



# Right-of-Way Encroachment Application for Approaches or Public Streets

 ITD Use Only  
Permit # \_\_\_\_\_

 This form initially serves as an **application** for an approach. If approved by ITD, the completed form becomes a **permit**.

**Note: Carefully review your application and submit all required documents. Incomplete applications will delay processing.**

**Applicant Information** (Printed in blue or black ink or Typed) is to be completed by either the property owner(s) applying for a permit to encroach within the state highway rights-of-way, or an agency/authorized representative of the property owner(s). The application may be approved, approved with conditions, or denied based on IDAPA 39.03.42 Rules Governing Highway Right-of-Way Encroachments on State Highway Rights-of-Way, and ITD Policies and Procedures. **\*indicates it may not apply to all projects and may be left blank.**

Applicant Information	Property Owners Name (Printed)		Mailing Address or P.O. Box		City	State	Zip Code
	E-Mail of Owner or Authorized representative				Daytime Phone	Alternate Phone*	
Property Information	Tenant Name (If applicable)*		Property Address		City	County	
	Current Property Use*	Current Zoning*	Proposed Property Use*		Proposed Zoning*		
	Tax ID/Parcel Number*				How is Access Currently Gained?		
Planned Approach	Describe the work being performed and any information ITD should be aware of (Attach sheets if needed)						Estimated # of Vehicles using approach at full buildout
							per day      per day <b>at peak hour</b>
	If this is a proposed change* to an existing approach, check all that apply: <input type="checkbox"/> Location <input type="checkbox"/> Width <input type="checkbox"/> Improve <input type="checkbox"/> Change in Use <input type="checkbox"/> Consolidate Multiple <input type="checkbox"/> Remove			Type of Approach Requested: <input type="checkbox"/> Farm/Field <input type="checkbox"/> Single Residential <input type="checkbox"/> Multiple Residential <input type="checkbox"/> Commercial One-way <input type="checkbox"/> Commercial two-way <input type="checkbox"/> Joint Use Commercial <input type="checkbox"/> Joint Use Residential <input type="checkbox"/> Public Road <input type="checkbox"/> Boulevard <input type="checkbox"/> Other _____			Approach Width Proposed Without radii/curve (ft) (or actual width if no changes are planned)  Planned Start Date* Project End Date*
	Is this a temporary approach? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a new approach? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Required Documents	<input type="checkbox"/> <b>Payment receipt</b> for the nonrefundable application fee \$50- unless new/expanded development: contact ITD for fee chart.				<input type="checkbox"/> <b>Deeds, Warranty Deeds, Exchange Deeds or Joint Access Agreements</b> verifying land ownership, access restrictions, legal easements, or access for all affected parcels- <i>If ownership of the property changes during the permit process, a new form must be submitted with new ownership documentation.</i>		
	<input type="checkbox"/> <b>Photos</b> of the proposed driveway location, including one looking each direction along the highway from the proposed location.				<input type="checkbox"/> <b>Parcel Map</b> * If applicant owns adjacent properties, label all properties owned by applicant.		
	<input type="checkbox"/> <b>Plans or civil drawings</b> showing proposed work including: <ul style="list-style-type: none"> <li>A map with the location of the existing or proposed approach marked</li> <li>Shows property lines, with North labeled</li> <li>Marks exact milepost location to the one-hundredth (0.01) of a mile</li> <li>Shows the property in relation to the highway, other roads, landmarks</li> <li>Lane configuration, pavement markings, signs, signals (traffic lights)</li> </ul> Approach design, spacing, width and type, with dimensions labeled and drainage plans, if possible, draw to scale.				<input type="checkbox"/> <b>For commercial, multi-family, subdivision, or public street approaches, you must ALSO include*</b> a site/plot plan, grading and drainage plans. Show the parcel layout, proposed lots, building locations and sizes, parking, internal drive aisles, street layouts. The applicant must contact ITD for roadway alignment or highway project plans when in a project area.		
	<input type="checkbox"/> <b>A Traffic Control Plan</b> drawn and signed by a certified Traffic Control Supervisor, including certification number.				<input type="checkbox"/> <b>Preliminary Traffic Data</b> at full build out* <i>for new or expanded development</i>		
Contacts	Construction Contractor (If known)*		Phone*		E-Mail*		
	Consultant (If Applicable)*		Phone*		E-Mail*		
	Traffic Control Company (Required)		Phone		E-Mail		

**Acceptance and Approval to Work:** If the permit application is denied, the applicant will be notified by certified mail of the reason(s) for denial and the process for appealing. The permittee must comply with the **General and Supplemental Requirements** and any additional conditions in the permit approval letter. If permittee does not agree with all conditions in the approval, they may send a written notice to ITD to cancel the application.

**By signing this permit, the permit holder or authorized representative certify that they have been made aware of and agree with all requirements of the permit, including any and all restrictions and further agree to indemnify, save harmless, and defend regardless of outcome ITD 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 of the work, which is the subject of this permit.**

Property Owner/Authorized Representative's Signature X	Company Name (If applicable)	Date
Subject to all terms, conditions, and provisions of this permit, with attachments & addendums, permission is granted to work in the State Highway right of way.		
Idaho Transportation Department Authorized Representative's Signature X	Title	Date