



Right-of-Way Permit

Permit Number

Applicant Information

Name: _____

Mailing address: _____

Phone: _____ FAX: _____

Contact person (must be available 24 hours): _____

Contact phone: _____ Cell: _____ Email: _____

Contractor Information

Name: _____ Contractor's License #: _____

Mailing address: _____

Liability Certificate: _____ Job Number: _____

Phone: _____ FAX: _____

Contact person (must be available 24 hours): _____

Contact phone: _____ Cell: _____ Email: _____

Project Description

General Description of Project: _____

Site address: _____ Nearest Cross Street: _____

Tax Parcel Number: _____

Desired Starting Date: _____ Estimated Completion Date: _____

Please Answer the Applicable Questions on the Reverse Side of this Form 

IMPORTANT! Attach your plans to this application, or provide a sketch of the proposed work using the last page of this form. Provide sufficient detail. Identify all roadway features (i.e. pavement, storm drainage, utilities, landscaping, north arrow, etc.) and how your work will impact them including any proposed grading changes. Provide relevant measurements and dimension. Include the location of all structures, existing or proposed.

Applicant Signature

The undersigned owner/applicant hereby agrees to hold and save harmless the Haines Borough from any and all claims for damages, costs, expense or causes of action that may arise because of installation and maintenance of the improvements or other right-of-way use hereto applied for and further agrees to remove same upon notice from the borough and to replace public property damaged thereby. All construction or activities occurring within a borough right-of-way shall be in accordance with borough construction and road standards, specific and general permit conditions, and the permitted specifications.

Signature: _____ Date: _____

Street or Sidewalk Use/Obstruction Permit (HBC 12.16)

- 1. **Street Closed?:** Yes No **Sidewalk Blocked?:** Yes No
[If either question is "Yes", attach a detour diagram and plot plan]
- 2. **Parking Lane Closed?:** Yes No [If "Yes", number of spaces eliminated: _____]
- 3. **Types of Vehicles/Equipment Parking:** _____
- 4. **Dates Needed:** From _____ To _____ **Times of Day:** From _____ To _____

Utility and/or Excavation Permit (HBC 12.08)

- 1. **Estimated Cost of Work in the Public Right-Of-Way:** \$ _____ X _____ %
- 2. **Type of Street Surface to be Cut:** Asphalt Concrete Gravel Dirt
- 3. **Scope Of Work** (check all that apply): Above Ground Underground
 - Sanitary Sewer Water Line Grading Asphalt Roads Storm Drain
 - Communications Electrical Other _____
- 4. **Electrical, Communications, or Pipe Carriers must also complete Attachment A or B.**

Driveway Permit (HBC 12.10)

- 1. **Work:** New Driveway Driveway Repair
- 2. **Material:** Asphalt Concrete Dirt Gravel
- 3. **Total Dimensions:** _____ Length _____ Width _____ Culvert Size _____ Invert Elevation
 If partially on private property, please indicate the borough ROW portion: _____ Length _____ Width

-----OFFICE USE BELOW THIS LINE-----

Application Received By: _____ Date: _____

Permit Fee: <u>Street/Sidewalk Use or Obstruction</u>	<u>Utility or Excavation</u>	<u>Driveway</u>
<input type="checkbox"/> Minor - \$0	<input type="checkbox"/> Unpaved Road Surface - \$100	<input type="checkbox"/> Repair - \$50
<input type="checkbox"/> Major - \$50	<input type="checkbox"/> Paved Road Surface - \$400	<input type="checkbox"/> New Construction - \$100

Payment Received: \$ _____ Receipt Number: _____ Check Number: _____

Inspection Fee, if applicable: \$ _____ Receipt Number: _____

Permit Expires On: _____ Final Inspection, in applicable: _____

ADDITIONAL CONDITIONS OF APPROVAL: _____

APPROVED BY: _____ DATE: _____



Right-of-Way Permit

I. Instructions for Applicants

- A. By signing the permit application, the applicant agrees that all activity authorized under this permit will comply with the most current Haines Borough Road Standards and/or any special permit conditions.
- B. No person, partnership, joint venture, corporation or other public or private legal entity shall construct, adjust, alter, repair, or relocate any utility line, construct any new roadway feature, or obstruct any public right-of-way in a Haines Borough without first obtaining a permit from the borough. Once the borough approves a permit, the petitioner, designated herein as the "permittee", has authority to enter upon the borough right-of-way described in the permit for purposes of completing work described in said permit.
- C. Plans or a sketch shall accompany all right-of-way permit applications. The drawings (or sketches) shall be completed to a working scale. The drawings shall adequately describe the location of the project or activity, the type and extent of work to be completed or activity to be conducted, signage and traffic/pedestrian control measures to be utilized, and the types of structures and materials to be utilized in the project. Signage and traffic control measures shall strictly conform to the state provisions for traffic control devices for streets and highways.
- D. Before the work or activity is accepted by the borough, all costs and expenses associated with administering the permit, in accordance with borough code and the current borough permit fee schedule must be paid by the applicant to the borough.

