads and the County may require that roads be offered for dedication to the public. Roads that are dedicated to the public are not considered County roads unless established as outlined in this policy. The County does not, as a general rule, adopt or maintain any roads within a subdivision or development.

3.6.9 Variances

A variance is a grant of relief from the terms of this policy. Whenever there are practical difficulties involved in carrying out the provisions of this policy, the County may grant a variance under the following circumstances:

1. The practical difficulties arising from application of the provisions of this policy are significant or create exceptional and undue hardship upon an applicant.
2. The application of these standards would result in excessive cut and fill slopes, visual scarring or other environmental damage, in the opinion of the County Engineer.
3. Documentation is provided including, but not limited to, technical references from recognized professional organizations or significant changes to standards adopted by reference in this policy.
4. The proposed option is an improvement or viable alternative which maintains the same level of care and safety intended by this policy.

3.6.9.1 Requesting a Variance

In seeking a variance, the applicant must submit a written request, addressed to the County Engineer, which includes the action proposed, the standards within this policy from which relief is requested and what circumstances qualify the action for relief. In reviewing such requests, the County shall, at a minimum, consider the following:

- a. The effect of using a lesser standard on public health and safety including the ability of emergency vehicles to gain access using roads built to a lesser standard;
- b. The severity of the terrain crossed by the road alignment;
- c. The availability of alternative alignments where the same or more stringent road standards could be met with the same or less environmental damage;
- d. The length of the road segments which could be built to a lesser standard; and
- e. Future maintenance requirements, including, but not limited to, snow removal.

While construction costs are not generally reason enough to grant a variance, they may be considered as a part of a variance request. At no time shall the consideration of construction costs supersede public health, safety and welfare considerations of the proposed project. If costs are taken into consideration, the County shall

evaluate the initial and long-term costs. The applicant shall provide cost data as requested by the County Engineer to provide a complete analysis.

3.6.9.2 Variance Decision

The Board shall make the final decision as to the determination of any variance request. The decision to either grant or deny a variance shall be in writing and shall set forth the reasons for such approval or denial.

3.6.10 Enforcement of Design and Construction Standards

The County Engineer is authorized to enforce all provisions of this Chapter. The Board may appoint other agents, persons with expertise and technical training, inspecting officers or designated employees to act as an authorized representative. Whenever any work is proceeding contrary to the provisions of these standards, the County may order the work stopped by a written notice which shall be served on any persons engaged in the doing or causing of such work to be done, and any such persons shall forthwith stop such work until authorized by the County to proceed.

3.6.10.1 Liability

Big Horn County, or its authorized representative charged with the enforcement of this policy, acting in good faith and without malice in the discharge of duties set forth herein, shall not be rendered liable for any damage that may occur to persons or property as a result of any act or by reason of any act or omission in the discharge of such duties.

The County assumes no liability for destruction or compromising of any utility or structures within County rights-of-way that may be encountered during normal maintenance of County roads. Utilities assume all responsibility for marking their particular installation within County rights-of-way. County will endeavor to locate all utilities prior to construction or maintenance that may encounter a utility, but will not be held responsible for mismarked or accidental damage.

Big Horn County does not waive sovereign immunity by entering into this Road and Address Management Policy and specifically retains immunity and all defenses available to it as a governmental entity pursuant to Wyoming Statutes and all other applicable State and Federal laws.

3.6.10.2 Violations

It shall be unlawful for any person, firm, governmental agency or corporation to construct, enlarge, alter, repair, move, improve, remove, excavate, convert or demolish any public improvements or common facilities or permit the same to be done in violation of this policy. Any individual who violates these standards shall be subject to denial of future Right-of-Way Permits and may be subject to fines or other penalties, as set out herein.

3.6.10.3 Penalties

Any individual or entity found to have performed or executed any installation within a County right-of-way as determined by the Road and Bridge Foreman or the County Engineer, without first obtaining an approved permit and following proper procedures outlined within said permit and this policy shall be liable for a penalty of \$750 per calendar day for each day the violation continues, plus all costs necessary to remediate or correct the non-compliance. A citation for non-compliance with an approved permit or this policy may be issued by the County Sheriff and prosecuted by the County Attorney.

CHAPTER 4. RURAL ADDRESSES

4.1 GENERAL

Homes, businesses and other regularly occupied structures are easier to locate when they are given a unique address number along the roads connected to their driveways. Address numbers are particularly useful for parcel delivery, utility installations and, more importantly, emergency response. Historically, the assignment of house numbers and rural addresses in Big Horn County was done in an inconsistent manner. In 2008, the Board adopted the Big Horn County, WY Rural Addressing Policy including standards for assigning and maintaining address numbers.

This policy updates and replaces the Rural Addressing Policy and aims to strengthen and clarify that earlier language with a focus on using Geographic Information Systems (GIS) technology to assist with more accurate number assignments and better management of signage.

4.1.1 Purpose and Goals

The purpose of this Chapter is to establish standards for assigning rural addresses to all principal structures, businesses and industries. Vacant land may also receive a rural address as needed for the purposes of establishing insurance, utilities and/or permits that may be required of the property owner prior to or during the construction of principal structures, businesses and industries.

The primary goals of address standardization:

1. To provide emergency response agencies with a complete set of rural addresses so emergency victims may be located with the greatest efficiency, while also providing for the health, safety and general welfare of the public.
2. To improve the quality of life for residents of the County through easier delivery of mail and services.
3. To improve the accuracy of all physical addresses within the unincorporated areas of the County.
4. To standardize the procedures for assigning address numbers.

