ASSOCIATED HIGHWAY DISTRICTS

of Kootenai County

Public Utility Permit Application

Permit for public agency (non-regulated) utility encroachments review and construction in AHD Right of Way.

AHD USE ONLY

Permit #	*Assigned by district*
Received	*MM/DD/YYYY*
District	*HD*

READ FIRST	Permit Path: Phase 1 and Phase 2 provide design approval based primarily on the construction plans submitted by the utility agency. Phase 3 is required after contractor selection and before construction; Phase 3 includes final contractor information, traffic control plan (TCP), bonding, and insurance naming the Highway District.

1	2	3
AGENCY DESIGN SUBMITTAL	**DISTRICT DESIGN APPROVAL**	**CONTRACTOR AUTHORIZATION**
Utility Owner submits application, construction plans, standard drawings, restoration approach, and agency contacts.	District reviews ROW location, roadway impacts, utility placement, restoration, and design conditions. No construction authorized.	After contractor selection, submit GC, subs, TCP, bonds, insurance, schedule, and start notice for construction authorization. AHD approval of this phase of the permitting process authorizes construction.

APPLICABILITY AND REVIEW BASIS	Use this form for publicly regulated utilities with statutory, franchise, or other independent authority to occupy public right-of-way. This permit also serves as the encroachment authorization for approved utility facilities in AHD ROW. The review is intentionally plan-based: the District needs sufficient plan detail to verify utility location, roadway impacts, traffic control, restoration, and compliance with AHD standards.

SECTION 1 Utility Owner & Design Submittal Information

Highway District	☐ East Side HD ☐ Lakes HD ☐ Post Falls HD ☐ Worley HD	**Submittal Type**	☐ Standard ☐ Emergency ☐ Revision / Resubmittal
Utility Owner / Agency	*Utility owner / agency name*	**Authorized Representative**	*Name and title*
Representative Email	*name@example.com*	**Representative Phone**	*Primary phone*
Project Name / Number	*Project name or agency project no.*	**24-Hour Utility Contact**	*Name and after-hours phone*
Engineer / Plan Preparer	*Name and firm, if applicable*	**Plan Set Date / Revision**	*Date / revision*

SECTION 2 Utility Work Summary

Work Type	☐ New Installation ☐ Maintenance of Existing Infrastructure ☐ Repair / Replacement ☐ Relocation ☐ Removal / Abandonment ☐ Other	**Utility Type**	☐ Water ☐ Sewer / Force Main ☐ Electric ☐ Gas ☐ Fiber / Telecom ☐ Other
Facility Configuration	☐ Overhead ☐ Underground ☐ Longitudinal Installation ☐ Roadway Crossing(s) ☐ Appurtenances / Structures ☐ Within ACI	**Installation Method**	☐ Bore / Jack ☐ HDD ☐ Open Trench ☐ Pavement Cut ☐ Plow ☐ Aerial / Pole Work
Construction Plan Sheet(s)	*Plan sheets showing ROW work*	**AHD Standard Drawing(s)**	*Drawing number(s) or attached details*
Design Deviations	*Requested exception or N/A*	**Restoration Approach**	*Pavement, shoulder, ditch, or surface restoration*

SECTION 3 Work Location & Plan Reference

Road Name(s)	*Road or street where work is located*	**Project Limits**	*From / to limits or plan sheet reference*
Nearest Address / Intersection	*Address, intersection, or landmark*	**City / Area**	*City, area, or neighborhood*
ROW / Property Line Basis	*Survey, GIS, plans, or known ROW*	**ACI / Other Jurisdiction**	*City / agency coordination or N/A*

Plan-Based Review Checklist

	Construction plans show utility location relative to the roadway, ROW, property lines, existing features, and known utilities.
	Plans identify crossings, longitudinal runs, depth/clearance, pits, structures, appurtenances, and affected ROW features.
	Plans or details show pavement, shoulder, ditch, drainage, and surface restoration requirements.
	Design deviations, non-standard work, pavement cuts, and traffic impacts are identified for District review.

SECTION 4 Required Phase 1/2 Design Submittals

	Construction Plans / Plan Set: Submit the plan sheets that define the proposed utility work in AHD ROW. The plans are the primary basis for District design review.

