

COUNTY OF CONVERSE

CONVERSE COUNTY ASSESSOR
107 N. 5TH ST · PO BOX 57
DOUGLAS, WY 82633
307-358-2741 · FAX- 307-358-4065

Approach Access / Address

Permit Procedures

Please read all sections of this permit carefully.

Converse County requires that a \$100.00 fee for permits issued within a 30 mile radius of the Douglas Road and Bridge shop, and \$150.00 for those beyond the 30 mile radius accompany each permit application to construct an access driveway to a Converse County road. The approved access permits are required prior to any driveway construction.

Fill out the front side only of the "ACCESS PERMIT". Applicant signature signed in ink must be that of the landowner adjacent to the County Road Right of Way.

Fill out the top portion of "EXHIBIT A" including three parts of Diagram 1 marked with an asterisk.

COMPLETE AND SUBMIT ALL PAGES, along with payment to:

Converse County Road & Bridge
PO Box 770
Douglas, WY 82633

NOTE: FOR ADDRESS ASSIGNMENT, PLEASE ALLOW 5 BUSINESS DAYS FROM THE DATE RECEIVED TO PROCESS THE APPLICATION. ADDRESSES WILL NOT BE ASSIGNED UNTIL APPROVAL IS RECEIVED FROM THE ROAD & BRIDGE DEPARTMENT.

In order to expedite the processing of your proposed access, the location should be clearly indicated both on "Exhibit A" and marked at the actual site with highly visible markings for the field inspection.

This requested access approach WILL NOT BE considered a legal access until final construction has been approved BY Converse County Road & Bridge and filed of record.

If you should have any questions concerning your access/address application, please feel free to contact your Converse County Assessor (307-358-2741) or Converse County Road & Bridge (307-358-3602)

CONVERSE COUNTY APPROACH / ADDRESS PERMIT AGREEMENT

I, the undersigned property owner, request permission to construct an access driveway on County right-a-way at the location stated on permit, subject to the following rules and regulations:

- 1) To construct access in a safe manner so as not to interfere with or endanger public travel and to use materials acceptable to the Converse County Road & Bridge Department and to leave the right-a-way clean and in a condition equal to or better than the original condition.
- 2) To fully protect the traffic on the roadway during construction covered hereunder by proper barricades, flags and/or signs, and to keep harmless Converse County, it's officers, employees from all dangers, expenses, claims or liability arising out of any nature to any person or property, due to the construction performance or nonperformance of work, or existence of said access.
- 3) That no access shall be constructed such that there will be parking or servicing of vehicles within the right-a-way.
- 4) That the profile grade of the access shall be constructed as indicated on the attached sketch or plan and shall in no case be graded or maintained such that water will drain onto the road surface.
- 5) All the right-a-way fences will be maintained and cattle guards installed where the access passes through the right-a-way fence. Exceptions are only granted where the road passes through open range, in which case, cattle guards are not required.
- 6) Residential access drive(s) are not to exceed 24 feet in width; commercial access drive(s) are not to exceed 32 feet in width. All cattle guards are to be a minimum of 12 feet in width.
- 7) This permit becomes Void if construction is not completed within **180** days after the approval date.
- 8) That any change in land use, which would generate greater traffic volumes, would nullify this agreement for access and a new application must be submitted.
- 9) A 2% grade (7.5 inch drop in 30 feet) must be maintained for the first 30 feet from the shoulder of the roadway unless approved the Converse County Road and Bridge Department.
- 10) SLOPE: Shall be 8 to 1 or flatter unless authorized by the Converse County Road and Bridge Department.
- 11) Pipe size will be determined by the Converse County Road and Bridge Department and will be a minimum of a 12 inch corrugated metal pipe if required.
- 12) If curb and sidewalk are to be constructed, additional requirements must be met as directed by the Converse County Road and Bridge Department.
- 13) When disturbed areas are reseeded, a certified noxious weed seed mixture of any or all of the following must be used— Western Wheat Grass, Brome Grass, Fairway Crested Wheat Grass, Pubescent Wheat Grass, Annual Rye Grass, Green Nettle Grass, hand broadcasted at the rate of 36 pounds per acre.
- 14) ***The applicant shall inform the Converse County Road and Bridge Department when the access project is completed for final inspection and approval.***
- 15) **UTILITY ADJUSTMENTS: It will be the responsibility of the applicant to notify all utilities before construction work begins. Failure to do so can result in personal injury and very costly repair of the utility at the expense of the applicant. (There are many underground utilities in the Converse County Right-of ways.) If utility adjustments are required, the applicant will be responsible for all costs involved.**

By signing below I accept the agreement outlined above and will receive a copy upon approval of construction.