4.1.2 Rights Not Established Through Addressing

It is neither the desire nor the intent of the County, through the assigning or changing of addresses, to imply a right of ingress or egress.

4.1.3 Compliance

Addresses within unincorporated Big Horn County shall be assigned in full compliance with the terms of these regulations. Any deviations regarding rural addressing will be at the discretion of the County Land Planner or the Board, if necessary.

4.2 Address Requirements and Conditions

4.2.1 Physical Address Requirement

The County requires the assignment of a physical address for all residences, businesses, seasonally-occupied structures (e.g., cabins and ranger stations), high-frequency public use structures (e.g., comfort stations, rest areas and similar) and unmanned facilities connected to a utility in unincorporated Big Horn County. Addressing of other structures may be required or taken into consideration at the discretion of the Land Planning Department. Addresses will generally not be assigned to vacant lots or parcels where no development is planned in the near future.

Following are general conditions regarding address assignments:

- a. No person shall self-assign an address. The Land Planner is the sole authority to assign addresses, unless otherwise defined by the Board.
- b. No address number(s) shall be released until all outstanding County application and permit requirements have been met.
- c. No address number(s) shall be released until all required fees have been received.
- d. In the event that a new road name is required, no address number(s) shall be released until all affected landowners have been notified

4.2.2 Approved Access Requirement

Before an address will be assigned, the addressee must provide proof of legal passage to the land upon which the addressed structure is located. A County Right-of-Way Permit or WYDOT Access Permit and/or recorded proof of legal access may also be required. Address numbers are based upon the access location identified by the applicant on the right-of-way or access permit. If the applicant subsequently modifies the location of the permitted access, the County has the authority to require a new access permit, reassign an address and require the applicant to purchase a new address marker, if necessary, as part of that change.

Proof of Legal Access

In the event that any portion of the driveway to the structure being addressed falls upon land not owned by the applicant, the applicant will be required to provide proof of binding easement across all lands not in their possession before an address will be assigned. Proof of legal access must come in the form of a recorded easement, right-of-way, plat or similar legally binding document.

County Right-of-Way Permit

Where an address is requested and the access to the addressed property connects to a County road, the landowner requesting the address must obtain or show proof of a Right-of-Way Permit granted by the County. The Right-of-Way Permit only indicates that the existing or proposed access within the County right-of-way has been or will be constructed in a manner which meets the standards of CHAPTER 3 of this policy. Right-of-Way approval is granted by the County Engineer or the Road and Bridge Foreman and the Board. Granting of a County Right-of-Way Permit for an access does not grant permission for passage to or upon property beyond the County right-of-way.

WYDOT Access Permit

Where an address is requested and the access to the addressed property connects to a State highway, the landowner requesting the address must obtain or show proof of an Access Permit granted by WYDOT. The Access Permit only indicates that the existing or proposed access within the highway right-of-way has been or will be constructed in a manner which meets WYDOT's standards. Granting of a WYDOT Access Permit does not grant permission for passage to or upon property beyond the highway right-of-way.

4.2.3 Ownership Requirement

The Land Planner will confirm that the applicant is the owner of the property upon which an address is being requested. If the applicant is someone other than the landowner, the Land Planner will contact the landowner to seek approval for the assignment of a physical address for a structure on their property.

4.2.4 Road Name Requirement

If approved access to the site of the proposed address is on a currently named road, the address assigned will be based upon that named road. If approved access to the site of the proposed address is on an unnamed road, the address will be assigned based upon the nearest named road connecting to the private access. However, if

three or more addressed structures use the same unnamed private access, the County requires the private access to be named. All structures along the newly named access will be addressed based upon the newly assigned name. If a new address is requested along an access where additional development is anticipated and will result in three or more addressed structures, the County may require the access to be named before an address is assigned. The road naming process is explained in Chapter 3, Section 3.2.3: Road Naming.

4.2.5 Address Markers

The fee associated with an address request is used to purchase a reflective address marker displaying the number assigned. The County Road and Bridge Department will place the address marker where the access to the structure or facility meets the nearest named road. Specifications for address markers can be found in APPENDIX C:. In the event that an address marker is damaged, removed or otherwise missing, a landowner may purchase a replacement sign at a reduced cost.

4.2.6 Mail and Parcel Delivery

The assignment of a physical address does not guarantee mail or parcel delivery to a location. Many locations in Big Horn County do not receive mail delivery by the United States Postal Service (USPS) or other private parcel delivery services. As such, it is possible for an individual to have a physical address that does not match their mailing address. The USPS determines whether a location receives mail delivery or not and indicates when a Post Office Box address may be required. Landowners may need to provide private parcel delivery services with clear directions to their location. For long driveways, the County recommends that landowners place additional signage along the driveway to direct traffic.

4.2.7 Municipal Addresses

Generally, the County does not participate in the assignment of addresses within town boundaries. However, upon request, the Land Planner will assist town administrators or their designees with the logical assignment of address numbers for structures in their towns. There are two occasions where this shared responsibility is commonly exercised:

1. **Address Corrections:** The Land Planner and/or the Sheriff's Department periodically review addresses in incorporated areas of the County for 9-1-1 response purposes. If an address is found to be out of sequence or numbered in such a way as to confuse ground emergency response efforts, the Land Planner will request a review of the address by the town. When needed, the Land Planner will provide suggestions for logical number assignments.
2. **Town/County Boundary Access Issues:** Where the access to a parcel is in an unincorporated area, but the structure to be addressed is within a town, it is important for the Land Planner and town administration to work together to assign a logical address. Often times, roads that are annexed into town are renamed, thus structures along those roads are assigned numbers matched to those road names. However, there are cases within the County where county road numbers exist inside of town boundaries; thus, continuing the numbering sequence inside of the town boundary may be reasonable.

