



City of East Helena
306 E. Main Street
PO Box 1170
East Helena, MT 59635
(406) 227-5321

ROAD APPROACH PERMIT APPLICATION

Application for work to be performed in the public road including approaches, culverts and other drainage improvements. Please submit application to: **City of East Helena, P.O. Box 1170, East Helena MT, 59635, 406-227-5321**

FEE: **\$150.00** in advance, **\$500.00** if permit obtained after approach installation. Make checks payable to: City of East Helena

APPROACH TO BE INSTALLED BY A CERTIFIED INSTALLER

Check One:

☐ Contractor ☐ Property Owner

CERTIFIED INSTALLER:

Name Printed _____

Check One:

Certification Number _____

- ☐ Application for Approach onto City Road and Culvert Placement
- ☐ Application for Culvert Placement and Drainage Improvements ONLY

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Primary Telephone Number: _____ Secondary: _____

Property Owner Name: _____

Approach Location Address (must include sketch and flag marking location): _____

GEO CODE: _____ Certificate of Survey No. (if applicable): _____

Lot#: _____ Subdivision Name (if applicable): _____

General Location (i.e., distance from nearest road or intersection): _____

Proposed Approach will be located on the _____ (N, S, E, W) side of roadway.

What is the intended use for the approach? _____

Are there other approaches near the proposed location? (circle one): YES NO

If Yes, please explain and show on attached sketch: _____

Is this approach pre-existing? (circle one): YES NO If yes, please explain: _____

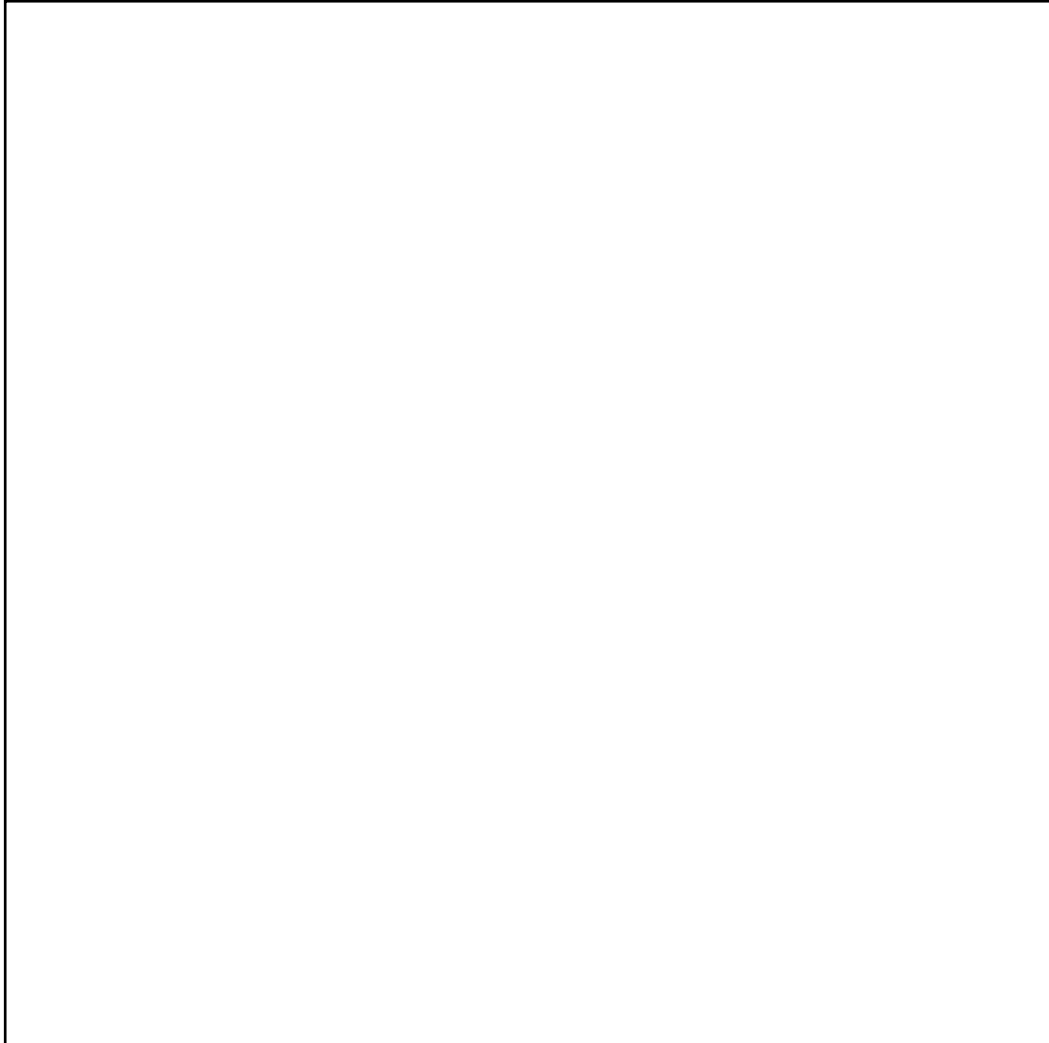
What is the desired width of the proposed approach (in feet)? _____

Desired Installation Date: _____

SKETCH OF APPROACH LOCATION

Application will not be accepted without a sketch and attached location map

See instructions below.



