

SWEET GRASS COUNTY ENCROACHMENT PERMIT APPLICATION

To be filled in by the applicant - Incomplete applications will not be processed.

Name: _____

Contact Person (if different): _____ Phone: _____

Mailing Address Property Owner: _____

Location - Exact distance and direction from the nearest County Road intersection: T _____ R _____ Sec _____

Nature of Construction Project (Attach drawings, plans/specifications): _____

Approximate Date of Completion: _____

FEDERAL LAW REQUIRES ALL PARTIES TO CONTACT "CALL BEFORE YOU DIG" AT 811

APPLICANT HEREBY AGREES TO THE FOLLOWING CONDITIONS:

1. To perform all work in compliance with Sweet Grass County Specifications, a copy of which is available at the County Road Department
2. To notify the County Road and Bridge Office prior to starting any work within the County right-of-way covered by this permit.
3. Applicant will be responsible for any damage to other installations already in place before digging.
4. To provide proof of insurance, indemnify and save harmless Sweet Grass County, its officers and employees, from responsibility, damage, or liability arising from the exercise of the privileges granted herein.
5. To meet all requirements for warning signs, traffic control and public safety as specified in the (Manual on Uniform Traffic Control Devices).

IT IS FURTHER AGREED:

1. Applicant shall furnish bond if required based on the type and scope of work covered by this application for a one-year period.
2. Above named applicant doing or authorizing said work will pay a fee as required, said fee to be retained by Sweet Grass County
3. Applicant shall not exceed or modify the scope of this project without prior approval from the County Road Department.
4. Applicants shall be responsible for their excavations, locations, placements of lines, poles, pipes, etc., within the public rights of way in accordance with Sweet Grass County Road Department standards.
5. When requested by the County Road Dept, due to public safety, county road maintenance, construction, rebuilding of the county road, relocation of the facility covered by this permit shall be the responsibility of the owner of said facilities; all costs associated with any future relocation of any improvement constructed under this project permit shall be borne by the current facility owner(s) at the time of the requested relocation.
6. All work shall be inspected upon completion as arranged by parties, the Applicant and the County Road Department, or his representative.
7. The Permittee shall maintain, at its/his sole expense, the installation and/or structures for which this permit is granted, in a condition satisfactory to the County.
8. Should the work fail to meet standards, or if a defect in said work creates a situation affecting public health, welfare or safety, the applicant is solely responsible for correction of the deficiency. If the applicant, upon notification by the County Road Dept. fails to correct said deficiency, the Sweet Grass County Road Dept. may make or authorize such repairs as necessary. All costs incurred in said repair shall be charged against the Applicant, the Applicants heirs, assigns, or his bond. Emergency situations, as determined by the Road Dept. Office, shall be corrected within 24 hours, and all other situations shall be corrected within 30 days.
9. The applicant agrees to hold Sweet Grass County harmless for any damage to their facilities occurring during normal road maintenance operation now and in the future.
10. Nothing contained in this permit shall relieve Applicant of responsibility for the work performed under any permit granted.
11. Application is good for one year from the date of County Commissioners review. Fee is non-refundable once application is submitted.

The terms of this permit application are accepted and agreed to by:

Signature of Applicant(s) _____ Date _____

****Send the completed application form along with applicable fees, drawings, plans/specifications, proof of insurance, and bond to the address below or drop off at the Clerk and Recorders Office - 115 W 5th Ave.**

Sweet Grass County
PO Box 888
Big Timber, MT 59011
Phone: (406) 932-5140

SWEET GRASS COUNTY INSPECTION FEES:

- *Driveway or Private Road Approach \$125.00 each**
New construction, expanded use, alteration of or relocation of an existing approach
- *All Road Crossings \$125.00 each**
Bored, trenched, overhead, culverts and cattle guards
- *Recording of Encroachment to Clerk & Recorder Filing Fee ... \$20.00 1st page**
\$10.00 per additional page
- *Cattle Guard Inspection Fee: \$125.00 each**

**All costs incurred by the County Road Department or its representatives associated with the testing, inspection and correction of deficiencies will be charged to the permittee responsible.

**Sweet Grass County reserves the right to require a performance bond securing the restoration of county facilities to assure with right-of-way permit requirements.

**If this encroachment permit is for new Home Construction, please Contact the Planning Office at 406-932-5470 to establish a physical address for emergency services, utilities services, mailing address, etc. No fee or application is required for a new physical address. The Planning Office will not assign a new address until the Road Superintendent approves the location.

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Procedure to follow for applying for a Road Encroachment/ Cattle Guard Permit:

1. Fill out application for Encroachment/ Cattle Guard Permit with attached drawings/ plans/ specifications.
2. Mail the application to the address on application or return to Clerk and Recorders Office with necessary fees. The Clerk & Recorder’s Office will forward the application to the County Road Superintendent for review.
3. The Road Superintendent will inspect the proposed location as identified on the application.
4. County Road Superintendent will meet with County Commissioner’s to approve/ deny/ or conditionally approve proposed encroachment/cattle guard application.
5. Upon completion of project by owner, applicant must notify the County Road Superintendent when project is completed for final inspection (to be completed within 10 days) and approval. The finalized signed application will be turned into the Clerk & Recorders Office, along with a copy of the minutes approving the application.
6. Upon approved final inspection and payment of the recording fees, the permit will be recorded by Sweet Grass County Clerk & Recorders Office. A copy of the recorded document will be returned to the applicant identified on the application form.
7. The permit is good for one year from the date of County Commissioners review. If the project is not completed within one year, a new application and fee must be submitted.

ROUTING

- ____ 1. Road & Bridge –Preliminary inspection
- ____ 2. Road & Bridge – Approval and fees to County Treasurer
- ____ 3. Commission action – Decision on application for permit
- ____ 4. Clerk & Recorder – Record final document
- ____ 5. Clerk & Recorder – Mail recorded copy to applicant after filed