4.3 ADMINISTRATION

4.3.1 Address Records

The County, through the County Land Planner, shall maintain a database of physical addresses within unincorporated areas of the County, as well as the incorporated areas as is feasible. In addition to the database, each Address Application submitted to the Land Planning Department shall be kept in both hardcopy and electronic format.

4.3.2 Address Applications

To obtain a physical address for a new or existing structure in unincorporated Big Horn County, landowners must complete, sign and submit an Address Application along with the appropriate fee to the Land Planning Department. Address applications are available at the Big Horn County Land Planning Department or on the County website: www.bighorncountywy.gov.

4.3.3 Notification of Address

Upon assigning a new or changed address, the Land Planning Department will notify the applicant/addressee of the official assignment. In addition, effort will be made to notify as many impacted agencies as possible including, but not limited to, the following: Sheriff's Department, County Clerk, County Assessor, County Treasurer, U.S. Post Office, fire district, ambulance district, utility companies and similar. It will be the addressee's responsibility to notify any additional entities as needed.

4.3.4 Address Changes

Occasionally the County finds it necessary to change an address to meet compliance with this policy. When such circumstances arise, the Land Planning Department will send a certified mailing to the impacted party notifying them of the intent to make such changes. When the physical address change occurs, the Land Planning Department will send an official Notification of Address Change, via certified mailing, to the impacted party as stated in Section 4.3.3 above.

4.3.5 Enforcement

The County Land Planner is authorized to enforce all provisions of this Chapter. The Board may appoint other agents, persons with expertise and technical training, inspecting officers or designated employees to act as an authorized representative. Following are examples of violations to the provisions of this Chapter:

- a. Self-assigned address
- b. Destruction or theft of a County-issued address marker
- c. Changing the location of an access without notifying the Land Planning Department

4.4 ASSIGNMENT METHODOLOGY

To provide for uniformity, the County uses a mileage-based system for addressing. Addresses are generally assigned based upon their position from a known point along a road, increasing in one direction with odd numbers on one side of the road and even numbers on the other. GIS is the tool the County uses to measure the distance along mapped roadways and calculate the position of address points to be assigned along each segment.

4.4.1 Assigning Addresses Along Highways

There is no single methodology that applies to the numbering along all of the highways in the County. Generally, addresses along highways in the County increase from north to south and west to east. However, the point of origin for numbering along the highways is dependent upon the individual highway. It is at the Land Planner's discretion to continue the appropriate numbering scheme along each highway, taking into consideration that most roadways shall contain 100 addresses per mile along the roadway.

4.4.2 Assigning Addresses Along County Roads and Lanes

Generally, the following conditions apply to the assignment of address numbers along County roads:

- The origin for address numbers along County roads is the northwest corner of the County.

- Address numbers increase as you move south and east of the origin along County roads.
- Numbered County roads generally run north to south and numbered County lanes run west to east.
- One hundred address numbers occur per mile of County road or between intersections of whole numbered County roads and lanes which generally align with the bounds of PLSS section lines.
- Odd numbered addresses are assigned on the north and east sides of County roads. Even numbered addresses are assigned on the south and west sides of County roads.

