



Right of Way Permit

City of Twin Falls - Engineering Department: (208) 735-7248

Please submit application to: rowpermit@tfid.org

Allow three (3) business days for review.

Inspections: (208) 735-3446

Date of Application: _____

Permit No. _____

Contact Information:

Contractor: _____ Project Foreman: _____

Phone #: _____ Email: _____

Utility Company: _____ Contact Person: _____

Phone #: _____ Email: _____

Property Owner: _____ Phone#: _____

Project Information:

Start Date: _____ Completion Date: _____

Location of work (or address): _____

Cross Streets: _____ and _____

Building Permit # (if applicable): _____ Plumbing Permit # (if applicable): _____

Type of Work (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Sewer (service lines, etc.) | <input type="checkbox"/> Private Utility Work (gas, cable, phone, electric, etc.) |
| <input type="checkbox"/> Water (fire line, etc.) | <input type="checkbox"/> Driveway / Approach |
| <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Trenching/Boring |
| <input type="checkbox"/> Curb & Gutter/Asphalt Patch-back | <input type="checkbox"/> Other _____ |

Description of work: _____

Attachments:

- Site Plan (showing proposed work area)
- Construction Plans (w/typical sections)
- Traffic Control Plan, including pedestrian routing (if applicable)
- Public Service Announcement (PSA) (if applicable)

Fees:

Standard Fee \$50

Utility Companies (with Franchise Agreements) N/A

Special Fees _____

- Special fees may apply on large utility projects and will be determined by the City Engineer per City code.

As the applicant, I understand the conditions of this permit and will comply with the requirements set forth therein. I accept all liability during construction activities. The City of Twin Falls holds no liability in approving this permit. Non-compliance to these conditions may affect approval of future right-of-way permits.

Applicant Signature: _____ Date: _____

Print Name: _____

This permit is for the use of the City of Twin Falls right-of-way only. No survey has been conducted by the City to determine the location of the right-of-way in this permit. Verification of right-of-way is the responsibility of the applicant. This permit does not alter franchise agreements. This permit is valid for **90 days** from the approval date.

Office Use Only:

\$_____ PERMIT FEE: Collected by: _____ Form of Payment: _____ Date: _____

Traffic Technician Review: Traffic Control Plan _____ PSA _____ Comments: _____

Traffic Technician Approval: _____ Date: _____

Street Classification: Residential _____ Collector/Arterial _____ Alley _____

City Engineering Dept. - Approval _____ Date _____

City Engineering Dept. - Final Sign Off _____ Date _____

Application Submittal, Traffic Control Plan & PSA Requirements:

- The application submittal must be complete before it will be approved.
- The work area map must include linework that indicates what is being installed as well as indicates how the utility line is being installed (boring, trenching, etc.).
- If there will be lane restrictions or roadway closures, applicant must submit a traffic control plan for review and approval by the Engineering Department.
- The contractor must submit a Public Service Announcement (PSA) if there are to be extended lane or roadway closures. The PSA must include:
 1. The name of the contractor doing the work and for whom.
 2. Dates and times of the beginning and end of the traffic control.
 3. Location of project (nearest cross street) and alternate routes if necessary.
 4. A short description of the project or development.
 5. . Public Service Announcements should be submitted with the right of way application.
 6. For questions about Traffic Control Plans or PSA requirements, contact Robin Hite, Traffic Technician, at 208-735-7254 or via email rhite@tfid.org.
- The applicant must give the City of Twin Falls **48 hours** notice before any lane or roadway closures are permitted.
- The contractor shall not begin work until the submitted right of way permit has been approved.

Construction Requirements:

- **The applicant is responsible for site safety during all construction activities.**
- Contractor shall notify DIGLINE at 1-800-342-1585 or through the WebTicket Program via their website at www.digline.com. Underground utilities must be located and marked prior to any trenching, boring, or excavation work.
- Contractor shall perform all work in accordance with the latest City of Twin Falls adopted Idaho Standards for Public Works Construction (ISPWC) and the most current City of Twin Falls Revisions to the ISPWC (City Revisions). City Revisions to the ISPWC can be found on the City of Twin Falls website at www.tfid.org.
- All construction materials (gravel, concrete, asphalt, etc.) must be from a City of Twin Falls Engineering Department approved source. This includes the asphalt patch-back adjacent to the curb & gutter.

Trenching & Boring - Inspection & Testing Requirements:

The contractor shall provide testing and inspection reports from an **independent testing and inspection firm**. The independent firm shall follow the required inspection & testing requirements listed below. All inspection & testing reports shall be submitted to the City of Twin Falls Engineering Department at engineeringinspectors@tfid.org.

- **Street - Trench Patch-Back Requirements:**

1. Hire an independent firm to complete inspections & compaction testing required on gravel base for street section.
2. Submit all testing & inspection documents to engineeringinspectors@tfid.org.
3. The contractor shall call the Engineering Department **inspection line at 208-735-3446** for inspection of completed work and final sign off. **24-hour** notice is required.

(Refer to **TFSD-301** (Typical Trench) and **TFSD-303** (Street Cuts and Surface Repair Details) for trench patch-back requirements. Potholing for boring shall be held to the same requirements.)

- **Alley - Trench Patch-Back Requirements:**

1. Hire an independent firm to complete inspections & compaction testing on gravel.
2. Submit all testing & inspection documents to engineeringinspectors@tfid.org.
3. The contractor shall call the Engineering Department **inspection line at 208-735-3446** for inspection of completed work and final sign off. **24-hour** notice is required.

(Refer to **TFSD-301** (Typical Trench) and **TFSD-303** (Street Cuts and Surface Repair Details) for trench patch-back requirements. Potholing for boring shall be held to the same requirements.)

Sidewalk / Curb & Gutter / Driveway Approach Requirements:

*The contractor shall call the City of Twin Falls Engineering Department **inspection line at 208-735-3446** for the following inspections:

1. Inspection of the compacted gravel base and concrete forms for sidewalk, curb & gutter, and driveway.
2. Inspection of compacted gravel base for the asphalt patch-back.
3. The contractor shall call the Engineering Department **inspection line at 208-735-3446** for inspection of completed work and final sign off. **24-hour** notice is required.

(Refer to **TFSD-701** (6" Vertical Curb and Gutter), **TFSD-702** (3" Rolled Curb and Gutter), and **TFSD-709** (Concrete Sidewalk) standard drawings for construction requirements.)