

PERMIT PROCESSING TAKES 7 TO 10 BUSINESS DAYS
FROM RECEIPT OF COMPLETED APPLICATION
TO FLATHEAD COUNTY ROAD DEPARTMENT

NOTE: ALL PERMITS NEED TO INCLUDE ALL OF THE PROPER DOCUMENTATION.

PLEASE COORDINATE WITH ALL UTILITY COMPANIES FOR IMPACT ON SURFACE STRUCTURES, INCLUDING BUT NOT LIMITED TO, SURFACE MARKERS AND BOXES.

1. Complete all information from top of application page 1 to signature.
2. Property needs to be addressed officially through the GIS department.
 - This can be obtained by completing the address application form attached and returning to:
GIS
800 South Main, Suite 203
Kalispell, MT 59901
Phone 758-5540
 - Or this may be done online for your convenience. [GIS Department | Flathead County, MT](#)
3. Select the type of approach with the appropriate fee rate.
4. Zoning Regulations for the property need to be completed prior to turning the application in to the Road Department. These can be obtained at:
Flathead County Planning & Zoning Office
40 11th Street West, Suite 220
Kalispell, MT 59901
Phone: (406)751-8200
The Planning & Zoning Representative must sign and date #4 of the permit for verification.
5. Approach stakes are available at our office for marking your approach location.
 - A map of the property with the approach location marked with approximate footage from other approaches, property lines, road intersections, etc. is very helpful in processing your permit.
 - Legal description can be found on the GIS website.
6. Sign and date pages 1 and 2 of the permit application as applicant and permittee after reviewing all the information.
 - Please return all the above completed information and your signed Approach Permit Application to our office with the appropriate application fee noted on the permit.
 - We accept cash and check payments only at this time.
Flathead County Road Department
1249 Willow Glen Drive
Kalispell, MT 59901
Phone: (406)758-5790



FLATHEAD COUNTY ADDRESS APPLICATION FORM

This space for departmental use only:

Address Assignment: _____

City, State, ZIP: _____

Assigned By: _____ Date: _____

CONTACT INFORMATION

Name of Property Owner: _____ Phone: _____

Name of Contact: _____ Phone: _____

PROPERTY INFORMATION

Subdivision Name: _____

Block: _____ Lot/Tract: _____ Section: _____ Township: _____ Range: _____

Assessor Number: _____ Tract ID: _____

Type of Structure: _____

REASON FOR ADDRESS REQUEST:

- New Construction
- Mobile Home
- Additional Address or Units
 - Number of Units: _____
- Other: _____

PROPERTY MAP:

Please include a map of your property in the space below (or on an attached page), indicating the named road from which you access your property, the approximate location of your driveway, and any nearby addresses that should be considered when assigning your address.

This is your authorized proof of address. Be sure to use the exact address as stated above.

IMPORTANT NOTES

It is the responsibility of Flathead County GIS to evaluate new and existing road names and address numbers throughout the county. There may be future re-naming of roads and re-addressing of structures to comply with Flathead County, State of Montana, and Enhanced 911 National Emergency Numbering Association (NENA) guidelines. These changes facilitate the easy and rapid location of properties by law enforcement, fire protection services, search and rescue, and emergency medical services to protect public health and the safety of all persons living, working, or visiting in Flathead County. This address assignment is based solely upon the location provided by the Resident/Owner at the time of this application. If the structure and/or driveway access is mapped at a later time and found to be significantly different than where reported, the Flathead County GIS Department will issue a new address number for this structure. It shall be the duty of each property owner to post new property numbers in a viewable location, within 30 days following assignment of the address. You may be required to present this form to various agencies as proof of your address.

I confirm that I am or represent the property owner(s) and am authorized to obtain this address. I also understand that GIS staff may make an on-site visit to this property to accurately record the location and description of the structure for the Enhanced 911 database.