	Site Plan / Vicinity Sketch: Show project limits, adjacent roads, ROW, affected features, and access points when not already clear in the construction plans.
	Standard Drawings & Details: Provide applicable utility details, trench/bore details, appurtenance details, and AHD/utility standard drawings.
	Restoration / Pavement Cut Details: Show pavement, shoulder, ditch, drainage, sidewalk/pathway, and surface restoration requirements.
	Traffic Control Approach: Provide anticipated traffic impacts and available TCP information. Final TCP is required in Phase 3 before construction authorization.
	Agency / ACI Coordination: Provide city, ACI, railroad, drainage, or other agency coordination information when applicable.

PLAN REVIEW

SECTION 5 Utility Owner Design Certification

By signing below, the Utility Owner certifies that the submitted construction plans and supporting documents are complete for District review; that the Utility Owner has independent legal authority to occupy the ROW; that this permit also authorizes the approved utility encroachment; and that no construction will begin until Phase 3 contractor authorization is issued.

Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**Utility Owner**	*Utility owner / agency name*

SECTION 6 Highway District Phase 2 Design Approval (AHD Use Only)

Design Review Disposition	☐ Approved to Proceed to Phase 3 ☐ Approved with Design Conditions ☐ Revise & Resubmit ☐ Denied		
Design Conditions / Notes	*District conditions, required plan revisions, restoration notes, traffic control expectations, or denial reason*		
Permit Number	*Assigned by District*	**Review Date**	*MM/DD/YYYY*
Reviewer	*Name and title*	**District**	*District name*
District Design Approval Signature	*Signature*	**Date**	*MM/DD/YYYY*
Phase 3 Requirement	Construction is not authorized until the Utility Owner and/or General Contractor completes Phase 3 and the District issues construction authorization.		

GENERAL CONDITIONS Attorney-Prepared General Conditions

[Attorney to insert District-approved general conditions, indemnification, insurance, bonding, surety, warranty, relocation, revocation, and related legal provisions.]

PHASE 3 Contractor Construction Authorization & Start Notice

Complete After Phase 2 Design Approval

AFTER DESIGN APPROVAL

Complete Phase 3 after the utility agency selects a General Contractor and before construction begins. Phase 3 is the standard construction authorization step and must include contractor information, final traffic control, bonding, surety, and insurance naming the Highway District as required.

Approved Permit #	*Permit number*	**Utility Owner / Agency**	*Utility owner / agency name*
General Contractor	*Company name*	**GC Contact**	*Name, phone, email*
On-Site Superintendent	*Name and mobile phone*	**24-Hour Emergency Contact**	*Name and phone*
Requested Start Date	*MM/DD/YYYY*	**Estimated Completion**	*MM/DD/YYYY or duration*
Working Hours / Closure Window	*Working hours or closure window*	**811 Ticket No. / Date**	*Ticket number and date*
Traffic Control Contractor	*Company / responsible party*	**Restoration Responsibility**	*GC, utility owner, or contractor responsible*

Contractors / Subcontractors	*List all contractors involved with the work and their role*

PHASE 3 Required Contractor Submittals

Submit Before Construction

	Final Contractor List: Utility Owner or General Contractor lists all contractors and subcontractors involved with the work.
	Final Traffic Control Plan: Submit final TCP for all traffic, shoulder, sidewalk, pathway, driveway, or public travel impacts.
	Bond / Surety: General Contractor provides required bond or surety covering all contractors involved with the work.
	Insurance Certificate: Provide insurance certificates and endorsements naming the issuing Highway District as required.

	Schedule and Notification: Submit start date, work hours, 811 information, field contacts, and required District notice / pre-con information.

PHASE 3	Contractor Acknowledgement & District Construction Authorization (AHD Use Only)		
By signing below, the General Contractor acknowledges responsibility for construction execution, traffic control, site safety, restoration, and required bond, insurance, and surety covering all contractors involved with the work. No work may begin until District construction authorization is issued.			
GC Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**General Contractor**	*Company name*
District Construction Authorization	☐ Authorized ☐ Authorized with Conditions ☐ Hold / Do Not Start		
Construction Conditions	*District notes, pre-con requirements, traffic restrictions, inspection hold points, restoration reminders, or utility-specific conditions*		
District Representative	*Name / signature*	**Date / Contact**	*MM/DD/YYYY / phone or email*

End of Application Form

Encroachment Permit General Provisions

1 Acceptance

By signing the permit or commencing authorized work, Permittee accepts the permit provisions and conditions and is responsible for compliance by its employees, agents, contractors, and subcontractors.