II. Specific Permit Conditions

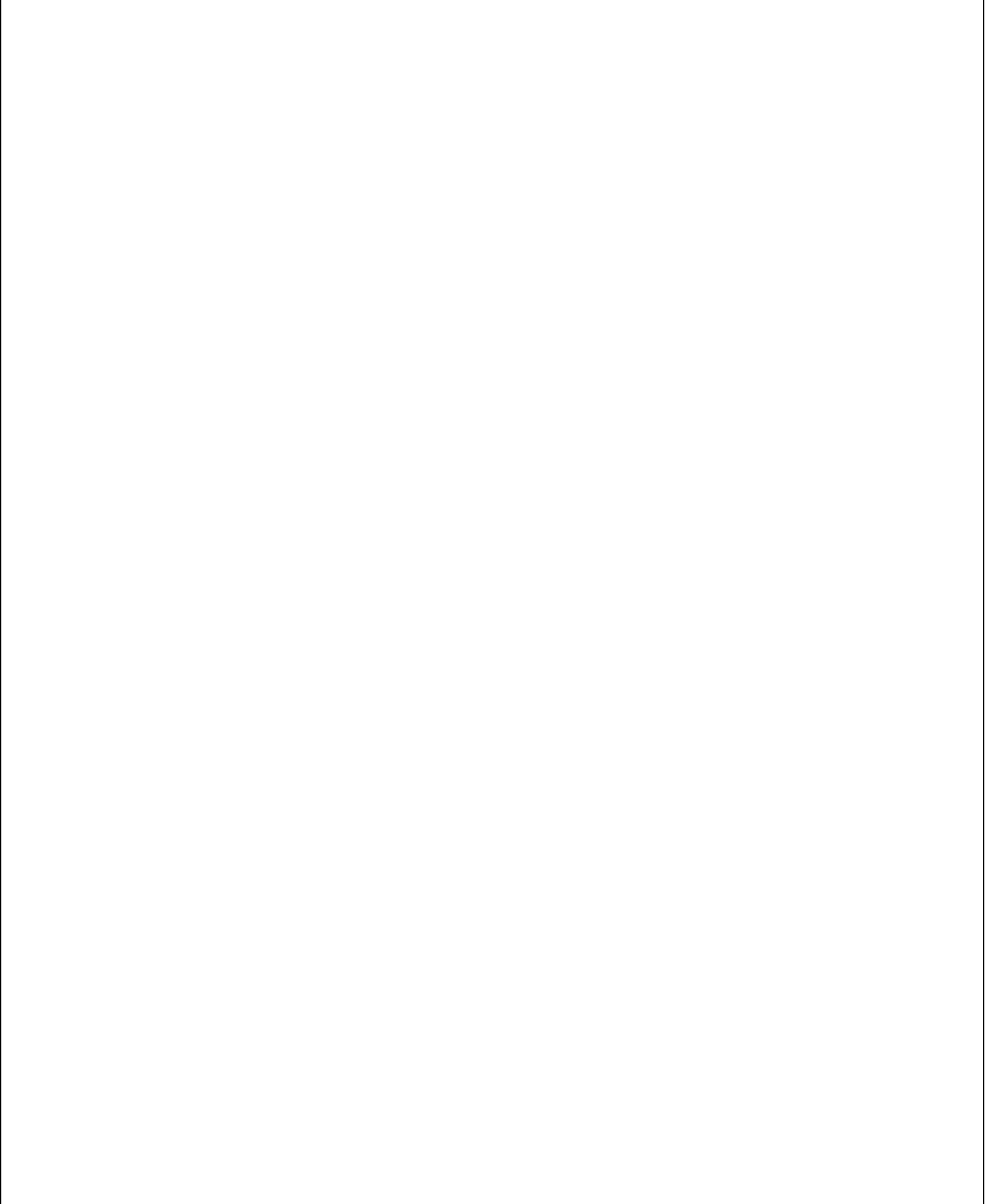
- A. **INSPECTIONS:** The borough may assign an inspector, or inspectors to the project in order to ensure compliance. The inspector(s), acting as direct representatives of the borough, shall have the authority to enforce all specifications and/or stipulations of this permit. The inspector(s) also has the authority to suspend all work for noncompliance with said specifications and stipulation. The costs of inspection by the borough shall be reimbursed to the borough by the permittee. Estimated costs may include:
 1. Actual cost of labor and equipment incurred while performing inspection or compaction tests,
 2. The inspector's time at the current borough pay scale with any overtime being paid at the rate of time and one-half of the current hourly pay rate,
 3. Borough vehicle at current rate per mile as required for inspection, and
 4. All overhead costs associated with the permit (travel, per diem, etc.).Inspections can be requested by calling 907-766-2231. Inspection requests must be received at least 24 hours prior to the time it is required. An inspection is required prior to backfill over any and all utility lines and road surfaces.
- B. **RIGHT-OF-WAY SURFACES & UTILITIES:**
 1. Heavy tracked equipment, i.e. backhoes and loaders, shall not be permitted on the paved area, except where deemed necessary due to narrow shoulders, and then only when approved by the borough manager or authorized representative. In such areas, a sufficient cover, such as heavy planking or rubber tires, shall be utilized between the tracked vehicle and the pavement.
 2. Damage to paved areas as a result of the permittee's operation shall be repaired by the use of bituminous mix at the direction of the borough.
 3. All underground facilities shall be buried to a minimum depth of four feet below finished grade of the roadway and three feet minimum in and along the ditch line.
 4. When backfilling utility lines, fill material must be compacted in a maximum of 12-inch layers and consist of nonfrost susceptible granular material. "Muck", frozen or organic materials is not allowed. In lieu of compaction tests, the Borough can be directed by the permittee to hold a bond for a period of one year after the project has received final inspection approval.
 5. The permittee shall ensure that maximum precautions will be taken to protect the existing roadway prism, ditch line, slopes, bridges and structures.

