

PARK COUNTY, WYOMING RIGHT-OF-WAY PERMIT #		
PERMIT TYPE	LOCATION	APPLICANT
<input type="checkbox"/> ACCESS	Sec _____	Name _____
<input type="checkbox"/> EXCAVATION	T. _____ N., R _____ W.	Address _____
<input type="checkbox"/> GENERAL	Road _____	City _____
<input type="checkbox"/> GRADING	at Mile Post _____	State _____
<input type="checkbox"/> ROAD CUT	Address, if applicable: _____	Zip _____
<input type="checkbox"/> ROAD BORE	_____	Day Phone _____
<input type="checkbox"/> MAILBOX	_____	24 Hr Phone _____
(Approval Required by Postmaster)		

**ESTIMATED TIME FRAME:**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Park County Development Standards and Specifications are available on the County Website: [www.parkcounty.us](http://www.parkcounty.us)**

**UNDERGROUND FACILITIES**

- A. **All Permit Holders shall comply with the Wyoming Underground Facilities Notification Act – W.S. 37-12-301 et seq. Costs associated with identifying and locating the facilities within Park County rights-of-way will be the responsibility of the utility company or permit holder.**
- B. The permit applicant/owner, if installing underground facilities, agrees to locate and mark the underground facility being permitted in the following manner:  
 The utility company or facility owner, as condition of approval for this permit, agrees to locate the facility identified by this permit when needed for future construction and maintenance activities. This information will be the basis of plans prepared by Park County for use by Park County, the County’s contractors and the Park County maintenance crews. If relocation of the identified facility, within the County ROW is necessary to aid Park County’s work, reimbursement will be as provided for by law at the owner’s expense.

**ACCEPTANCE:** The undersigned represents that he/she has read and understands the General Conditions (included with this application) and special conditions of this permit; has authority to sign for and bind the Applicant; agrees to comply with all applicable codes, ordinances, rules and regulations of Park County, Wyoming; and agrees the Applicant shall indemnify and save the County harmless from and against all claims, demands, liabilities, damages, suits, actions or causes of action of every kind and nature which may be brought or asserted against the County on account of the action of the Applicant under this permit.

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please return Permit Application to PARK COUNTY ENGINEER, 1131 Eleventh St, Cody WY 82414.

**CONTRACTOR INFORMATION (IF OTHER THAN APPLICANT)**

Agency \_\_\_\_\_ City, State \_\_\_\_\_  
Address \_\_\_\_\_ Office Phone \_\_\_\_\_  
24 Hr Phone \_\_\_\_\_ Person in Charge \_\_\_\_\_

**SKETCH PLAN OR ATTACHED CONSTRUCTION PLAN**

**North**



- Culvert Required (18" Minimum)
- Culvert Exemption requested by Applicant due to access configuration
- Mailbox turnout required
- Use group mailbox at: \_\_\_\_\_
- Contact Postmaster for mailbox location
- Mailbox stand must conform to regulations
- Traffic Control Plan Required

**FOR OFFICE USE ONLY**

**TRAFFIC CONTROL PLAN:**

TA-06       TA-10      Other \_\_\_\_\_

**ROAD CLOSURE REQUESTED** – Completed Application Required

**SPECIAL CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL:** Park County hereby grants permission to the Applicant to perform the work herein described, subject to the General Conditions and any required Special Conditions of this permit and all applicable codes, ordinances, rules and regulations.

\_\_\_\_\_  
**PARK COUNTY ENGINEER'S OFFICE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DISTRICT FOREMAN**

\_\_\_\_\_  
**DATE**

## **R O W PERMIT APPLICATION** **SKETCH GUIDELINES**

The sketch plan shall include sufficient information and detail to determine the exact location of the work scheduled and/or placement of any material, equipment, utility, or other apparatus within or affecting the Park County Rights-of-Way (ROW) including, but not limited to the following:

North Arrow Indication: Align sketch with north arrow pointing to top of page.

Name of the road(s) impacted by the work being done: Include nearest intersecting road names.

Provide sufficient detail on the sketch to determine location and distances from address markers, power poles, irrigation facilities, road intersections, trees and shrubs within one hundred (100) feet of work, as applicable.

Indicate the specific work to be completed and location of such work (mailbox turnout, driveway access, utility placement, excavation areas, including any bore locations and road cuts), etc. Include the depth of any pipe, electrical lines or other apparatuses placed underground.

Identify the location of any specific marking devices intended to be placed to locate anything buried within the ROW including, but not limited to power lines, water lines and conduits.

It is the responsibility of the Utility/developer/contractor to verify the location of any work within the actual ROW and legitimate property lines.

Storage of materials and/or equipment shall not be allowed within the County ROW.

All Utilities are required to submit pre-construction worksite pictures with the application and are to take pictures after the work is completed. Others are encouraged to do likewise.

