



CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

Phone: 208-847-0824 | Fax: 208-847-3867 | Email: montcity@dcdi.net

ENCROACHMENT PERMITS MUST BE COMPLETED & TURNED IN BEFORE ANY WORK CAN COMMENCE

ENCROACHMENT PERMIT

Applicant Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Encroachment Information

Site Address: _____

Requested Start Date: _____

Project Completion Date (if an extension is required contact Public Works): _____

Description of Work (include item & location in street, sidewalk, alley, etc.): _____

Type of Work: ☐ Overhead ☐ Underground ☐ Roadway Cut ☐ Other



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Bond Insurance Information

The following must accompany this application:

- ☐ Bonding in the amount of TEN THOUSAND DOLLARS (\$10,000); OR
 - Liability & Hazard Insurance Certificate
- ☐ A deposit of \$_____ to the City of Montpelier at the time of application for an encroachment permit.
 - **Deposit depends on street type: \$2500.00 for gravel or lawn. \$6500.00 for paved**
 - This deposit will be held by the City until the applicant fully restores any disturbed portion of the City's right-of-way to its original condition, as determined and approved by the City. If the applicant fails to restore the right-of-way to its original condition, the City reserves the right to complete the restoration using its own resources. In such cases, the \$_____ deposit will be retained by the city as compensation for the work. Should the restoration costs exceed \$_____, the applicant agrees to pay the remaining balance within 30 days of receiving the invoice.

Encroachment Permit Criteria

- An Inspection fee of **\$50.00** will be required to accompany this application. **The inspection fee will NOT be refunded.**
- Before beginning the work authorized by this permit, the applicant must notify the Public Works Superintendent at 208-847-0824. This notification signifies the applicant's agreement to adhere to all instructions and regulations established by the City of Montpelier for the performance of the work.
 - Call Digline. 1-800-342-1585 or 811
 - At no time should the road be totally closed to traffic unless prior authorization has been obtained from the Public Works Superintendent or duly authorized representative.
 - Control/monitor traffic, flaggers, or signs.
 - Haul wet/muddy debris away, use a waky packer or similar equipment, compacting every eight (8) inches.
 - Use felt to line trench as required.
 - When back filling use good dry gravel.
 - Return road to original or better condition. (Ex. Gravel to gravel, asphalt to asphalt.)

The applicant also agrees to properly safeguard the worksite to prevent accidents and to indemnify and hold harmless the City of Montpelier from any damages resulting from the operations conducted under this permit.

- The permittee is prohibited from performing any work on City rights-of-way or easements beyond the areas specified in this permit. If the City requires the removal or relocation of the



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encroachment due to future construction or other reasons, the permittee must complete the removal or relocation at their own expense within 30 days of receiving notice from the city.

- If work is initiated under this permit, the applicant agrees to complete it by the specified date. Should the applicant fail or refuse to complete the work, the City of Montpelier Public Works Department may, at its discretion, address any resulting impediments, including filling in or correcting the site. In such cases, the applicant agrees to forfeit their \$_____ deposit or have a claim submitted against applicants' insurance as compensation for the corrective actions taken by the city.
- If the applicant fails to comply with City regulations, specifications, or instructions related to this permit, the Public Works Superintendent or their authorized representative may issue a verbal order to suspend the work until the violation is resolved. If the applicant does not promptly address the issue, the Superintendent or their representative may issue a written order halting all or part of the work. Work may only resume once satisfactory corrective actions have been taken and an official authorization to proceed has been issued.

Acknowledgement

The application for a right-of-way encroachment is hereby approved, subject to the regulations governing the control and protection of the City's right-of-way. This approval is contingent upon compliance with all legally required and general safety standards, the approved plans, and any specific conditions or limitations outlined herein.

If the applicant fails to fulfill any conditions of this permit, and legal action becomes necessary, the applicant agrees to pay all reasonable attorney fees and court costs incurred as a result.

This permit is binding upon the applicant's heirs, successors, and assigns.

Approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

I, _____ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

Signature

Date

City of Montpelier Signature

Date



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FOR OFFICE USE ONLY

Permit #: _____

This permit is hereby approved and issued in accordance with the City of Montpelier code requirements

Received by: _____

Date: _____

Completion Inspection Date: _____

Refund clearance for \$ _____ OR release of bond is hereby given by _____

Date: _____