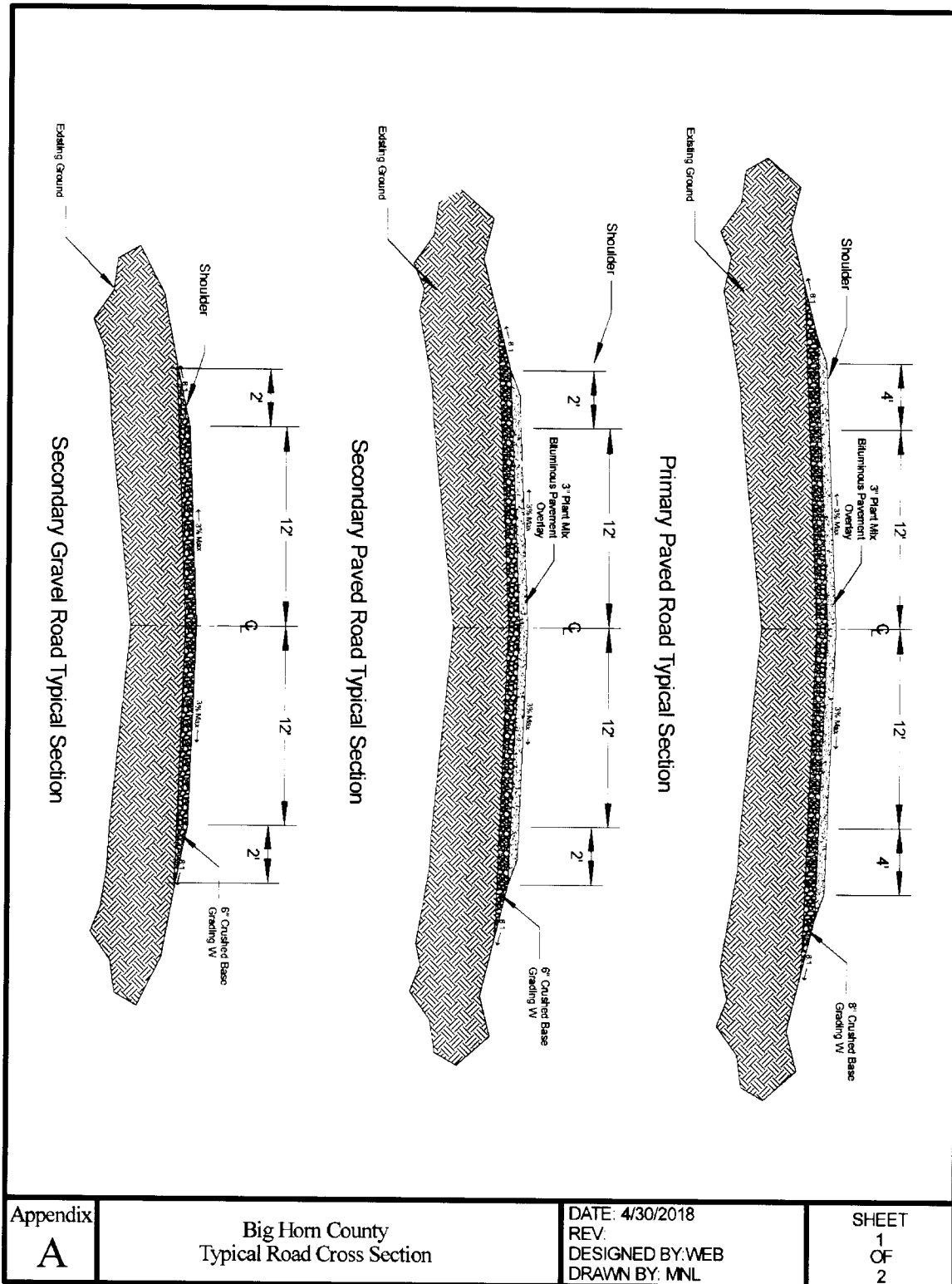
This methodology establishes logic which can be used to locate any addressed structure along a numbered County right-of-way based upon the number and road name alone. For instance, an address of 950 Road 9 would indicate that the location is approximately 9 ½ miles south of the north boundary of the County, 9 miles east of the west boundary of the County and the structure is on the west side of the road. Likewise, an address of 601 Lane 38 would indicate that the location is approximately 6 miles east of the west boundary of the County, 38 miles south of the northern boundary of the County and on the north side of the road.

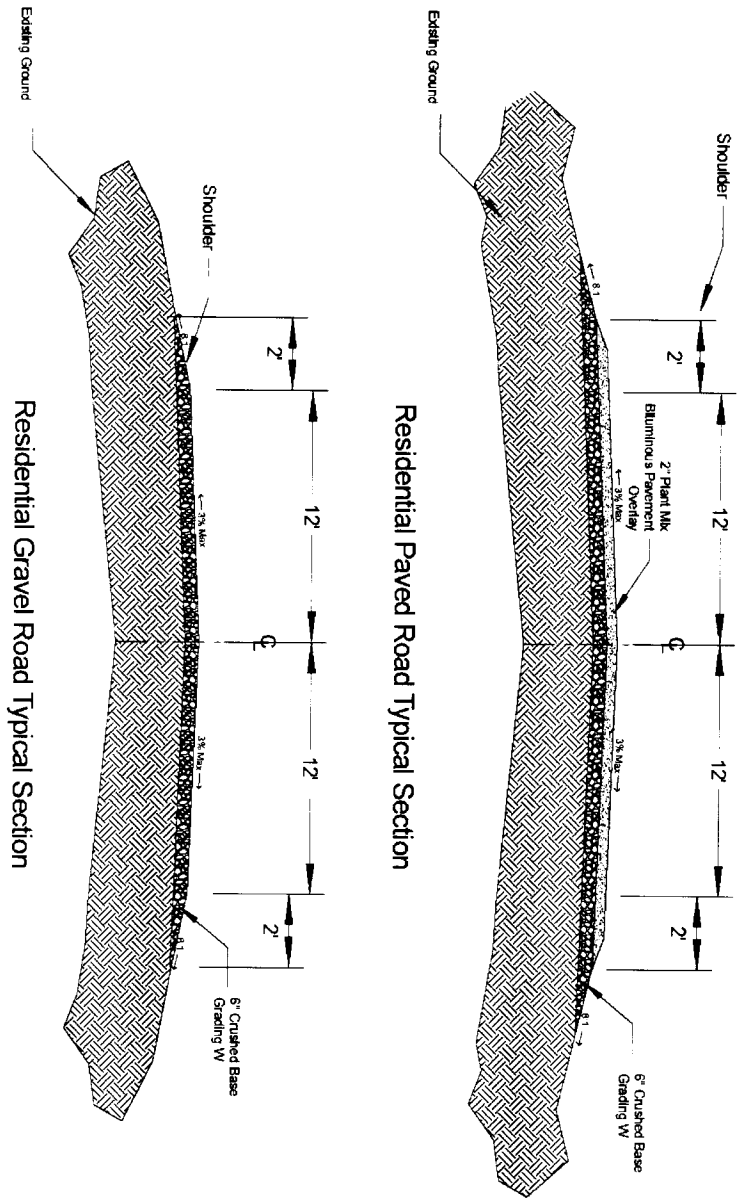
Along County roads that do not have a clear north-south or east-west orientation, addresses may not completely match the logic above. However, numbers shall increase in one direction and even numbers will always be on one side with odds on the other.