## GENERAL CONDITIONS

**APPLICATION** - An application for a permit must be made in accordance with Park County Road & Bridge Standards prior to any person, firm or corporation cutting, opening, excavating or performing work on any street or road, or within County R.O.W., rights-of-way (ROW), or other public place under the jurisdiction of Park County. The application form must be completed in full and accompanied by diagrams, sketches, plans and specifications, as appropriate to the application, before such application will be considered. The acceptance of an application form shall not be construed as an obligation for the County to issue a permit. When it appears the work specified in an application would be in variance with County rules and regulations; or cause substantial or needless damage to a public facility or create excessive disturbances to traffic or result in exceptionally dangerous conditions not commensurate with the benefits of such application, the permit will not be issued. The failure of an applicant for a permit to satisfy the general and/or special conditions, or to perform satisfactorily under the terms of a previous permit, shall be just and sufficient cause for denial on subsequent applications.

**SURETY**- If required, prior to the issuance of a permit, the applicant shall deposit with the County Engineer a surety in the amount and form as shall be determined by the County Engineer. The amount of the surety shall be established separately for each permit and shall represent protection against the failure of the applicant to perform under the terms of the permit, including, but not limited to, the failure to restore the public place disturbed by the applicant. The collection, retention and refund of such surety shall be governed by the policies and/or procedures established by the County Engineer.

**PERMIT FEE** - Any applicant for a permit shall pay the appropriate fee for such permit, prior to its issuance, in the amount established by the Board of County Commissioners. An applicant who has commenced work prior to the application for or issuance of a permit shall be subject to a fee two (2) times the normal fee for such permit.

**ISSUANCE OF PERMIT** - A permit shall be issued after completion of all aspects of the general and special conditions have been satisfied. Applications for permits will generally be acted upon within ten (10) business days of receipt. The applicant for a permit is specifically forbidden to commence work until the permit for such has been issued, contingent upon giving the County Engineer at least twenty-four (24) hours advance notice of the exact date and time of commencing such work.

**EMERGENCY REPAIRS** - Nothing in these general conditions shall be construed to limit the making of such excavations as may be necessary for the preservation of life and property, or for the making of emergency repairs. An application for a permit for such emergency work shall be made on the first business day after such work has commenced.

**REVOCATION OF PERMIT** - Any permit issued by the County Engineer may be revoked by said County Engineer or a Road and Bridge Foreman for cause without notice.

**TIME EXTENSION** - All permitted work shall be completed within the time limits specified on the permit, unless the applicant makes a request for a time extension. Such request shall be made by the applicant at least two (2) business days prior to the expiration of the time limit set forth on said application. Failure to request an extension in accordance with this time frame, or denial of such request, shall obligate the applicant to complete the work within the time limits initially set forth. Refer to Park County Road & Bridge Standards (Standards), Section 4, Subsections j and m. Park County Development Standards and Specifications are available on the County Website: [www.parkcounty.us](http://www.parkcounty.us)

**INDEMNIFICATION / IMMUNITY** - The applicant agrees to indemnify and hold harmless Park County, Wyoming, the County Engineer, and his agents and assigns, from any and all claims and action whatsoever arising from the issuance of this permit, regardless of compliance with the general and special conditions as herein set forth. Park County does not waive governmental immunity as established by law when issuing any right-of-way permit.

**PROTECTION OF PUBLIC FACILITIES** - The permittee shall perform in such manner as to not interfere with access to fire hydrants, water main valves, and underground equipment, facilities and private property. The permittee shall not remove, even temporarily, any trees or shrubs within any public place unless specifically authorized to do so by the County Engineer. No road or other public facility shall be disturbed, destroyed or removed beyond the limits specified on the application for a permit. All survey monuments shall not be disturbed without prior arrangements with the County Engineer.

**TRAFFIC CONTROL** - The permittee shall control traffic in and around the work area in full compliance with the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and the written and verbal directions issued by the County Engineer, a Road and Bridge Foreman or a designee as appropriate to enforce the Standards. The permittee shall not limit access to private property and shall not hinder vehicular or pedestrian traffic in and around the work area unless expressly authorized to do so. The permittee shall be responsible for full compliance with traffic control requirements.

**PROTECTION OF EXISTING UTILITIES** - The permittee shall not interfere with any existing utility without the written consent of the owner(s) of such facilities. The permittee shall support and otherwise protect all pipes, conduits, poles, wires or other apparatus which may in any way be affected by the work, and do everything necessary to support, sustain and protect them under, over, along or across said work. Should any such facility be damaged, the permittee shall immediately so notify the owner of such utility. All damaged facilities shall be repaired and/or relocated by the owner of said facilities and the expense of such repairs and/or relocation shall be charged to the permittee. The permittee shall inform himself as to the existence and location of any and all underground facilities prior to commencing work, and shall protect such facilities against interference and damage. **WYOMING ONE-CALL (1-800-849-2476) SHALL BE CONTACTED BEFORE ANY EXCAVATION, DRILLING OR DIGGING OCCURS.**