6. The permittee is responsible to call 766-2231 for underground utility location(s) prior to excavation. Any and all damage to existing underground facilities, i.e. telephone, electrical, drainage, culvert, water, sewer, etc., as a result of the permittee's operation shall be repaired by the permittee or his contractor at his own cost and in a manner approved by the borough.
 7. All highway signs, benchmarks and/or any other official monuments which are or will be in conflict with construction shall be relocated on a temporary basis only upon the approval of the borough, state D.O.T., etc. Permanent replacement of monuments shall be accomplished, as soon as possible. Damaged signs, etc., shall be replaced by the permittee, and/or contractor at no cost to the borough.
 8. Clearing within the right-of-way for the permittee's installation shall be kept to a minimum. All trees and brush shall be close cut to the ground with no stump extending more than six inches above ground level. The permittee shall dispose of all trees, brush or other material by removal from construction limits, mechanical chipping or burning, provided a burning permit is obtained from the local fire department. Unsatisfactory cleanup and restoration shall be promptly corrected by the permittee and/or permittee's contractor as directed by the borough.
 9. Work shall be completed in a timely manner, and all fill slopes, ditches and back slopes shall be restored to their original condition, as much as possible, when the work is completed.
 10. Any damage to the roadway prism, fill slopes, ditches, back slopes and structures as a result of the permittee's installation which becomes apparent within two (2) years after project completion shall be repaired to the borough's specifications by the permittee at the permittee's sole expense. The borough manager will determine, at his/her sole discretion, damage resulting from the permittee's installation.
- C. **OTHER APPROVALS:** The permittee shall obtain necessary permission from the State of Alaska Department of Fish and Game prior to any construction which might disturb a stream or creek along the project. Permit applications for projects involving sewer and water line development, and sometimes other types of projects, must first obtain and submit to the borough evidence of project approval often involving but not limited to the State of Alaska Department of Environmental Conservation, Department of Transportation, Department of Fish and Game, and U.S. Corp of Engineers, etc.
- D. **SAFETY.** All activities, construction and otherwise, shall comply with State and federal safety codes. In the event that local safety requirements are more stringent, they shall apply.
- E. **TRAFFIC.** Reduced speed and two-way traffic shall be maintained between peak traffic hours on higher volume roads, as deemed necessary by the borough manager. The permittee shall maintain at least one-way traffic at all times. One lane shall be kept free and clear of all obstructions and capable of maintaining a traffic speed of 20 miles per hour. The project shall be manned by flagmen during the period of time the construction is in progress. The flagmen shall be responsibly trained personnel, capable of handling traffic using approved "flagmen handling devices" and shall wear fluorescent jackets or vests at all times. Additional flagmen may be utilized as directed by the borough. At the close of each day's work, the construction site shall be restored to such condition as to allow two-way traffic to flow in conformance with the normal traffic pattern in that area unless otherwise approved by the borough manager.
- F. **PROTECTIVE SIGNAGE, LIGHTING, BARRICADES, AND TRAFFIC CONTROL DEVICES:** Protective signing, lighting, barricades, and traffic control devices shall be in accordance with the latest edition of the Manual on Uniform Traffic Control Devices as published by the U.S. Department of Transportation and the Alaska Supplement to it. All additional protective devices deemed necessary by the borough during the course of the project or activity shall be utilized as directed. Prior to moving equipment onto the roadway and/or prior to the start of the work or activity, all proper signs, barricades, flagmen and other traffic control devices required, shall be in their proper place. During non-working hours periodic inspection shall be made of traffic control devices left in place. A 24-hour telephone number shall be given to the borough police, state troopers and the public works superintendent for contact to rectify any problems, i.e. knocked down signs, etc.
- G. **AS-BUILT PLANS:** Permit holders for all projects involving the installation of underground utilities must submit as-built plans to the Borough. Projects involving public utilities, i.e. Sewer and Water mains and affected laterals, streets, and storm drains, must submit as-built plans on 22 inch by 34 inch (22" X34") mylar sheets and be stamped by a State of Alaska licensed Professional Civil Engineer. Deposits/Bonds will not be released prior to the submission and approval of as-built plans.

