



Right-Of-Way Encroachment Application and Permit for Utilities

ITD 2110 (Rev. 11-13)
itd.idaho.gov

Key Number	Project Number	Beginning Station	Ending Station	Permit Number
Segment Code		Access Purchased <input type="checkbox"/> Yes <input type="checkbox"/> No	Roadway Type (Urban, Rural)	
GPS Coordinates		Latitude	Longitude	Elevation
Fee \$	<input type="checkbox"/> Inspection Fee Required \$		<input type="checkbox"/> Performance Bond Required \$	

Utility Company Complete Below

Permit Type	<input type="checkbox"/> New Installation <input type="checkbox"/> Upgrade <input type="checkbox"/> Relocation <input type="checkbox"/> Other					
	<input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Cable <input type="checkbox"/> Telephone <input type="checkbox"/> Electric <input type="checkbox"/> Sewer <input type="checkbox"/> Fiber Optic <input type="checkbox"/> Other					
	<input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Overhead and Underground Both Involved					
Location	Route		Beginning Milepost	Ending Milepost	Township	Range
	County(s)		Name of Nearest Crossroad			Distance From Crossroad (Feet)
	Distance From Center of Road (Feet)	or	Right-of-Way Line (Feet)	Right-of-Way Width (Feet)		
	Angle of Crossing (Degrees)		Vertical Clearance (Feet)	Depth (Inch)		
Facility Specifications	Potential (V, KV)		Pipe Size (Inch)		Pressure (PSI)	
	Structure Attachment Type (Requires Bridge Approval)					
Other Permits Required <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Railroad <input type="checkbox"/> DEQ <input type="checkbox"/> 404 (COE) <input type="checkbox"/> BLM <input type="checkbox"/> Forest Service <input type="checkbox"/> Tribal <input type="checkbox"/> Other				

Attach the following

1. Plans or drawings (3 sets) showing proposed work, all utility locations, trench details, and traffic control. Include Department roadway alignment or project plans when available.
2. Details or shop drawings for attachment to any structures within the highway right-of-way.
3. Special Provisions and/or variance when applicable.

I certify that I am the Authorized Utility Company Representative and request permission to construct the above facilities within the State Highway Rights-of-Way in accordance with the General Provisions printed on the reverse side of this form, the Special Provisions, and the Plans made a part of this permit.

Company Name		Authorized Representative (Print)		Phone Number	
Address			City	State	Zip
Authorized Representative's Signature				Date	

Subject to all terms, conditions, and provisions shown on this form or attachments, permission is hereby granted to the above-named applicant to perform the work described.

Local Government Approval When Required			Department Approval	
Signature	Title	Date	Chief/District Engineer's Signature	Date

Note: The permit will be considered Temporary until final inspection and approval by an ITD representative.

