

**PROCEDURES FOR COMPLETION OF
APPLICATION FOR INSTALLATION IN COUNTY ROAD
RIGHT-OF-WAY AND ON COUNTY BRIDGE STRUCTURES**

1. An application for a Right of Way License must be filed with the Teton County Road Department if the installation is within a county right-of-way or along any county bridge structures.
2. Application for a Right of Way License must be approved by Teton County Road Manager prior to any Construction.
3. Specify all information required by the Teton County Rules, Title 3 Road Access and Utilities, Chapter 2 Right of Way, 3-2-1 Right of Way License Application Procedure including the width, depth, and materials that will be used. The Teton County Road Manager will review, and if any special guidelines are needed, it will be stated on the application under “approval”.
4. After approval of application, the applicant must call the Teton County Road Department at (307) 733-7190 with a commencement date.
5. All work must be performed in accordance with Teton County’s Rules and Regulations, Title 3, Chapter 2, Right of Way.
6. If installation is done incorrectly, and damage has occurred due to this incorrect installation, the utility company will be held responsible for all repairs, materials, and labor.
7. No fee is required for this application.
8. Mail the application to:
Teton County Road Department
Attn: Road Manager
P.O. Box 9575
Jackson, WY 83002

Or

Submit the application to the Road & Levee office, 3190 S. Adams Canyon Drive, Jackson, Wyoming.

APPLICATION MUST BE COMPLETE AND RETURNED BEFORE ANY TRENCHING BEGINS.

RIGHT OF WAY LICENSE

The undersigned, hereby applies to the Road Supervisor of Teton County, Wyoming, for a Right of Way License to do certain boring, excavating, trenching, installation and burial of utilities, on, under and through a portion of a county road or county owned property; the exact location and detailed description of the same being described particularly as follows:

A map or diagram of said project being attached hereto and submitted therewith.

Applicant shall be solely and totally responsible for any damage that may occur to their utility. Teton County and the Teton County Road Department personnel do not acquire any responsibility of this utility by issuing this permit.

Applicant hereby makes this application and represents to the Road Supervisor of Teton County that said excavation has not commenced and shall not commence until receipt, in writing, of the approval of said Road Supervisor.

Applicant agrees to comply with and adhere to the Teton County Rules, Title 3 Road Access and Utilities, Chapter 2, Right of Way, which are attached hereto.

Dated: _____ APPLICANT: _____
Signature

Name: _____

Physical Address: _____

Mailing Address: _____

Phone No: _____

APPROVAL

PERMIT #: _____

The undersigned, Road Supervisor of Teton County hereby approves of the foregoing, subject to the following conditions:

Road Supervisor: _____
Teton County, Wyoming

Date: _____

CHAPTER 2 – RIGHT OF WAY

3-2-1 RIGHT-OF-WAY LICENSE APPLICATION PROCEDURE

- a. An application for any installation must be filed with the Teton County Road Department if the installation is within a county right-of-way or along any county bridge structures.
- b. Application must be approved by Teton County Road Supervisor prior to any Construction.
- c. All paved surface crossings within County right-of-way shall be bored. Exceptions determined on a case by case basis.
- d. Specify the width, depth, and materials that will be used. The Teton County Road Supervisor will review, and if any special guidelines are needed, it will be stated on the application under "approval".
- e. After approval of application, the applicant must call the Teton County Road Department at 307-733-7190 with a commencement date.
- f. General Specifications:
 - i. Maximum distance from right-of-way line for any installation shall be ten (10) feet.
 - ii. Minimum depth for buried installation shall be thirty (30) inches. Stream and irrigation ditch crossing shall be measured from bottom of ditch or stream and minimum shall be forty-eight (48) inches.
 - iii. Bridge installation shall be in PVC conduit with approved attachment devices.
 - iv. Culverts and drainage devices shall have the same minimum depth as ditches and streams forty-eight (48) inches shall be measured from bottom of culvert or drainage structure.
 - v. Attached a map, topographic map, or plan sheet dated which clearly shows the alignment, grade, vertical and horizontal clearances, type of material, operating pressure and/or capacity, property ties, as well as dimensions to the roadway and/or right-of-way line, which by this reference is made a part thereof. For aerial crossing Licenses, the map shall show at a minimum the low sag design clearance above the high point of the roadway. For buried highway crossing License, the map shall show at a minimum the depth of the relative to natural ground, roadway drainage ditch, and the roadway template as well as the proposed casing type and method of installation. Pipelines require plan sheets, preferably with aerial photo backgrounds, showing proposed alignment and appurtenances.
- g. If installation is done incorrectly, and damage has occurred due to this incorrect installation, the utility company will be held responsible for all repairs, materials and labor.
- h. There is no fee for this application.

