

Gallatin County Road and Bridge Department
Application for a Utility/ROW Work Permit

Instructions

Pursuant to Title 7, Chapter 14, Montana Code Annotated and the *Gallatin County Transportation Design and Construction Standards*, any person or agency performing underground or aerial utility work, or any other kind of work, in a County Road Right-of-Way must first obtain a permit from the Road and Bridge Department.

Depending on a project's risks and complexities, the Road and Bridge Department may require the applicant and its contractor (if any) to comply with certain insurance requirements, as well as to obtain a performance guarantee and issue a warranty consistent with Section 2.3 of the *Gallatin County Transportation Design and Construction Standards*. These requirements will be identified in the terms of the permit to be agreed upon by the applicant and Gallatin County Road and Bridge Department.

An application fee of \$125.00 is required. No permits will be processed until the application fee is paid.

Utility/ROW Work permits are issued with an expiration date. All construction work must be complete prior to the expiration date unless otherwise stated on the Utility/ROW Work Permit. Upon written request, an extension may be granted by the Gallatin County Road and Bridge Department.

The Gallatin County Road and Bridge Department will consider only complete and signed applications. Incomplete applications will be returned.

This application is not a permit. No construction or work may start until a Gallatin County Utility/ROW Permit has been issued and signed by a Gallatin County Road and Bridge Department representative.

Return completed application, \$125 fee, 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

Application

County Road Name(s): _____

ROW Work / Utility Placement (including culverts crossing under the County road):

• Type of work: _____

• Status of utility (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.

Property Owner (Permittee) Information:

Name: _____ Email address: _____

Business Name: _____

Mailing Address Including City State and Zip Code: _____

Telephone: _____ Cell phone: _____ Fax Number: _____

Contractor performing the work (if any):

- Name: _____ Project Manager: _____
- Telephone number: _____ Email address: _____
- Mailing address Including City State and Zip Code: _____

Primary Contact Person, Phone Number, and Email for Contact:

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