4.4.3 Assigning Addresses Along Private and Other Public Roads

The origin point of private roads is determined based upon the logic identified in Chapter 3, Section 3.2.3.3. Addresses assigned along private roads increase away from the origin of the road with one hundred numbers per mile of roadway; even numbers are on one side of the road and odds are on the other.

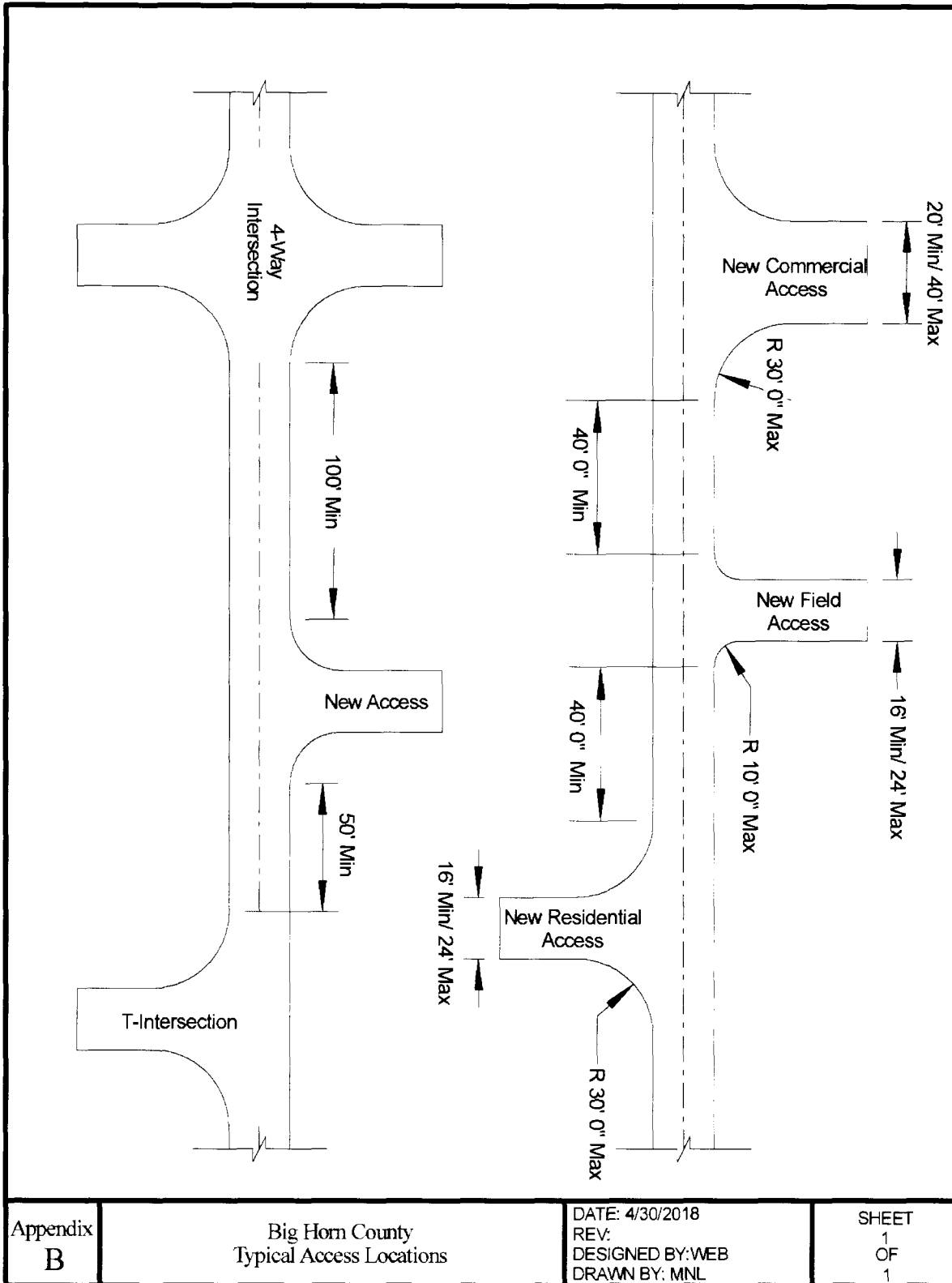
APPENDIX A: TYPICAL ROAD CROSS SECTIONS



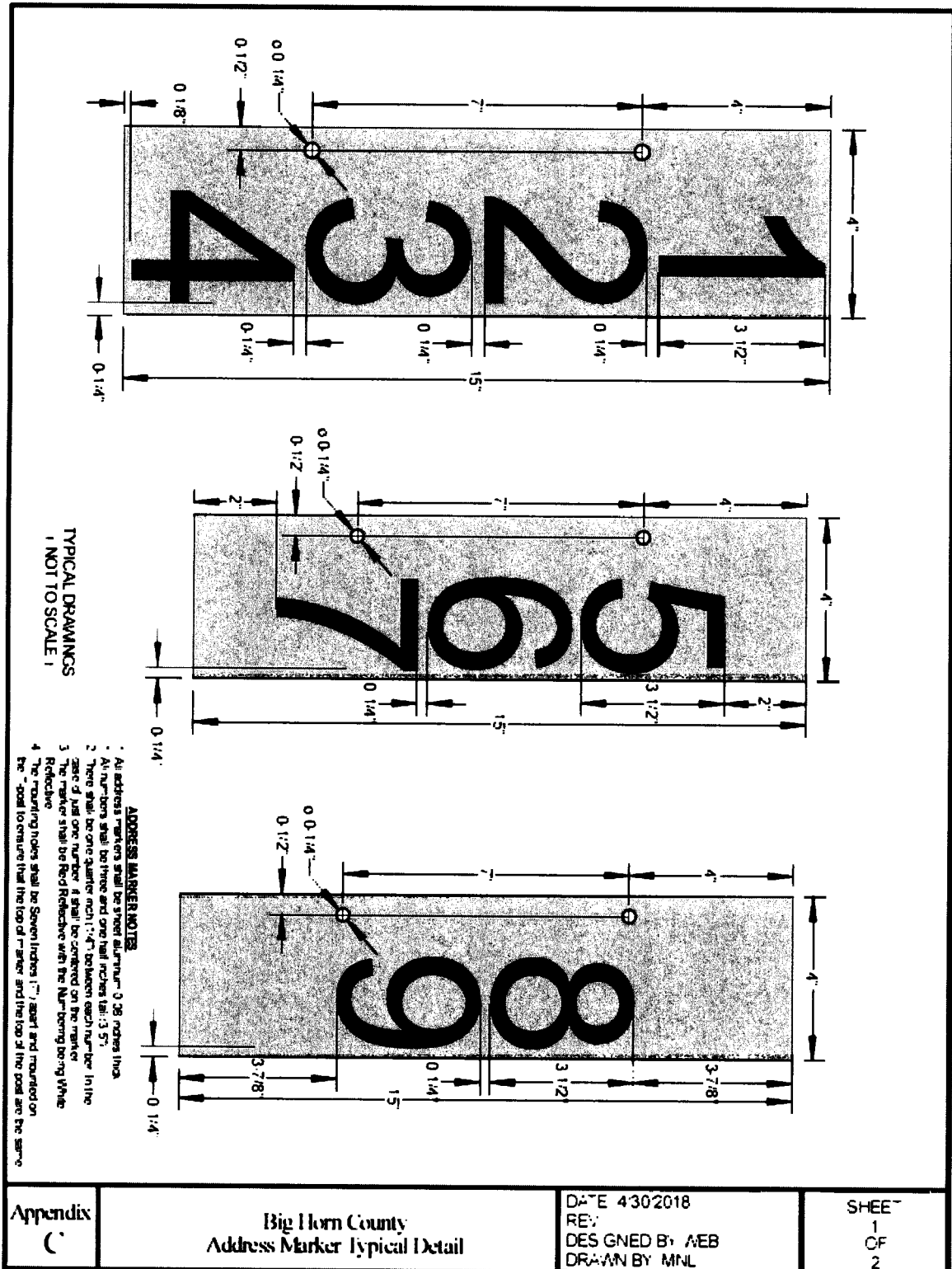


Appendix A	Big Horn County Typical Road Cross Section	DATE: 4/30/2018 REV: DESIGNED BY: WEB DRAWN BY: MNL	SHEET 2 OF 2
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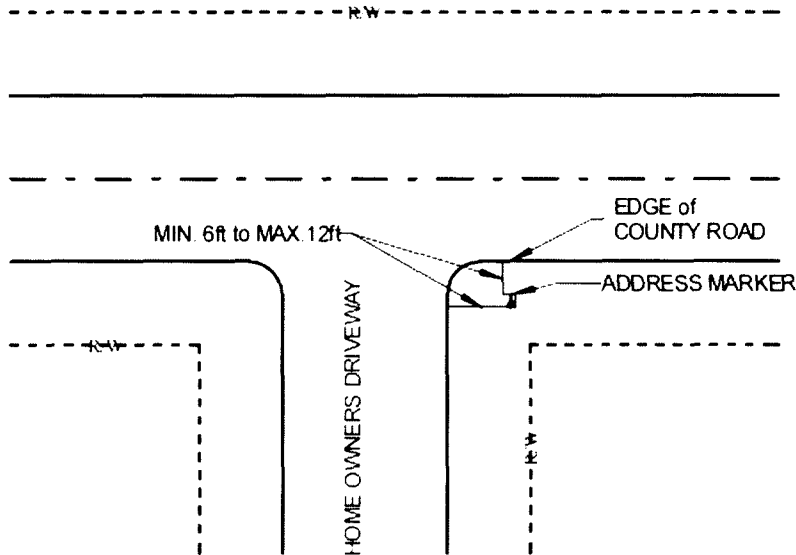
APPENDIX B: TYPICAL ACCESS LOCATION DRAWING