General Provisions

1. No work shall commence until the permittee is given notice to proceed by an authorized representative of the Department. The permittee shall notify the Department five (5) working days prior to commencing the permitted work. This permit is valid for one year and **SHALL BE VOID** if all work is not completed and as-built drawings submitted, and the Department has not been contacted to make final inspection for approval within one year of the issuance date.
2. The permittee shall observe and comply with all applicable laws, ordinances, regulations, orders and decrees. By signing this permit, the permittee, his designated representative or successors, agree to indemnify, save harmless, and defend regardless of outcome the State from the expenses of and against all suits or claims, including costs, expenses, and attorney fees that may be incurred by reason of any act or omission, neglect, or misconduct of the permittee or its contractor in the design, construction, and maintenance or use of the facility covered by this permit. The permittee is responsible for obtaining all other necessary permits and approvals prior to starting work. The permittee must adhere to Idaho Code 55, Chapter 22, "Underground Facilities Damage Prevention", prior to any excavation work.
3. During the progress of all work, traffic control devices shall be erected and maintained as necessary or as directed for the protection of the traveling public. All utility companies, or contractors working for utility companies, are required to identify the name of the utility company at the work site. All traffic control devices shall conform to the *Manual on Uniform Traffic Control Devices for Streets and Highways* (latest edition adopted by the Department) and all other Department requirements. All flagging personnel shall have flagging certification valid in Idaho (some other State's are accepted).
4. All utilities shall be installed under culverts.
5. Except as herein authorized, all underground crossings shall be bored or jacked.
6. Parked equipment and stored materials shall be as far from the traveled way as feasible. Items, excavations or obstacles within 30 feet of the traveled way shall be properly marked and/or protected.
7. Upon completion of the permitted work, the permittee shall restore the site to original condition or better at no expense to the Department. Restoration includes, but is not limited to, repair of any and all damage, correction of any interferences with highway drainage, restoration of survey monuments and traffic control devices, and all required grading and seeding. All rubbish and debris shall be immediately removed from the work area, to the satisfaction of the Department.
8. The permitted work shall be subject to inspection at any time by the Department. The Department shall be reimbursed by the permittee for any additional inspection required under the Special Provisions of this permit. All work shall be in conformity with the permit requirements including location and depth or height, and current government and Industry standards. The permittee shall provide satisfactory evidence to the Department that the work was performed, and the utility located, as required by this permit.
9. A copy of this permit, complete with special provisions, plans and traffic control requirements, shall be kept at the work site at all times when work is in progress
10. This permit shall not be deemed or considered an exclusive right, and shall not prohibit the Department from using any of its highways, streets, or public places or affect its right to full supervision and control over all or any part of them, none of which is hereby surrendered. This permit shall not prohibit the Department from granting other permits or franchise rights of like or other nature to other public or private utilities. The Department reserves the right to make at any time such modification, addition, repair, relocation, or removal of an existing encroachment(s) or its appurtenances or any encroachment(s) or subject(s) authorized by this permit within the highway right-of-way as may be necessary to permit the relocation, reconstruction, widening, and maintenance of the highway and/or to provide proper protection to life and property on or adjacent to the highway. Said change or removal shall be made at the sole expense of the permittee, or its successors and assigns. All such modifications, relocation, or removal by the permittee shall be done in such a manner as will cause the least interference with the traveling public or any of the Department's work.
11. The Department may revoke, amend, amplify, or terminate this permit or any of the conditions herein enumerated if the permittee fails to comply with any or all of its provisions, requirements, or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given, or if the utility herein granted is not installed or operated and maintained in conformity herewith.
12. The permittee shall maintain at its sole expense the structure or subject for which this permit is granted.
13. If trench or pavement settlement should occur, or any other kind of displacement, due to the work covered under this permit, within two years from the date of installation, repairs shall be made by the permittee as directed by the District Engineer at no cost to the Department. If the permittee fails to make the necessary repairs, the Department will make the repairs and bill the permittee. No new permits shall be issued to the permittee until such claims have been settled.
14. Any modification or addition to, or removal or relocation of, work granted by this permit may require a new permit for approval by the District Engineer. All work within the highway right-of-way shall be document on as-built drawings and submitted to the District within 30 days of completion of work.

Also see attached Special Provisions

District Staff Review									
Review	Reviewer Name	Date	Recommend		Other Review	Reviewer Name	Date	Recommend	
			Yes	No				Yes	No
Traffic			<input type="checkbox"/>	<input type="checkbox"/>	Planner			<input type="checkbox"/>	<input type="checkbox"/>
Maintenance			<input type="checkbox"/>	<input type="checkbox"/>	Permit Coord			<input type="checkbox"/>	<input type="checkbox"/>
Design			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Property Mgmt			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Appeal Review									
Review	Reviewer Name	Date	Recommend		Other Review	Reviewer Name	Date	Recommend	
			Yes	No				Yes	No
Local Agency			<input type="checkbox"/>	<input type="checkbox"/>	CE			<input type="checkbox"/>	<input type="checkbox"/>
DTE			<input type="checkbox"/>	<input type="checkbox"/>	Hearing Officer			<input type="checkbox"/>	<input type="checkbox"/>
DE			<input type="checkbox"/>	<input type="checkbox"/>	Director			<input type="checkbox"/>	<input type="checkbox"/>
STE			<input type="checkbox"/>	<input type="checkbox"/>	Board			<input type="checkbox"/>	<input type="checkbox"/>

***Attach reason(s) for denial and/or recommendations for variance.**