III. General Permit Conditions

- A. The permittee shall notify the borough by telephone, or in writing, 72 hours prior to initiating any work or activity in the right-of-way. The borough may require a pre-construction conference prior to beginning any work covered by the permit.
- B. The permittee shall commence work within 60 days or the time period specified in the permit. If work does not commence within the specified time period, the permit will expire and it will be necessary to re-apply for a new permit, including all applicable fees. All work shall be completed within 6 months or the time period specified in the permit unless extended in writing by the borough manager. If not extended, the applicant will need to re-apply for a new permit, including all applicable fees.
- C. The permittee shall work diligently, and make every effort to complete work within the right-of-way within the time period specified on the permit. The permittee shall notify the borough within 72 hours of completion of the work or activity covered by the permit.
- D. The original fee charged for the right-of-way permit covers the initial permit review and approval process, the initial on-site review and pre-construction conference, and the final permit inspection. The fee may be increased depending on the scope of the project and the number of inspections required. At the borough's discretion, a re-inspection fee will be charged should the permittee: 1) Fail to notify the borough that work has started or been completed; 2) Fail to notify the borough for required inspections; or 3) Request final inspection when all conditions of the permit are not completed. Fees may also be charged should the borough be required to visit the project site for an enforcement issue of any nature.
- E. The permittee shall complete all work covered by the permit and shall leave the right-of-way, and all appurtenances within the right-of-way, in a condition that is equal to, or better than that which existed prior to the work taking place. If it is determined that work must take place to fulfill all permit obligations and/or to bring the right-of-way back to an appropriate condition, or if damages are identified within the right-of-way that are associated with the permitted work, the permittee shall at once repair or restore the right-of-way, and all appurtenances, at his own expense. If the permittee fails to complete said work, the borough manager, or his assigns, may do, or have done, all work necessary to restore the right-of-way to an acceptable condition. The permittee shall reimburse the borough for all costs associated with restoration of the right-of-way.
- F. The borough shall in no way be held liable for any damage to the permittee by reason of any construction or maintenance work by the borough, or its assigns, or by the exercise of any rights by the borough upon and within its right-of-way.
- G. Approval of this permit shall not be deemed or held to be an exclusive franchise agreement, nor shall it prohibit the borough from issuing other permits or franchise rights of like or dissimilar nature to other entities, nor shall it prohibit the borough from using any of its right-of-way for any public use, nor shall it effect the borough's jurisdiction over all or any part of them. The permittee is subject to all previous easements and utility permits and any damage to any other utility will be the permittee's responsibility.
- H. All of the provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of the permittee and all privileges of the permittee shall inure to such successors and assigns as if they were specifically mentioned. The permittee shall not assign or transfer any of the rights authorized by this permit except upon notification to and approval by the borough.
- I. The borough manager may revoke, annul, terminate, revise or amend this permit if the permittee fails to comply with any or all of its provisions, requirements or applicable regulations; or through willful or unreasonable neglect, failure to heed or comply with notices given; or if the work herein permitted is not properly installed, operated, or maintained. Additionally, borough manager may at any time, change, amend, modify, amplify, or terminate any of the conditions enumerated so as to conform to any state statute or borough regulation pertaining to the public welfare, safety, health, or highway regulations as are or may hereinafter be enacted, adopted, amended, etc. The borough manager may terminate this permit if the permittee fails to comply with any such changes.
- J. It is the permittee's sole responsibility to contact the borough regarding utility locations prior to performing any excavation within the right-of-way. It is also the permittee's sole responsibility to contact adjacent property owners when such property is liable to injury or damage through the performance of such work. The permittee shall make all necessary arrangements relative to the protection of all utilities and private property.