APPENDIX C: ADDRESS MARKER TYPICAL DETAIL AND PLACEMENT DETAIL



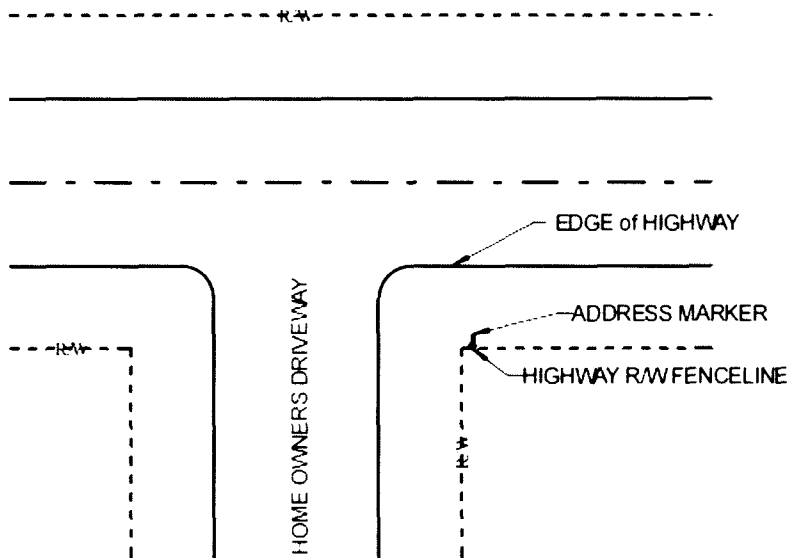
**COUNTY ADDRESS
 MARKER PLACEMENT DETAILS
 on COUNTY ROADS**



T-POST NOTES

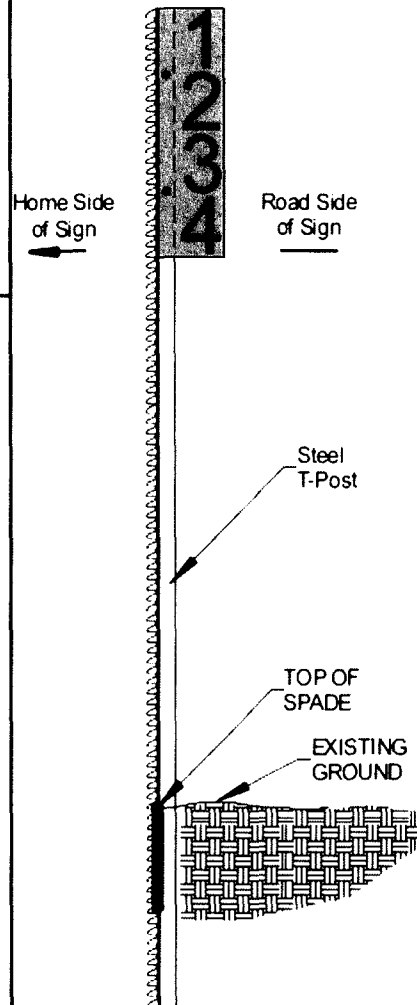
1. T-posts shall be 5-foot studded steel.
 1.25lb. per foot, painted green.
2. Address Markers shall be attached by
 either 1/4" rivets or 1/4" bolts and nuts.

**COUNTY ADDRESS
 MARKER PLACEMENT DETAILS
 on HIGHWAYS**



**MARKER PLACEMENT
 DETAIL**

TYPICAL DRAWINGS
 (NOT TO SCALE)