**PAVEMENT REMOVAL** – All crossings of paved roads shall be mechanically bored, not excavated, unless previously approved by the County Engineer. Approved excavations of paved roads shall be pre-cut in neat, straight lines with a pavement saw. The width of the cut shall exceed the width of the trench at the level of the sub-grade by twelve (12) inches on either side of the cut unless specified otherwise in the special conditions. Heavy duty pavement breakers may be prohibited when their use is judged to represent danger to existing substructures or other public or private property. Pavement removal lines shall be parallel and square cut to the trench line. Pavement edges shall be trimmed to a vertical face and neatly aligned with the centerline of the trench. Unstable pavement shall be removed over the voids or cave-ins and over breaks, and the sub-grade shall be treated as the main trench. Pavement damage existing prior to the excavation by the permittee shall not be his responsibility unless his work results in the dislodgement of the damaged pavement section, in which case the permittee shall remove the unstable portion and the area shall be treated as part of the excavation.

**CLEAN-UP** - All debris, rubbish and surplus materials resulting from work under the terms of this permit shall be removed and disposed of off-site as soon as possible, but in no event, no later than at the completion of construction. The work site shall not be used as a storage area for equipment, debris, rubbish or surplus materials. All property affected by the work under the terms of this permit shall be restored to a condition equal to or exceeding that existing prior to construction.

**LANDSCAPING/REVEGETATION** – Earth-cuts, embankment slopes and all other areas where the ground cover has been disturbed during the course of road construction or utility work shall be well re-vegetated equal to or better than conditions prior to construction per Road and Bridge Standards and Specifications.

**TRENCH BACKFILL** - Localized excavations shall be backfilled with granular materials in lifts no greater than twelve (12) inches. Continuous excavations may be backfilled to within twenty-four (24) inches of the pavement surface with select native materials, free of organic materials, lumps, large stone and frozen material in lifts no greater than eight (8) inches. All backfill materials shall be thoroughly compacted to at least ninety-five (95) percent of the maximum dry density by approved methods. The adequacy of the backfill effort shall be determined by the County Engineer, his agents and assigns, at his sole discretion.

**TEMPORARY REPAIR** - As soon as the excavation has been backfilled and compacted, the pavement surface shall at least receive a temporary repair on paved roads. The temporary repair shall consist of cold patch asphalt. On gravel roads, the temporary repair shall consist of carrying the approved backfill materials up to the surface of the adjoining road surface. Traffic shall not be allowed to pass over the work area until the temporary repair has been made. In the event of unacceptable maintenance, the permittee shall be so notified and shall make the required improvements within twenty-four (24) hours of notice before being liable for the cost of the County making such improvements. In emergency situations, the County will make the improvements immediately and will bill the permittee accordingly.

**PAVEMENT REPAIR** - Upon completion of backfilling, compaction, and temporary repairs, if any, the permittee shall complete the permanent repairs. The permanent repair shall be completed as soon as weather permits. On unpaved roads, the permanent repair shall consist of backfilling the trench to the level of the adjoining surface with a like road material at a minimum and re-grading the road surface to its original condition. The same requirements shall apply to excavations within shoulder areas adjacent to paved roads. On paved roads, the permanent repair shall consist of placing a hot mix pavement structure one (1) inch greater in thickness than that of the adjoining pavement, except a bituminous pavement shall not be less than four (4) inches in thickness and a concrete pavement shall not be less than seven (7) inches in thickness. Surface shall be restored to previous condition. This may include adding dust suppressant or a chip-seal. If a chip-seal is required, it may be done by the applicant or as approved otherwise by the County Engineer.

**PERMITTED BURIED FACILITIES** - The Permittee hereby agrees as follows:

1. The facility will be placed in a manner conforming to recognized standards, applicable federal, state or local laws, codes, ordinances and regulations in the exact location shown on the Sketch Plan, and as directed by Park County. Placing the facility in a location other than originally approved without obtaining prior County approval by submitting a revised Sketch Plan may void the permit.
2. Any future alterations, modifications or removals of the facility within any County Rights-of-Way, required or requested by Park County, shall be completed without delay at no expense to the County, unless otherwise provided for by law.

**INSPECTIONS** - The County Engineer, a Road and Bridge Foreman or a designee as appropriate to enforce the Standards shall make such inspections as are reasonably necessary for the enforcement of these general conditions. The conduct of such inspections shall not waive the permittee of his responsibility to conform to the general and special conditions as herein set forth, or to comply with any and all other rules and regulations as may reasonably apply.

**WARRANTY** - The permittee shall be responsible, when applicable, for any and all repairs necessary as a result of the permitted work for a period of two (2) years after completing the permanent repairs to the satisfaction of the County Engineer.

**EXCLUSION** - This permit is a license for permissive use only and does not operate to create or to vest any property rights to the permittee. This permit does not in any way supersede any present codes or ordinances of Park County, Wyoming.