ASSOCIATED HIGHWAY DISTRICTS

of Kootenai County

Approach / Driveway Permit Application

AHD USE ONLY	
Permit #	*Assigned by district*
Received	*MM/DD/YYYY*
District	*HD*
Bldg Permit #	*If applicable*

1	2	3
APPLICATION SUBMITTAL	**TEMPORARY APPROVAL & CONSTRUCTION**	**FINAL INSPECTION & ACCEPTANCE**
Property owner, applicant, or agent submits location, approach type, drainage, site sketch, and required documents.	District reviews the application, sets conditions, and may authorize construction subject to inspection.	Applicant requests inspection after construction; final permit acceptance occurs after District approval.

APPLICABILITY AND REVIEW BASIS	
	Use this form for new, modified, repaired, reconstructed, temporary, or removed driveway approaches and private access connections to public roads. Examples include single-residence approaches, multiple-residence approaches, business approaches, field approaches, temporary logging approaches, culvert-related approach work, mailbox turnouts, and related right-of-way restoration. Incomplete applications will delay review.

SECTION 1 — Owner information, Property & District Information

Highway District	☐ East Side HD ☐ Lakes HD ☐ Post Falls HD ☐ Worley HD	**Site Assessor Identification Number (AIN)**	
Property Owner Name	*Owner name*		
Owner Email	*name@example.com*		
Mailing Address	*Street or mailing address*		
Site Address	*Site address or parcel no.*		
Owner Contact Number	*Name and after-hours phone*		

EXPIRATION	
	Permit Timing: The application / temporary approval expires 90 days from issuance if the approach work is not completed to District standards. A 90-day extension may be requested before expiration; otherwise, the application may be considered void.

SECTION 2 — Approach Scope & Specifications

Type of Approach	☐ Single Residence ☐ Multiple Residence ☐ Business ☐ Temporary ☐ Field Approach ☐ Other _____	**Work Type**	☐ New Approach ☐ Modify / Upgrade ☐ Repair / Reconstruct ☐ Temporary Access ☐ Removal ☐ Other
Approach Use / Description	*Number served, business type, field use, temporary logging use, or other description*	**Temporary Removal Date**	*MM/DD/YYYY or N/A*
Culvert Required	☐ Yes ☐ No ☐ District to Determine	**Culvert Size**	☐ 12 in ☐ 18 in ☐ Other
Culvert Type	*Corrugated metal, PVC, HDPE*	**Mailbox Turnout Required**	☐ Yes ☐ No ☐ District to Determine
Approach Width	*Width at road / throat width, if known*	**Surfacing**	*Gravel, asphalt*
Drainage / Sight Notes	*Ditch, culvert, swale, slope, sight distance, obstructions, or N/A*	**Design Deviations**	*Requested exception or N/A*

SECTION 3 — Location of Work & Site Conditions

Application Submittal

Subdivision	*Subdivision name, if applicable*	**Lot / Block**	*Lot and block, if applicable*
Street / Road Name	*Road or street where approach is located*	**Street Address**	*Site address*
Nearest Cross Street / Landmark	*Nearest intersection, driveway, or landmark*	**City / Area**	*City, area, or neighborhood*

Approach Location & Site Review Checklist

☐	The attached sketch or plan shows the proposed approach location relative to the road, parcel, existing driveway(s), property lines, and right-of-way when known.
☐	Nearby features are shown or described, including ditches, culverts, sidewalks/pathways, signs, mailboxes, utilities, drainage structures, and obstructions when visible or known.
☐	Drainage, culvert needs, sight distance, roadway maintenance, and safe access have been considered or noted for District review.
☐	Traffic control needs have been described if the work may restrict traffic, shoulder use, pedestrian access, or driveway access.