2 Scope of permission

The permit authorizes only the encroachment, location, and work described in the permit and approved plans. Changes require prior written District approval. The permit is nonexclusive and, by its issuance, creates no easement, ownership interest, franchise, or right to continued occupancy beyond its terms. It does not authorize work outside the District's jurisdiction or interference with the rights of others. Independent property rights are neither adjudicated nor extinguished by issuance or acceptance of this permit.

3 Right of way and existing facilities

Permittee shall verify right-of-way limits and the authorized work location before beginning work. Permit issuance does not warrant the width, boundaries, ownership, or absence of other interests in the right-of-way.

4 Responsibility for construction and safety

Permittee is responsible for construction methods, contractor supervision, jobsite safety, and protection of the traveling public and affected property. District review, inspection, directions concerning compliance, or failure to identify a deficiency does not relieve Permittee of these responsibilities or constitute District control of construction methods. Permittee shall promptly correct unsafe conditions and notify the District of incidents affecting the highway, public safety, or District facilities.

5 Traffic control and access

Permittee shall provide and maintain traffic control consistent with an approved traffic control plan. Work shall minimize interference with public travel and preserve safe pedestrian access where affected by the work.

6 Excavation

Excavations shall be secured, protected, backfilled, and compacted in accordance with the approved plans and applicable District standards. Permittee shall provide testing and results when required by District.

7 Inspection and District representatives

Permittee shall provide access for District inspection and give notice for required inspections before covering work. District may require noncompliant work to be exposed, tested, corrected, or replaced at Permittee's expense. Approvals and directions under this permit may be given only by a District representative acting within delegated authority. Permittee shall pay review, inspection, and testing charges identified in the permit or imposed under an adopted District fee schedule.

8 Restoration and damage repair

Permittee shall repair damage caused by the permitted work and restore all affected portions of the right-of-way, including pavement, shoulders, ditches, culverts, slopes, vegetation, and other facilities, to their pre-work condition or the restoration standard expressly required by the permit.

9 Completion and correction of defects

Permittee shall notify the District when work is ready for final inspection and provide completion records required by the permit. Written approval of completed work confirms compliance only to the extent observed and does not transfer ownership or maintenance responsibility to the District. For twenty-four (24) months after written approval of final restoration, Permittee shall correct settlement, pavement failure, drainage deficiencies, and other restoration defects attributable to the work at its expense. This period does not limit continuing maintenance obligations or liability otherwise imposed by law. If final restoration has not been approved, Permittee remains responsible for completing and correcting it.

10 Continuing maintenance

Permittee shall maintain the encroachment at its expense in compliance with this permit and applicable safety requirements. The encroachment shall not interfere with travel, sight distance, drainage, highway maintenance, or other lawful right-of-way uses. Permittee shall promptly correct deterioration or unsafe conditions attributable to the encroachment.

12 Highway operations

In accepting this permit, the Permittee, on his behalf and on behalf of his successors and assigns, agrees that any damage or injury done to the encroachment by District or any expense incurred by him related to the encroachment shall remain the sole expense of the Permittee, his successors or assigns. District has no obligation under this permit to modify ordinary operations solely to protect the encroachment.

13 Relocation and removal

Upon written notice from District, Permittee shall relocate, modify, or remove the encroachment when notified by District to do so. If Permittee fails to remove the encroachment, District may remove the encroachment without liability to District. If removed by District, there is no right to reinstall the encroachment.

14 Indemnification and defense

To the fullest extent permitted by law, Permittee, and his heirs, successors and assigns, shall indemnify, defend, and hold harmless the District and its commissioners, officers, employees, and agents from third-party claims, actions, damages, liabilities, judgments, and reasonable defense costs, including attorney fees, arising out of installation, placement or repair of Permittee's encroachment.

16 Reservation of authority and severability

The District reserves its lawful authority over the highway and right-of-way, including the right to perform highway work and authorize other compatible uses. Permit issuance, inspection, or final approval does not constitute acceptance of a private encroachment for public maintenance. No provision waives governmental immunity, statutory defenses, or other District rights under Idaho or federal law. If a provision is held invalid or unenforceable, the remaining provisions remain effective to the extent permitted by law.