ACCESS PERMIT APPLICATION

Please Print or Type **Instructions:** Complete all questions that apply, sign, attach necessary documents, and submit to the Cass County Highway Department, along with a nonrefundable application fee in the amount of \$50 and a \$1000 refundable performance guarantee. Submit an application and fee for each access requested.



Highway Department 1201 Main Avenue West West Fargo, ND 58078 www.casscountynd.gov Phone: 701-298-2370 Fax: 701-298-2395

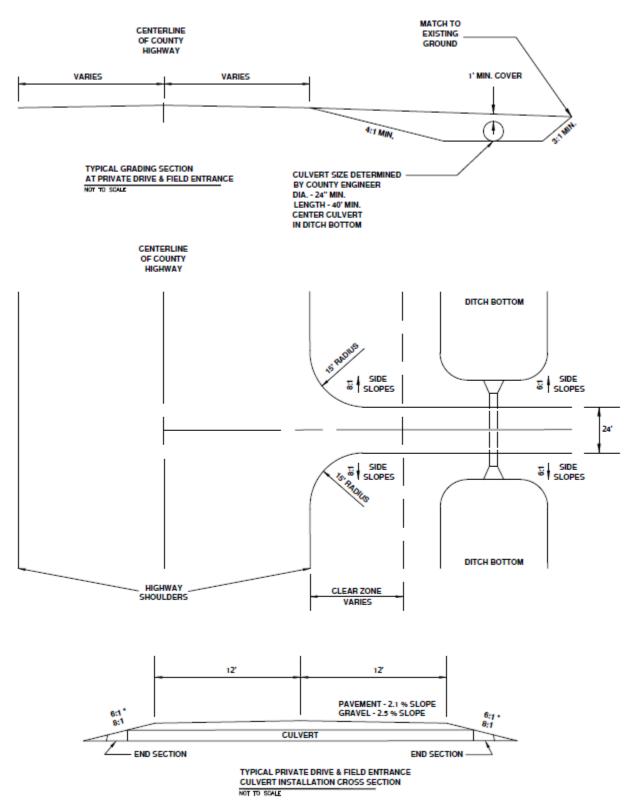
Applicant		Applicant's Representative				
Address		Address				
City, State Zip	Phone	City, State Zip	City, State Zip Phone			
Email Address		Email Address				
Type of Dermit Peguapted						
Type of Permit Requested New Access Modify Existing Access Remove Existing Access						
Address, City, State Zip of Property to be Served by Permit (if applicable)						
Parcel ID Subd	vision	Section Township Range				
On what county highway are you requesting the access? What side of the highway?				W		
Current land use of property? Agricultural Residential Business Other:						
Will this activity disrupt normal traffic and/or functionality of the roadway? ☐ No ☐ Yes If yes, describe and submit a traffic safety plan per MUTCD on separate sheet (include timeline).						
Are there other existing or dedicated public streets, roads, highways, or access easements bordering or within the property? No Yes If yes, list them on the plans and indicate the proposed and existing access points.						
Description of proposed work						
By signing below, the Applicant agrees to perform all work in accordance with the Cass County Highway Access Ordinance and this Permit and to indemnify and hold harmless the County, its officers and employees from all liability, judgments, costs, expenses, and claims growing out of damages, or alleged damages, of any nature whatsoever, to any person or property arising out of performance or nonperformance of said work, or the existence of said drives.						
Applicant Signature Date						
Upon approval and issuance of the permit, the Applicant is granted permission to commence the work described herein as per the Installation Start Date. At such time as all work has been done to the complete satisfaction of the Highway Department, the performance guarantee shall be released.						
Installation Start Date Install	ation Completion Date	Temporary Access F	Removal Date	Permitted Length Disruption	of Time of Traffic	
·						
Authorized Highway Department Signature	Date					

ACCESS PERMIT REQUIREMENTS

- 1. The applicant shall be solely responsible for paying all costs associated with the design and construction of an access facility and all costs associated with the design and construction of any improvement to a County Highway as required to accommodate the access facility and the traffic using the access facility.
- 2. No work under this application is to be started until the application is approved and the permit is issued.
- 3. The total cost of all construction and maintenance of the work specified shall be borne by the Applicant, its grantees, successors, and assigns; except that the County will maintain the shoulder of the roadway.
- 4. It is understood by the Applicant that the County does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrows of such material, upon any portion of the drive even though snow, ice, or sleet is deposited or windrowed on said drive by its authorized representative engaged in normal winter maintenance operations.
- 5. A drive, as referred to in this Permit, shall be the traveled area between the highway roadway-surface and the adjacent right-of-way line. Said drive shall be used only for the purpose of providing entrance to and exit from the Applicant's property.
- 6. The granting of this permit does not vest the applicant with the exclusive use of the drive. Cass County Highway Department retains the right to diminish and expand the use of the drive as required in the interest of the safety of highway traffic.
- 7. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and barricades must be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Manual on Uniform Traffic Control devise (MUTCD).
- 8. It is understood by the Applicant that the location, construction, and maintenance of drives are under the supervision of the County at all times, and that in granting this permit the County waives none of its powers or rights to direct the removal, relocation, and/or proper maintenance in the future of any drives within the right of way of the County Highway.
- 9. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during the construction or installation of drainage facilities.
- 10. Roadside must be cleaned up after work is completed.
- 11. No improvement constructed on the highway right of way shall be altered or relocated without permission of the County Engineer of the County Highway Department.
- 12. Right of way widths for County Highways shall be 100 feet from the centerline of the county highway to the right of way line on both sides of the highway, unless the County Engineer determines an increase or decrease in width is appropriate.
- 13. Driveway side slopes shall be constructed 8:1 and shall be hand finished and seeded.
- 14. Proper erosion control and sedimentation devices shall be used.
- 15. No construction shall be considered as completed until checked and approved by the County Highway Department. Surfacing may be omitted on field entrances if so specified in the application.
- 16. After construction is completed the applicant shall notify the Cass County Highway Department that the work is completed and is ready for inspection.

OFFICE USE ONLY				
Application Fee Received:	Amount \$	Date:		
Performance Guarantee Received:	Amount \$	Date:		
Onsite Survey Completed By:		Date:		
Requirements:				
Approved Permit Sent to Applicant:	Date:			
Written Notification Received From Applicant:	Date:			
Final Inspection Completed By:		Date:		
Final Inspection Approved:	☐ Yes ☐ No			
Performance Guarantee Released:	Date:			
Comments:				

Figure 11.1



*8:1 WITHIN CLEAR ZONE; 6:1 OUTSIDE OF CLEAR ZONE