SECTION 4 — Project Description & Schedule

Application Submittal

Describe Proposed Work	*Summarize the proposed approach work, use, location, dimensions, culvert/drainage work, construction limits, affected ROW features, and major work activities.*		
Planned Start Date	*MM/DD/YYYY*	**Estimated Duration**	*Calendar days*
Working Hours / Closure Window	*Work hours, lane restriction hours, or closure window*	**Restoration Completion**	*Planned restoration completion date*
Traffic Control Need	*Lane/shoulder/sidewalk closure? Describe or N/A*	**District Inspection Request**	*Pre-surfacing or final inspection timing*

SECTION 5	**Applicant Required Submittals**	*Application Submittal*
	Site Plan: Show the proposed approach relative to the road, right-of-way, property lines, existing driveways, ditches, culverts, mailboxes, signs, sidewalks/pathways, and other nearby features.	
	Approach Details: Provide width, surfacing, grade/slope, dimensions, materials, photos, and notes needed to evaluate the access connection and future ROW impacts.	
	Drainage / Culvert Information: Identify whether a culvert is proposed or required; show culvert size, length, type, ditch flow direction, and backfill/restoration approach when known.	
	Traffic Control Information: Provide appropriate traffic control information for work affecting traffic, shoulder, sidewalk, pathway, driveway access, or public travel.	
	811 / Utility Coordination: Contact the one-call utility locating service before excavation and show or describe known utilities when visible or known.	
	Fee / Receipt / Other Documents: Provide permit fee, receipt number, building permit number, owner authorization, photos, or other supporting documents requested by the District.	
NOTICE	**Applicant Responsibility:** District review may require additional information or revisions. The applicant is responsible for determining right-of-way limits, obtaining any private property rights needed outside the ROW, protecting existing utilities, managing drainage, and restoring disturbed areas to District satisfaction.	

SECTION 6	**Applicant Acknowledgement**	*Temporary Permit / Construction Authorization*

By signing below, the Applicant/Permittee certifies that the submitted information is accurate to the best of their knowledge; that the applicant is the owner or authorized representative of the owner of the proposed facility or property to be served; that no work in Highway District right-of-way will begin until written temporary approval is issued and required traffic control, notice, fee, and District conditions are satisfied; that all work will comply with District standards, special conditions, approved plans, applicable general provisions, and applicable Idaho Code requirements; that the District makes no representation as to right-of-way width; and that the Permittee is responsible for construction, maintenance, repair, restoration, inspection, indemnification, and any corrections required by the District.

Applicant Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name	*Printed name and title*		
Applicant Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name	*Printed name and title*		
Applicant Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name	*Printed name and title*		

NOTARY ACKNOWLEDGMENT

State of Idaho

County of Kootenai

On this _____ day of _____, 20_____, before me _____ a Notary Public, personally appeared _____, who provided to me the person(s) whose name(s) is/are subscribed to this document and acknowledged that he/she/they executed the same.

WHITNESS my hand and official seal.

Notary Public Signature:_____

Printed Name:_____

SECTION 7	Highway District Disposition (AHD Use Only)		District Use
Temporary Approval Disposition	☐ Approved - Temporary Permit / Construction Authorized ☐ Approved with Conditions ☐ Denied ☐ Revisions Required		
Special Conditions	*District conditions, approach width/location limits, culvert requirements, traffic control requirements, restoration requirements, or denial/revision reason.*		
Permit Number	*Assigned by District*	**Fee / Receipt**	*Current District fee / receipt number*
Approach Complete By	*MM/DD/YYYY*	**Extension Date**	*MM/DD/YYYY or N/A*
District Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
District Notes	*Inspection hold points, pre-surfacing inspection requirements, culvert notes, drainage notes, or follow-up items.*		
CALL BEFORE YOU DIG	**Utility Locates:** The applicant must contact the one-call utility locating service and comply with applicable excavator requirements before excavation.		

REFERENCE	Key Approach Permit Requirements & General Provisions	Applicant / Contractor / Inspector Quick Guide

This page summarizes baseline expectations from the approach permit application and general provisions. District-specific conditions, standards, or special provisions may impose additional requirements.