Owner/Authorized Property Agent

Application Date

**FLATHEAD COUNTY
APPROACH PERMIT**

Permit No. AE- _____

1. Applicant Information: _____
 (Name)

 (Mailing Address)

 (City, State, & Zip code)

 (Phone No.) (Email address)

2. Property Address of Approach: _____
 (Obtained from the GIS Department)

3. Type of Approach:

_____ Agricultural or Business (circle which applies)	\$100.00
_____ Single Access	\$100.00
_____ Shared Access	\$150.00
(2 lot approach)	
_____ # of Lots _____ Minor Subdivision	\$300.00/approach + \$30.00/lot
(5 or fewer lots)	
_____ # of Lots _____ Major Subdivision	\$650.00/approach + \$30.00/lot
(6 or more lots)	

4. If Subdivision: Name _____ Does the access comply with
 Subdivision Regulations for Approaches: Yes _____ No _____. Is Area Zoned: Yes _____ No _____. Zoning Classification: _____
 *Planning & Zoning Representative: Signature _____ Date _____ *
 (Obtained from the Planning and Zoning Department)

5. Location must be flagged with address posted for pre-construction inspection. Date _____ when location will be flagged. Road
 Department does provide stakes clearly marked with bright orange lathe and "approach".
 Give description at or near which installations or structures will be installed (ie; 300 feet North of intersection of Roads A & B, fence
 line, etc.) _____
 a. Provide area map with directions to location.
 b. LEGAL: Section: _____ Township: _____ Range: _____

6. Completion date of preliminary approach before paving will be within 90 days from approval of this permit. Approaches that are
 required to be paved and were approved between October 1st and May 1st will be granted an additional 30 days after June 1st to
 complete the paving portion of the requirements due to availability of asphalt materials.

INSTRUCTIONS CONCERNING USE OF THIS FORM

Applicant will complete this form and submit it to the Flathead County Road Department. This application is for all approaches on County
 right of way. When applicant has signed both sides of application and application is approved or denied, a copy will be made available to the
 applicant. See reverse side (page 2) for additional rules and regulations.

THE TERMS OF THIS PERMIT APPLICATION ARE ACCEPTED AND AGREED BY:

 Signature of Applicant(s) Date

REVIEW OF APPLICATION FOR APPROACH PERMIT

-To be completed by Flathead County Road Department Representative-

PRELIMINARY INSPECTION OF APPLICATION RECOMMENDED FOR:

CONDITIONAL		
APPROVAL _____	APPROVAL _____	DISAPPROVAL _____

 Flathead County Road Department Representative Date

Conditions of approval attached to permit. Circled items are requirements for this approach.
The Road Department is to be notified upon completion of work for scheduling of inspection.

OFFICE USE ONLY

- Completed Application: _____ Yes _____ No	_____ Amount
- Plans/Maps/Specifications: _____ Yes _____ No	_____ Check Number
- Subdivision/ Zoning Info: _____ Yes _____ No	_____ Receipt Number
- Fees Paid: _____ Yes _____ No	

CONDITIONS OF PERMIT

Subject to the following terms and conditions, the permit applied for upon the reverse side (page 1), hereof, is granted:

1. **TERM:** This permit shall be in full force and in effect from the date hereof until revoked as herein provided.
2. **REVOCATION:** This permit may be revoked by the County upon giving 10 days' notice to Permittee by ordinary mail, directed to the address shown in the application hereto attached, but the County reserves the right to revoke this permit without giving said notice in the event Permittee breaks any of the conditions or terms set forth herein.
3. **COMMENCEMENT OF WORK:** No work shall be commenced until the Permittee notifies the County authorized representatives, as listed on the front of this application, as to the proposed commencement of work.
4. **CHANGES IN HIGHWAY:** If the County changes highway, necessitating changes in structure or installations under this permit, the Permittee shall make necessary changes without expense to County.
5. **TRENCHING OR PAVEMENT ALTERATIONS:** Removal of pavement must be preceded by sawing the existing pavement around the area(s) to be removed. Replacement base and subbase materials must be compacted to a minimum of 95% relative density. **Replacement of pavement must be accomplished within 48 hours of pavement removal.**
6. **COUNTY SAVED HARMLESS FROM CLAIMS:** In accepting this permit, the Permittee, its/his successors or assigns, agrees to protect the County and save it harmless from all claims, actions, or damage of any kind and description which may accrue to, or be suffered by, any person, or persons, corporations, or property by reason of the performance of any such work, character of, materials used, or manner of installations, maintenance and operation, or by the improper occupancy of said highway right of way, and in case of any suit or action brought against the County and arising out of, or by reason of, any of the above causes, the Permittee, its/his successors or assigns, will, upon notice to it/him of the commencement of such action, defend the same at its/his sole cost and expense and satisfy any Judgement which may be rendered against the County in any suit or action.
7. **PROTECTION OF TRAFFIC:** Insofar as the interests of the County and the traveling public are concerned, all work performed under this permit shall be done under the supervision of the County Road Department and its authorized representatives, and he/they shall indicate the traffic control devices, the lighting thereof at night, placing of flagmen and watchmen, the acceptable manner in which traffic is to be handled, and shall specify to Permittee how road surface is to be replaced if it is disturbed during operations, but said supervision shall in no way operate to relieve or discharge Permittee from any of the obligations assumed by acceptance of this permit and especially those set forth under Section 6 hereof.
8. **HIGHWAY DRAINAGE:** If the work done under this permit interferes in any way with the drainage of the County highway affected, Permittee shall, at its/his own expense, make such provisions as the County may direct to take care of said drainage.
9. **RUBBISH AND DEBRIS:** Upon completion of work contemplated under this permit, all rubbish and debris shall be immediately removed and roadway and roadside left in a neat and presentable condition satisfactory to the County.
10. **WORK TO BE SUPERVISED BY COUNTY:** All work contemplated under this permit shall be done under the supervision of and to the satisfaction of the authorized representative of the County, and the County hereby reserves the right to order the change of location or removal of any structure of installation authorized by this permit at any time, said changes or removal to be made at the sole expense of the Permittee.
11. **COUNTY'S RIGHT NOT TO BE INTERFERED WITH:** All such changes, reconstructing, and relocation shall be done by Permittee in such a manner as will cause the least interference with any of the County's work, and the County shall in no way be liable for any damage to the Permittee by reason of any such work by the County, its agents, contractors, or representatives, or by the exercise of any rights by the County upon the highways by the installation or structures placed under this permit.
12. **REMOVAL OF INSTALLATIONS OR STRUCTURES:** Unless waived by the County, upon termination of this permit, the Permittee shall remove the installation or structures contemplated by this permit and restore the premises to the condition existing at the time of entering upon the same under this permit, reasonable and ordinary wear and tear and damage by the elements, or by circumstance over which the Permittee has no control, excepted.
13. **MAINTENANCE AT EXPENSE OF PERMITTEE:** Permittee shall maintain, at its/his sole expense, the installations and structures for which this permit is granted, in a condition satisfactory to the County.
14. **COUNTY NOT LIABLE FOR DAMAGE TO INSTALLATIONS:** In accepting this permit the Permittee agrees that any damage or injury done to said installations or structures by a contractor working the County or by any County employee engaged in construction, alteration, repair, maintenance, or improvement of the County right of way shall be at the sole expense of the Permittee.
15. **COUNTY TO BE REIMBURSED FOR REPAIRING ROADWAY:** Upon being billed therefore, Permittee agrees to promptly reimburse the County for any expenses incurred in repairing surface of roadway due to settlement at installation, or for any other damage to roadway as a result of the work performed under this permit, including any incurred legal fees.

Dated this _____ day of _____, 20_____.

The undersigned, the "PERMITTEE" mentioned in the foregoing instrument, hereby accepts this permit, together with all of the terms and conditions set forth therein.

(PERMITTEE)

(PERMITTEE)

FINAL APPROVAL INSPECTION OF WORK COMPLETED

Inspected by: _____
Flathead County Road Department Representative

Date