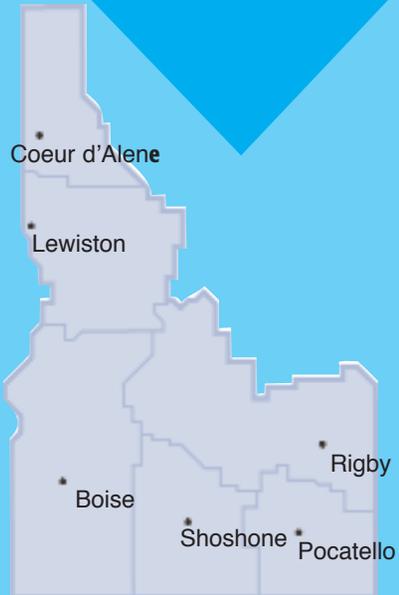


DISTRICT OFFICES



- **District 1 Office (Coeur d'Alene)**
(208) 772-1200
- **District 2 Office (Lewiston)**
(208) 799-5090
- **District 3 Office (Boise)**
(208) 334-8300
- **District 4 Office (Shoshone)**
(208) 886-7800
- **District 5 Office (Pocatello)**
(208) 239-3300
- **District 6 Office (Rigby)**
(208) 745-7781



www.itd.idaho.gov

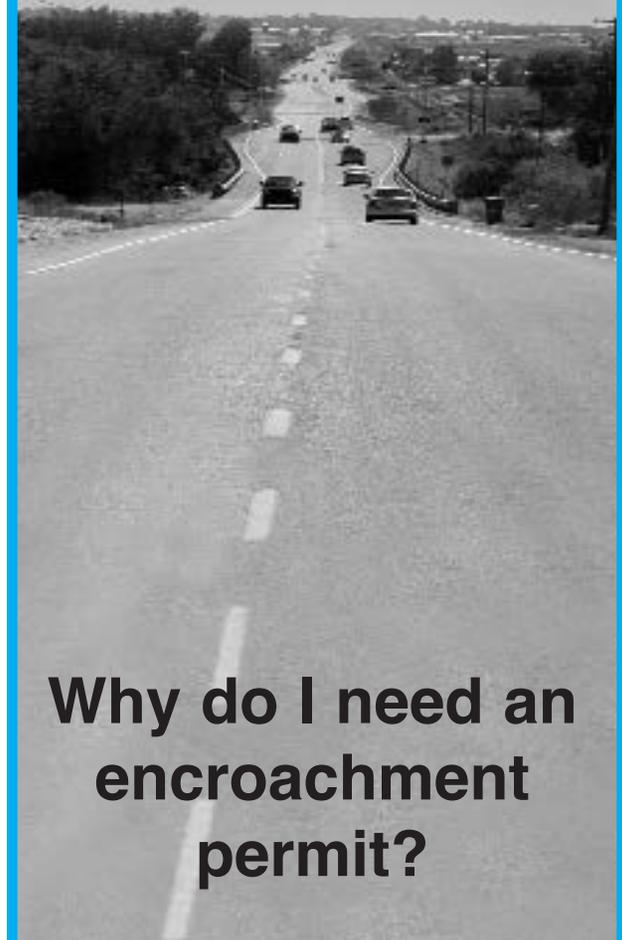
State of Idaho
Transportation
Department
P.O. Box 7129
Boise, Idaho 83707
(208) 334-8000

100410 500



Frequently Asked Questions

APPROACH PERMITS



**Why do I need an
encroachment
permit?**

Frequently Asked Questions

This brochure provides a general description of ITD's procedures and requirements to process applications for Right-of-Way Encroachment Permits for approaches such as driveways, alleys, and private or public roads.

Who needs a permit for an approach?

A Right-of-Way Encroachment Permit is required for any activity other than normal travel on State Highway rights-of-way including:

- new approaches to a state highway;
- to change the use, width, or location of an existing highway approach;
- construction of a temporary approach for a limited-time duration.

How do I obtain a permit?

Pre-Application Meeting

You may be able to expedite the application process and reduce site design and engineering costs by requesting a pre-application conference with ITD.



The conference is an opportunity to discuss issues that may arise during the permitting process, such as fees, items that will be required for submittal with the application, and options for

access location and design.

Depending on the use of your proposed approach, a transportation impact study may be required.



Completing the Application

Applications are available from any District office. ITD staff will assist you in completing the application and will inform you of any additional information required to process your application.

Local Government Approval

ITD may require you to provide documentation of the local jurisdiction's land-use approval before processing your application. You must coordinate with the local land-use planning office for any required land use approvals.

Application Review and Decision

ITD's decision to approve or deny applications is based on IDAPA 39.03.42 *Rules Governing Highway Right-of-Way Encroachments on State Highway Rights-of-Way*, and *ITD Policies and Procedures*. These documents can be obtained online at itd.idaho.gov or at any District office.

If your application is approved, you may be required to provide construction and traffic-control plans prior to the permit being issued.

If your application is denied, you will be notified of the reasons for denial and options for appeal of the decision by certified mail.

What's next once my permit is approved?

You will need to notify the District office at least five days prior to beginning any work within State highway right-of-way. Generally, the work should be completed within 30 days after construction begins.

The permit and all attachments must be at the work site while work is in progress.

If you do not complete the permitted work within one year of the permit being issued, the permit will be void. At that point, you will need to start the application process again.

One six-month extension may be granted at ITD's discretion if requested by you in writing prior to the expiration date.



Information on other types of Encroachment Permits - such as utilities, landscaping, mailbox turnouts and other miscellaneous uses - can be obtained at any ITD District office.

