

**Gallatin County Road and Bridge Department**  
**Application for an Encroachment Permit**

Pursuant to Title 7, Chapter 14, MCA, inter alia, any person or agency performing any work in a County Road right of way must first obtain an encroachment permit from the Road and Bridge Department. Encroachment permits are issued for driveways, road approaches, underground and aerial utility work, and any other kind of work performed or structure placed within the road right of way.

The term "encroachment" includes but is not limited to any tower, pole, poleline, pipe, pipeline, driveway, private or public road, fence, walkway, path, trail, stand or building, or any structure or object of any kind or character not particularly mentioned in this section, which is placed in, under or over any portion of the County Road right of way.

Fees are required for encroachment permits, as established by the Road and Bridge Department and by Gallatin County Resolution 2005-165. The encroachment application fee is seventy-five (\$75.00) dollars and the refundable inspection fee is fifty (\$50.00) dollars.

Encroachment permits are issued for a ninety (90) day period. All construction work must be complete within the 90 period unless otherwise stated on the Encroachment Permit. An extension may be granted by the Gallatin County Road and Bridge Department for up to an additional 90 days.

**This application is not a permit. No construction/work may start until an official Gallatin County Encroachment Permit has been issued and validated by this Department. If the application is approved, the applicant will be required to sign the permit acknowledging acceptance of all of the conditions. The Encroachment Permit is not valid until signed by a Gallatin County Road and Bridge Department Representative.**

Return completed application and required documents to:

**Gallatin County Road and Bridge Department  
205 Baxter Lane West  
Bozeman, MT 59718  
Phone 406-582-3250  
Fax: 406-582-3255**

Road Name: \_\_\_\_\_

**Driveway/Approach:**

- The main use of the driveway/approach will be: commercial single unit residential agricultural multi-unit residential access road name: \_\_\_\_\_ subdivision name: \_\_\_\_\_
- What is the intended purpose of the encroachment? \_\_\_\_\_
- Property Address: \_\_\_\_\_
- Legal Description: \_\_\_\_\_
- Driveway/Approach location description (*i.e. west side of River Rd approx. 300 feet south of Lee Rd*): \_\_\_\_\_  
\_\_\_\_\_
- Is this approach pre-existing? \_\_\_\_\_ If yes, explain and provide the previous permit number: \_\_\_\_\_  
\_\_\_\_\_
- Are there any other driveways or approaches to the property? \_\_\_\_\_ If yes, provide a separate written request for a second access.
- Date proposed location will be flagged or marked for an initial assessment: \_\_\_\_\_

**Utility Placement (including culverts crossing under the County road):**

- Type of utility/encroachment: \_\_\_\_\_
- New placement or repair of existing utility? \_\_\_\_\_
- Location Description: \_\_\_\_\_  
\_\_\_\_\_
- Project Description: \_\_\_\_\_  
\_\_\_\_\_

**Road work or Improvements to a County Road:**

- Improvements and work to be performed: \_\_\_\_\_  
\_\_\_\_\_
- Location Description: \_\_\_\_\_  
\_\_\_\_\_
- Purpose of the work: \_\_\_\_\_
- Associated subdivision (if applicable) \_\_\_\_\_
- Is the improvement a permanent or a temporary measure and/or structure? \_\_\_\_\_

**Documents Required:**

- ✓ Sketch of the proposed project with property boundaries and address, road names, drainage topographic features, etc. affecting the proposed location.
- ✓ Certificate of Insurance naming Gallatin County as additional insured, per Attachment A.
- ✓ Request for a second access (if applicable).
- ✓ Traffic Control plan
- ✓ Copies of all necessary certificates and permits from Local, State, Federal and other public authorities.
- ✓ Payment for the inspection and application fees totaling \$125.00, checks payable to Gallatin County.

**Owner Information:**

Name: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Applicant Information (must be completed if the Applicant is not the Owner):**

Name: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Person/Company performing the work:**

- Company Name: \_\_\_\_\_ Project Manager: \_\_\_\_\_
- Contact telephone number: \_\_\_\_\_ e-mail address: \_\_\_\_\_
- Mailing address: \_\_\_\_\_