- i. Any future alterations, modifications, or removals within the public right-of-way, required and requested by the county, shall be completed without delay. Adjustments will be accomplished at no expense to the county.

3-2-2 RIGHT-OF-WAY LICENSE RULES

- a. The license grants permission for the licensee to occupy a portion of the right-of-way controlled by the county. This permission is limited by the type of controlling interest held by the county. Responsibility to satisfy any other fee (deeded) interest rests with the licensee.
- b. This license will not be modified, transferred, or assigned without the written consent of the county. This license does not allow for installation of additional facilities, nor does this license set aside a strip of land of specific width for the exclusive use by the licensee.
- c. The licensee shall agree to the standards for traffic control as outlined in the "Manual on Uniform Traffic Control Devices." Traffic control plans and road closure plans may be required by the County for approval prior to starting any work on the street right-of-way.
- d. The licensee shall agree to forever indemnify the county and save it harmless from all liability for damages to property, or injury to death of persons, including all costs and expenses related thereto, arising wholly or in part, or in connection with the existence, construction, alteration, repair, renewal, use, or removal by the licensee or his agents, for those facilities located within the county right-of-way described or noted herein.
- e. Specific construction considerations may be directed by the county. The licensee agrees to incorporate the applicable requirements into the design of the and assures compliance with these requirements during the construction. Non-compliance will void the permit.
- f. The licensee is required to notify the county in writing to cancel and/or nullify an issued license if the described facility is to be abandoned in place, will be removed, or will not be constructed. The county will determine if abandonment in place will hinder the county's future operations and if the facility must be removed at the time of abandonment.
- g. This license will be null and void if construction of the described facility does not commence within six (6) months of approval unless prior arrangements have been made specifying a specific construction period. This license shall be null and void if the described facility is not in use for a period of eighteen (18) months or longer, and the licensee may be required to remove the facility.
- h. Based upon the complexity, construction methods or other concerns, the county may require part-time or full-time inspector(s) to the licensee's project. The cost of such inspection will be at the sole expense of the licensee.
- i. The licensee shall waive all claims against the county for any loss, damage or injury sustained to property of licensee which is installed on county right-of-way under the agreement due to negligence of county or its employees.
- j. The licensee shall perform any work operation in the vicinity of electric power lines in compliance with Wyo. Stat. §37-3-301 through §37-3-306, titled Wyoming High Voltage Power lines and Safety Restrictions Act, and the provisions Wyo. Stat. §37-12-301 through §37-12-304, titled Damage to Underground Public Utilities Facilities.

- k. This license shall be issued with the understanding that conventional construction methods like: trenching, plowing, boring, pole setting by truck, etc. will be used. Activities like blasting, erection of poles or structures by helicopter or other non-conventional methods will require specific prior approval by the county.
- l. Licensee shall design, construct, maintain and operate the facility so that it will not interfere with the use of the area subject to this License by the county. Licensee shall restore the surface and any damaged improvements and any disturbed adjacent areas caused by any failure of the design, construction, maintenance or operation of the facility, to a condition comparable to the condition of the disturbed or damaged areas before the failure of the facility.
- m. After repair of any asphalt or asphaltic roadways or pathways that are damaged and/or removed as a result of the construction of the facility, the licensee and county shall meet and document the post-construction condition of the roadway. This data will be used as a baseline to determine future maintenance repairs required of the licensee that result from settlement and/or other means of roadway or pathway failure caused by the failure of the design, construction, maintenance or operation of the facility.
- n. No open-trench cutting of a county controlled and maintained roadway will be allowed without prior consent of the county road and levee supervisor.
- o. Licensee must call for utility locates prior to installation of any facility
- p. All disturbed areas shall be reclaimed, by grading, top-soil placement, and seeding using an approved seed mix.