ITD 2111, Rev. 3-2023

ITD Use Only
Permit # _____

Application for Miscellaneous Right-of-Way Encroachment

Other than Utilities, Small Wireless Facilities, Events, Approaches, or Public Streets

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 can be left blank.***

Applicant Information	**Applicant 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	**Property Owner's Name** (If applicable)*	**Property Address or Parcel #***	**City**	**County**	
	Current Property Use*	**Current Zoning***	**Proposed Property Use***	**Proposed Zoning***	
	Section Township Range				

Planned Encroachment

Describe the work being performed and any information ITD should be aware of (i.e., landscaping, benches, bus turnout, etc.)

Planned Start Date*	**Planned End Date***

Attached Documents

- ☐ **A Traffic Control Plan** drawn and signed by a certified Traffic Control Supervisor, including certification number.
- ☐ **Payment receipt** for the nonrefundable application fee $50 unless different on the attached fee chart.
- ☐ **Deeds***, Warranty Deeds, Exchange Deeds verifying land ownership if permitted work connects to a property.
- ☐ **Parcel Map** * if permitted work connects to a property. If applicant owns adjacent properties, label all owned properties.
- ☐ **Plans or civil drawings** showing proposed work including:
  - A map with the location of the proposed work, indicating N, S, E, W
  - Marks the exact milepost location to the one-hundredth (0.01) of a mile
  - Shows the property in relation to the highway, other roads, landmarks
  - Lane configuration, pavement markings, signs, signals (traffic lights)

  Approach design, spacing, width and type, with dimensions labeled and drainage plans,
  if possible, draw to scale.

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 permittee will be notified of the reason(s) for the denial and the process for appealing by certified mail. The permittee must adhere to the **General Requirements** and any additional provisions specified by ITD 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.

***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	**Company Name** (If applicable)	**Date**
X		

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	**Title**	**Date**
X		

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