

Gallatin County Road and Bridge Department
Application for an Approach Encroachment Permit

Pursuant to Title 7, Chapter 14, MCA, inter alia, any person or agency performing any work in a County Road right of way must first obtain an encroachment permit from the Road and Bridge Department. Encroachment permits are issued for driveways, road approaches, underground and aerial utility work, and any other kind of work performed or structure placed within the road right of way.

The term "encroachment" includes but is not limited to any tower, pole, poleline, pipe, pipeline, driveway, private or public road, fence, walkway, path, trail, stand or building, or any structure or object of any kind or character not particularly mentioned in this section, which is placed in, under or over any portion of the County Road right of way.

A certificate of insurance, naming Gallatin County as additional insured in the amount specified by the County shall be received by the Road Office from the applicant's contractor prior to the permit being issued.

An application fee of \$125 is required.

Encroachment permits are issued for a ninety (90) day period. All construction work must be complete within the 90 day period unless otherwise stated on the Encroachment Permit. If a longer period of time is needed please indicate that on the installation schedule. Upon written request, an extension may be granted by the Gallatin County Road and Bridge Department for up to an additional 90 days.

This application is not a permit. No construction/work may start until an official Gallatin County Encroachment Permit has been issued and validated by this Department. If the application is approved, the applicant will be required to sign the permit acknowledging acceptance of all of the conditions. The Encroachment Permit is not valid until signed by a Gallatin County Road and Bridge Department Representative.

Return completed application and required documents to:

**Gallatin County Road and Bridge Department
205 Baxter Lane West
Bozeman, MT 59718
Phone 406-582-3250
Fax: 406-582-3255**

Incomplete Applications will be returned.

Application for Encroachment Permit – Access to a County Road

County Road to be accessed: _____

Driveway/Approach:

- The main use of the driveway/approach will be (mark one):

Residential (single unit) Commercial Agricultural Road

- Property Address: _____

- Legal Description (include Subdivision Name/Number or COS Number and Tract/Lot Number):

- GEO Code (available on your tax record) _____

- Is the property in a Zoning District _____ (include a completed Property Information Request Form from the Planning Department).

Name of the Zoning District: _____

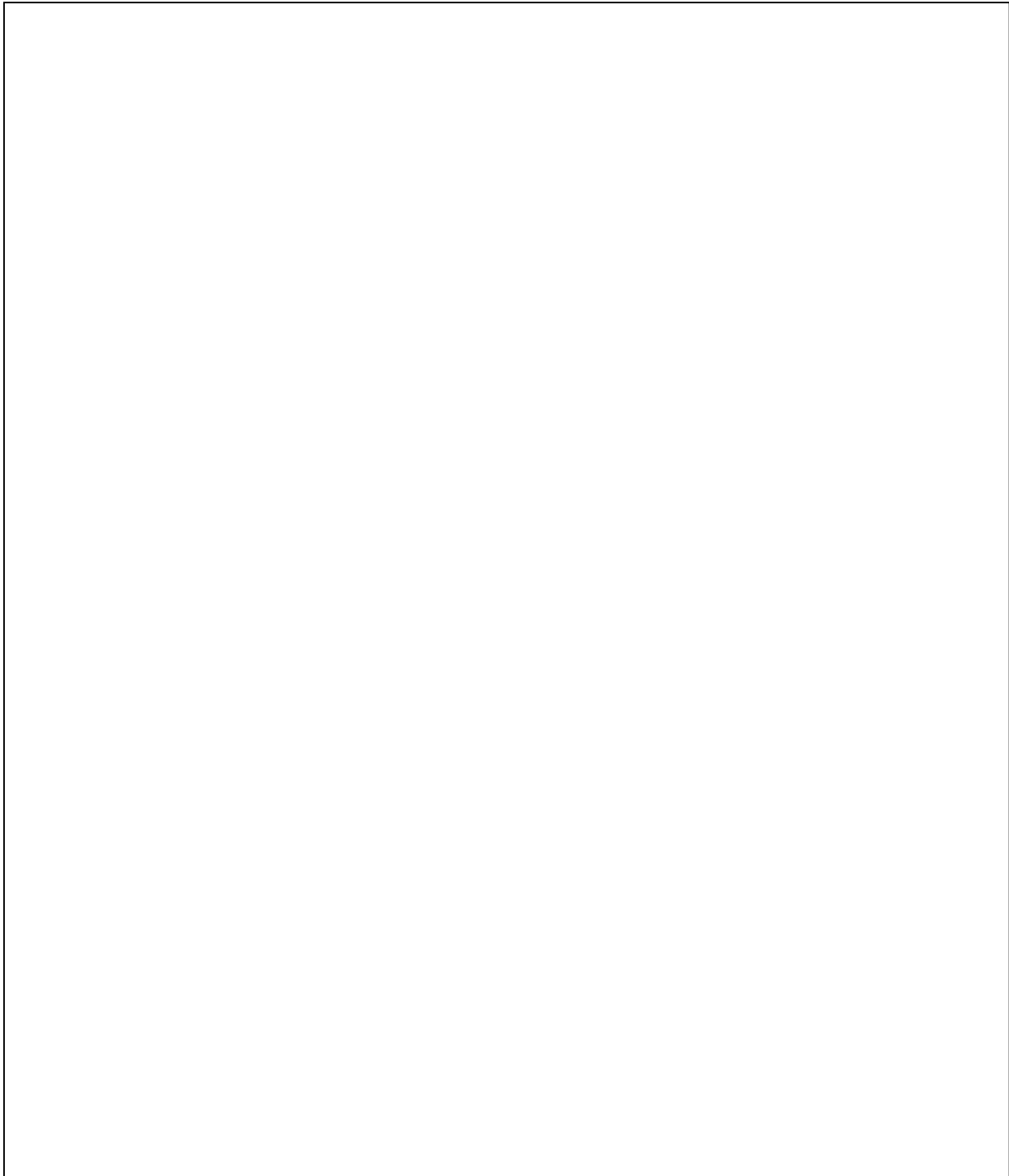
- Driveway/Approach location description (*i.e. west side of River Rd approx. 300 feet south of Lee Rd*):

- Is this approach pre-existing? _____ If yes, explain the purpose of your application and provide the previous permit number: _____

- Are there any other driveways or approaches to the property? _____ If yes, provide a written statement explaining the purpose of your request for a second access.

- Date proposed location will be flagged or marked for an initial assessment: _____
- Desired installation schedule: _____

Provide a sketch of the proposed project with property boundaries and address, road names, drainage and topographic features, etc. affecting the proposed location. Applicant may attach a drawing or provide it in the box below.



Documents Required:

- ✓ If in a Zoning District, include the completed Property Information Request Form from the Planning Department
- ✓ Payment for the application fee of \$125.00, checks payable to Gallatin County.

Property Owner Information:

Name: _____ e-mail address: _____

Business Name: _____

Mailing Address including City State and Zip Code: _____

Telephone: _____ Cell phone: _____ Fax Number: _____

Applicant Information (to be completed if Applicant is not the Property Owner):

Name: _____ e-mail address: _____

Business Name: _____

Mailing Address including City, State and Zip Code: _____

Contact phone number(s): _____ Fax Number: _____

Company performing the work:

- Company Name: _____ Project Manager: _____
- Contact telephone number: _____ e-mail address: _____
- Mailing address including City, State and Zip Code _____

Office Use Only:		
Date Received: _____	Date submitted for processing: _____	
Date Issued: _____	Mailed to: _____	
Fee Paid _____	Check Number: _____	Paid By: _____