

**Gallatin County Road and Bridge Department**  
**Application for a Utility 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.

Fees are required for encroachment permits. The fee is \$125.00. No permits will be processed until the application fee is paid.

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.

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. 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 Utility

County Road Name: \_\_\_\_\_

**Utility Placement (including culverts crossing under the County road):**

• Type of utility: \_\_\_\_\_

• Type of encroachment (mark one):

New Placement          Repair          Upgrade          Other

• Location Description (including Latitude and Longitude): \_\_\_\_\_

\_\_\_\_\_

• Project Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Project Number if applicable: \_\_\_\_\_

• Installation schedule (please include desired start date and approximate completion date)

\_\_\_\_\_

**Documents Required:**

- ✓ Sketch or plans of the proposed project with property boundaries and address, road names, drainage topographic features, etc. affecting the proposed location.
- ✓ Traffic Control plan (if requesting lane closures)
- ✓ Copies of all necessary certificates and permits from Local, State, Federal and other public authorities.
- ✓ Payment of the application fee of \$125.00, checks payable to Gallatin County.

**Applicant Information:**

Name: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address Including City State and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Person/Company performing the work:**

- Company Name: \_\_\_\_\_ Project Manager: \_\_\_\_\_
- Contact telephone number: \_\_\_\_\_ e-mail address: \_\_\_\_\_
- Mailing address Including City State and Zip Code: \_\_\_\_\_

**Primary Contact Person and Primary Phone Number for Contact:**

\_\_\_\_\_

**Office Use Only**

Date Received: \_\_\_\_\_ Date submitted for processing: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Mailed to: \_\_\_\_\_

Fee Paid \_\_\_\_\_ Check Number: \_\_\_\_\_ Paid By: \_\_\_\_\_