Sketch, or attach a sketch, showing the general location of the proposed approach, property boundaries, roads and their names, drainages and topographic features affecting the proposed location. For informational purposes please provide: indicate the approximate distances to the nearest adjacent existing approaches on both sides of the road rights-of-way, location map (i.e. aerial photo, google map or similar) and any other pertinent information that shows the location of proposed approach.

Applicant agrees to mark location of proposed approach with a flag placed in the center of the proposed location. Inspection will not take place until flag is placed and the Permit Coordinator is notified. Flags are available from Public Works Department Room 109.

Applicant's Signature: _____ Date: _____

APPROACH PERMIT WITH APPROVAL CONDITIONS

TO BE COMPLETED BY CITY OF EAST HELENA STAFF

PLANNING

DEPARTMENT: _____

Reviewed By: _____ Date: _____

PUBLIC WORKS

DEPARTMENT: _____

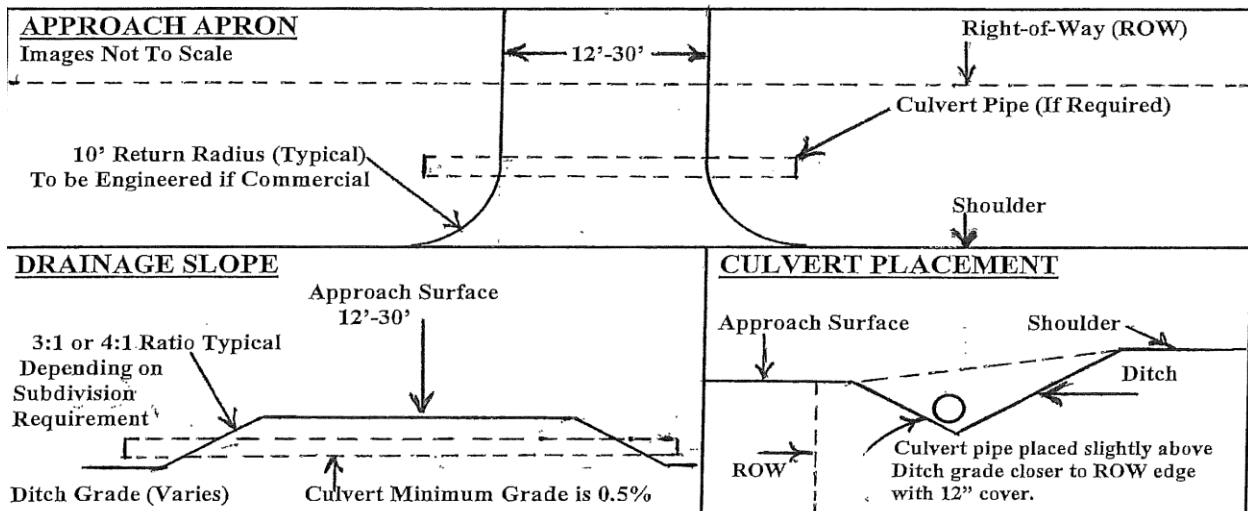
Drainage Improvements Required(circle one): YES NO

Culvert Type: _____ Diameter (inches): _____ Length (feet): _____

NOTE: An asphalt or concrete apron shall be required from the edge of roadway to R.O.W. for driveways accessing a hard-surfaced arterial, collector, or minor collector.

Comments: _____

Review By: _____ Date: _____



By signing the condition report, the applicant and the property owner accept the conditions required for this permit and to abide by them. Applicant or property owner agrees to contact Public Works (406-227-5321) for inspection after installation. Any failure to comply with the conditions of this application by the applicant or the property owner may result in the revocation of the approach from City right-of-away.

Applicant Signature _____ Date: _____

Property Owner's
Signature: _____ Date: _____

THIS PERMIT EXPIRES 12 MONTHS FROM THE DATE OF ACCEPTANCE OF CONDITIONS

CITY OF EAST HELENA APPROACH PERMIT INSPECTION REPORT

ALL APPLICANTS WILL BE CONTACTED AFTER INSPECTION IS COMPLETE

(TO BE COMPLETED BY CITY STAFF ONLY)

DATE PERMIT COORDINATOR NOTIFIED APPLICANT THAT THE CONDITIONS REPORT IS READY FOR PICK UP: _____

DATE APPLICANT NOTIFIED PUBLIC WORKS THAT INSTALLATION WAS COMPLETE: _____

IS THE APPROACH INSTALLED PER THE ATTACHED CITY APPROACH PERMIT CONDITIONS REPORT?
(circle one)

YES

NO

IF NO, EXPLAIN...

INSTALLATION INSPECTION BY: _____

DATE: _____

DATE APPLICANT WAS CONTACTED AFTER INSPECTION: _____