



## Permit Application

**Type of permit applied for:**

Grading and Excavating ___	Driveway ___	Utility Installation ___
Cattle Guard Installation ___	Special Event ___	Oversize/Overweight ___
Adopt A Highway ___	Plow ___	Work in Right-of Way ___
other _____		

### Property Information

Project physical address: \_\_\_\_\_ City: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Section(s): \_\_\_\_\_ Township: \_\_\_\_\_  
Area to be disturbed: \_\_\_\_\_

### Owner/Applicant Information

Applicant/contractor:  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Owner:  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Project Description:

**Work in right-of-way  
(Acctg # 03.00.06.000.5670)**

Permit Needed: For work in right-of-way or within public roads that does not meet criteria for grading and excavating or utility permit. Includes driveway permits.

Permit Application shall include:

- Site Plan/design (either CAD drawings or hand drawn to scale)
- Approximate length of boring/cutting; approximate length of road cut or ROW occupancy, volume of disturbance calculations
- Location, Parcel ID number, address

Permit Process:

1. Submit complete permit application to the County Road & Bridge Department offices at 136 6th Street, between the hours of 7:30 am and 4:30 pm.
2. R & B reviews application and inspects site.
3. Revisions are made by applicant if needed.
4. R & B re-reviews and re-inspects if needed.
5. If acceptable application is approved
6. Applicant pays fee and permit issued.
7. Applicant conducts work in accordance with plans, maintains erosion control, and updates SWMP as needed.
8. R & B inspects completed work
9. If erosion, re-vegetation and structural measures are met, permit is closed

Fee Calculation:

Standard ROW work or utilization .....\$65.00  
May be subject to grading and excavating and utility installation fees.