- K. The permittee shall defend, indemnify, and hold harmless, the borough, from all suits, actions, damages, liability, environmental contamination, costs related to any remediation of or clean-up of any environmental contamination, loss, costs, and expenses (including attorney's fees and litigation costs) in connection with loss of life, bodily or personal injury or property damage arising from or out of any occurrence in, upon, or at, or from the permitted section of Right of Way, or the occupancy or use by the permittee of the permittee section of Right of Way or any part thereof, or caused or occasioned by any act or omission of the permittee, its employees, agents, contractors, servants, invitees, and licensees on the permitted section of Right of Way.
- L. The borough makes no guarantee as to the type, nature, and suitability of soils or other materials in the public right-of-way. If contaminated or hazardous material is discovered within or adjacent to the public right-of-way, the permittee shall stop work and notify the borough manager immediately. The permittee will not be allowed to resume the permitted activity until such time as the borough manager has documentation that demonstrates that the contaminated or hazardous material has been properly handled and that continued work within the public right-of-way poses no threat to the environment and/or human health or safety of public or private property.
- M. The permittee agrees to be responsible for the compliance with all applicable federal state and local laws, regulations, codes and ordinances. The permittee agrees to be responsible for obtaining all other appropriate permits or letters of non-objection needed from federal, state and local agencies, or conflicting lessees or utilities.
- N. This permit is issued under the provisions of applicable Haines Borough Code of Ordinances, Alaska State Statutes, and Alaska Administrative Code, effective as of the date of execution of this instrument by the borough.



ATTACHMENT A

ELECTRICAL AND COMMUNICATIONS FACILITIES

Overhead Facility

Number of Conductors/Cables: _____

Voltage and Phase: _____

Conductor/Cable Type and Size: _____

Structure Type: _____

Crossing Angle: _____ Length: _____

Minimum Vertical Clearance: _____

Longitudinal Facility Length: _____

Offset from Road Center Line: _____

Underground Facility

Number of Conductors/Cables: _____

Voltage and Phase: _____

Conductor/Cable Type and Size: _____

Number and Size of Conduits: _____

Size and Type of Encasement: _____

Crossing Angle: _____ Length: _____

Depth below Road Surface: (Min. 48") _____

Depth below Ditch Bottom: (Min. 36") _____

Method of Crossing Installation:

Boring: _____ Jacking: _____ Open Cut: _____

Longitudinal Facility Length: _____

Offset from Road Centerline: Depth of Bury (Min 36"): _____

Method of Longitudinal Installation: Trenching _____ Plowing _____

Construction Code(s) Applicable: _____

Additional Information: _____

ATTACHMENT B

PIPE CARRIERS

Transmittant: _____ Flash Point: _____

Working Pressure: _____ Temperature: _____

Number of Conduits/Pipes: _____

Diameter of Pipe: _____

Type and Class Of Pipe: _____

Encasement Diameter Of Pipe: _____

Vent Locations: _____ ft. Left _____ ft. Right of Road Center Line

Cathodic Protection: _____

Crossing Angle: _____ Length: _____

Depth below Road Surface: (Min. 48") _____

Depth below Ditch Bottom: (Min. 36") _____

Method of Crossing Installation:

Boring: _____ Jacking: _____ Open Cut: _____

Longitudinal Facility Length: _____

Offset from Road Centerline: _____ Depth of Bury (Min 36"): _____

Method of Longitudinal Installation: Trenching _____ Plowing _____

Construction Code(s) Applicable: _____

Additional Information: _____