Requirement	Field Expectation
Permit Required	Written authorization is required before constructing, modifying, repairing, removing, or maintaining an approach or driveway connection within District right-of-way.
Expiration / Extension	The application or temporary approval expires 90 days from issuance if the work is not completed to District standards. A 90-day extension may be requested before expiration.
Temporary vs. Final Permit	District temporary approval authorizes construction subject to conditions. Final permit acceptance occurs only after completion, inspection, and correction of any deficiencies.
One-Call Utility Locates	The applicant must contact the one-call utility locating service before excavation and make every reasonable effort to have utilities located.
Traffic Control	Traffic control devices must be installed and maintained as necessary or as directed by the District and must conform to the current MUTCD.
Right-of-Way Limits	The District does not represent right-of-way width. The Permittee is responsible for determining ROW limits by retaining a Professional Land Surveyor licensed in the State of Idaho at their own costs. The applicant is fully responsible for actions outside the ROW affecting abutting property owners.
Drawings / Sketches	Adequate drawings or sketches must show existing and planned highway improvements, traveled way, ROW lines, and proposed access location.
Drainage / Culvert	The approach must not interfere with highway drainage. Culverts, ditches, slopes, and related drainage provisions must be installed or restored as directed by the District.
Restoration / Settlement	Roadway, roadside, ditches, structures, and appurtenances disturbed by the work must be restored to District satisfaction. Settlement or damage must be corrected by the Permittee.
Inspection / Completion	The Permittee must notify the District when the work is complete and ready for final inspection. The District may require inspection before surfacing.
Maintenance / Removal	The Permittee must maintain the approach, structure, or object in a condition satisfactory to the District. The District may require change, relocation, or removal when necessary.
Indemnification / Responsibility	The Permittee has primary responsibility for safety of the traveling public and agrees to protect and hold the District harmless from claims arising from the work, except as limited by law.

PHASE 3	Construction Start, Completion & Final Acceptance	*Complete After Temporary Approval*
AFTER APPROVAL	**Use this page after District temporary approval and before starting work if contractor, start date, 811, traffic control, or final field-contact information was not known or has changed.** Use the completion section to request final inspection and permit acceptance after construction.	

Temporary Permit #	*Permit number*	**Site Address / Road**	*Site address or road name*
Property Owner / Applicant	*Owner or applicant name*	**Requested Start Date**	*MM/DD/YYYY*
Estimated Completion	*MM/DD/YYYY or duration*	**Working Hours**	*Working hours / closure window*
Contractor / Owner-Builder	*Contractor name or owner-builder*	**Field Contact**	*Name and mobile phone*
811 Ticket No. / Date	*Ticket number and date*	**Traffic Control Needed?**	*Yes / No / N/A*
Traffic Control Contact	*Name, company, phone*	**District Notice Given**	*Date/time and method*
Culvert / Drainage Responsibility	*Contractor, owner, or District-directed*	**Restoration Responsibility**	*Contractor, owner, or applicant responsible*

Start-of-Work Checklist

☐	Approved temporary permit, approved site plan/sketch, and District conditions will be available on-site during work.
☐	Idaho 811 has been contacted before excavation, if excavation is proposed.
☐	Traffic, shoulder, sidewalk, driveway, and pedestrian impacts will be protected as approved or as directed by the District.
☐	Culvert, drainage, approach grade, surfacing, and restoration work will follow District conditions and approved details.
☐	Applicant will call for District inspection before concrete or asphalt surfacing when required and after work is complete for final sign-off.

District Final Inspection & Permit Acceptance

Final Permit Disposition	☐ Approved - Final Permit Accepted ☐ Rejected / Corrections Required ☐ Reinspection Required	**Final Inspection Date**	*MM/DD/YYYY*
Corrections Required	*List corrections, restoration items, drainage issues, surface repairs, or N/A.*		
Pre-Surfacing Inspection	☐ Complete ☐ N/A	**Culvert / Drainage Accepted**	☐ Yes ☐ No ☐ N/A
District Final Signature	*Signature*	**Inspector / District Rep.**	*Name*
Closeout Notes	*Final acceptance notes, maintenance reminders, future correction items, or follow-up items.*		

End of Application Form