**MARKER/POST
 DETAIL**

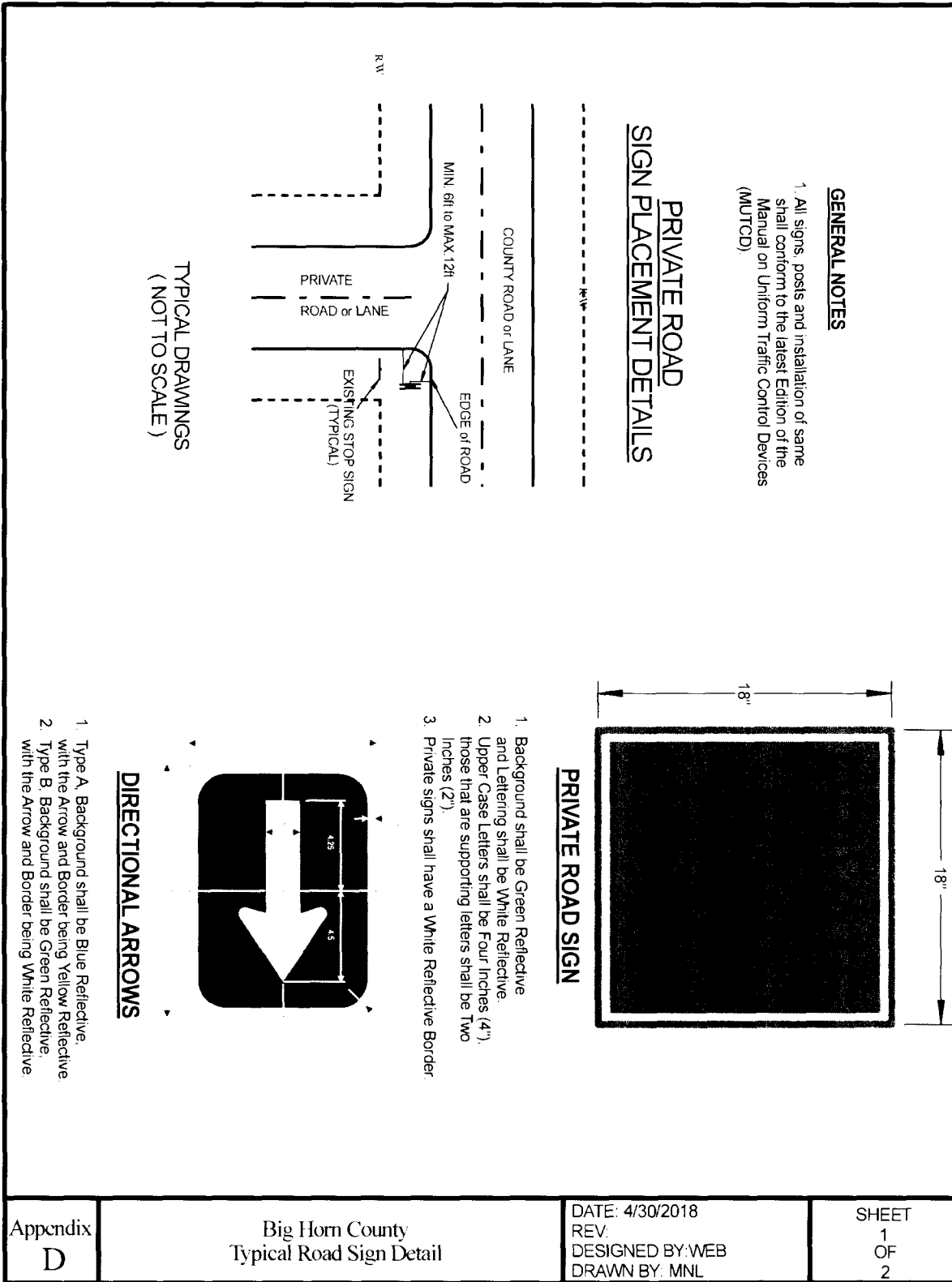
Appendix
 C

Big Horn County
 Address Marker Placement Typical Detail

DATE 4/30/2018
 REV
 DESIGNED BY WEB
 DRAWN BY MNL

SHEET
 2
 OF
 2

APPENDIX D: TYPICAL ROAD SIGN DETAIL

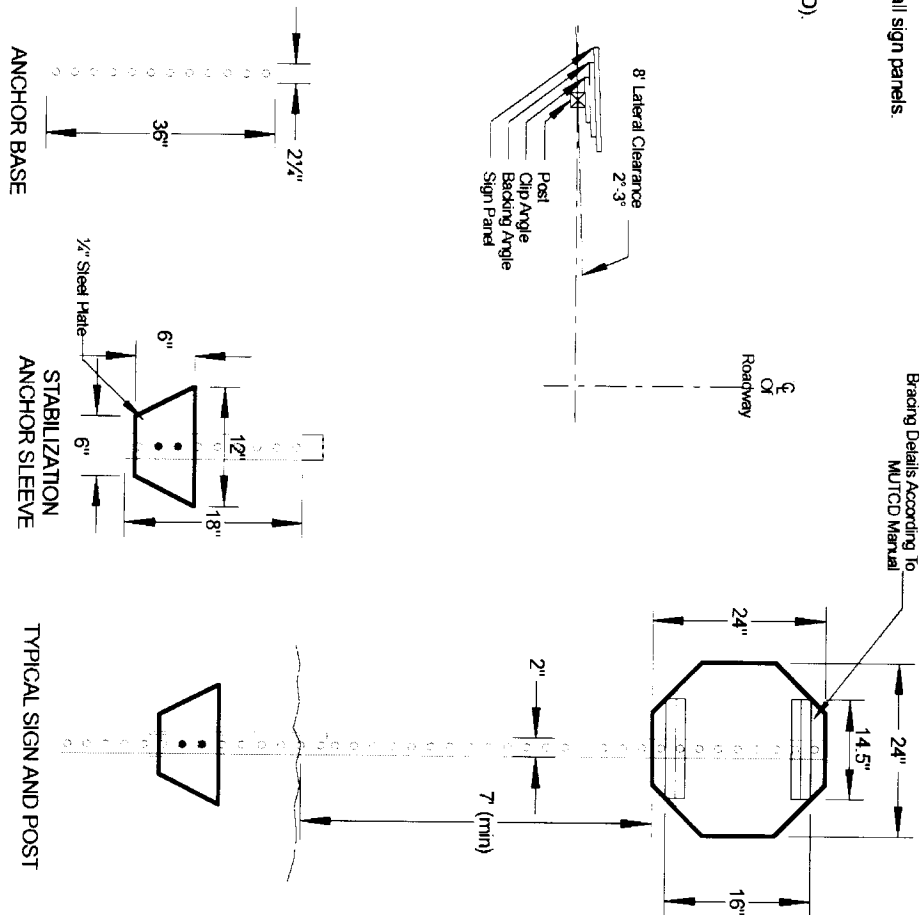


GENERAL NOTES:

1. Diamond grade reflective sheeting is required for all sign panels.
2. All signs and post installation of same shall conform to the latest Edition of the Manual on Uniform Traffic Control Devices(MUTCD).

SIGN POST & ANCHOR BASE

1. Post shall be 12ga. and 2" Perforated.
2. Post Anchor Base shall be Driven to a minimum depth of 34" with Stabilization Anchor Sleeve Attached.
3. 1" to 2" of the Anchor Base shall be left above the surface.
4. A min. of One Foot (1') of the Post shall be installed into the Anchor Base and secured using 5/16" hex head nuts & bolts.
5. Signs shall be attached to the posts using a minimum of two 5/16" hex head bolts, nuts, & washers.



Appendix
D

Big Horn County
Typical Road Sign Detail

DATE: 4/30/2018
 REV:
 DESIGNED BY: WEB
 DRAWN BY: MNL

SHEET
2
OF
2

APPENDIX E: TYPICAL TRENCH CROSS-SECTION