Signature: _____ Date: _____

(Landowner)

Printed Name: _____

**CONVERSE COUNTY APPLICATION FOR
APPROACH ACCESS / ADDRESS**

Date of Application _____

The undersigned hereby makes application for permission to construct an access driveway(s) described below and as shown on the attached Exhibit A" and is made in part of this application by this reference.

Location of Property:

County Road No. _____ approximately _____ miles _____ from _____
(N, S, E, W)

For ingress or egress to a _____ Subdivision (if applicable) _____
(Residence or business)

Section _____ Township _____ Range _____ Access Drive Width _____ feet on the
_____ side of the roadway, in a/an _____ area. Proposed driveway surface _____
(N, S, E, W) (Urban or rural) (Type)

Open range _____ or fenced right-of-way _____

Address requested: Yes _____ **No** _____

Applicant:

Name: _____

Business Name: _____

Current Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Signature of Applicant

The applicant shall inform the Converse County Road and Bridge Department when the access project is completed for final inspection and approval.

FOR CONVERSE COUNTY USE ONLY

DO NOT WRITE ON THIS PAGE

Date application received: _____ Amount received _____ Check # _____ Cash _____

Signature: _____ Title: _____ Date: _____

APPROVAL FOR CONSTRUCTION

Preliminary Field Inspection By: _____ Title _____ Date _____

REQUIREMENTS/COMMENTS:

Drainage structure: _____ (Size) _____ (Length) _____ (Type)

I have inspected the access driveway location as described on this application. The above permit is granted, with any conditions that may apply stated herein.

Signature: _____ Title: _____ Date: _____

ADDRESS APPROVAL

Name: _____

Assigned address: _____

City: _____ State: _____ Zip: _____

The above address is granted on this _____ day of _____, _____ (year)

By: _____

Converse County Assessor

This requested access approach WILL NOT BE considered a legal access until final construction has been approved BY the Converse County Road & Bridge department.

CONSTRUCTION INSPECTION / ACCESS APPROVAL

I have inspected the access driveway described on this application and attached drawings and have found the access to be constructed as per the requirements on this application and agreement.

Signature: _____ Title: _____ Date: _____

EXHIBIT A

THIS SECTION TO FILLED OUT BY APPLICANT

NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____

SECTION _____ TOWNSHIP _____ RANGE _____ ROUTE _____ MILEPOST _____

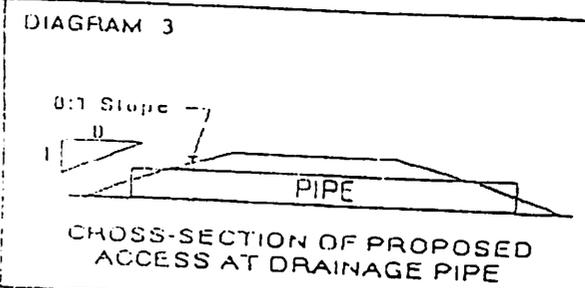
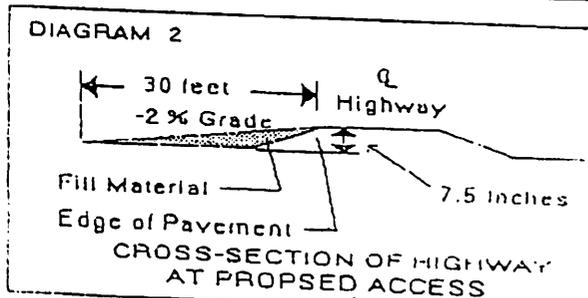
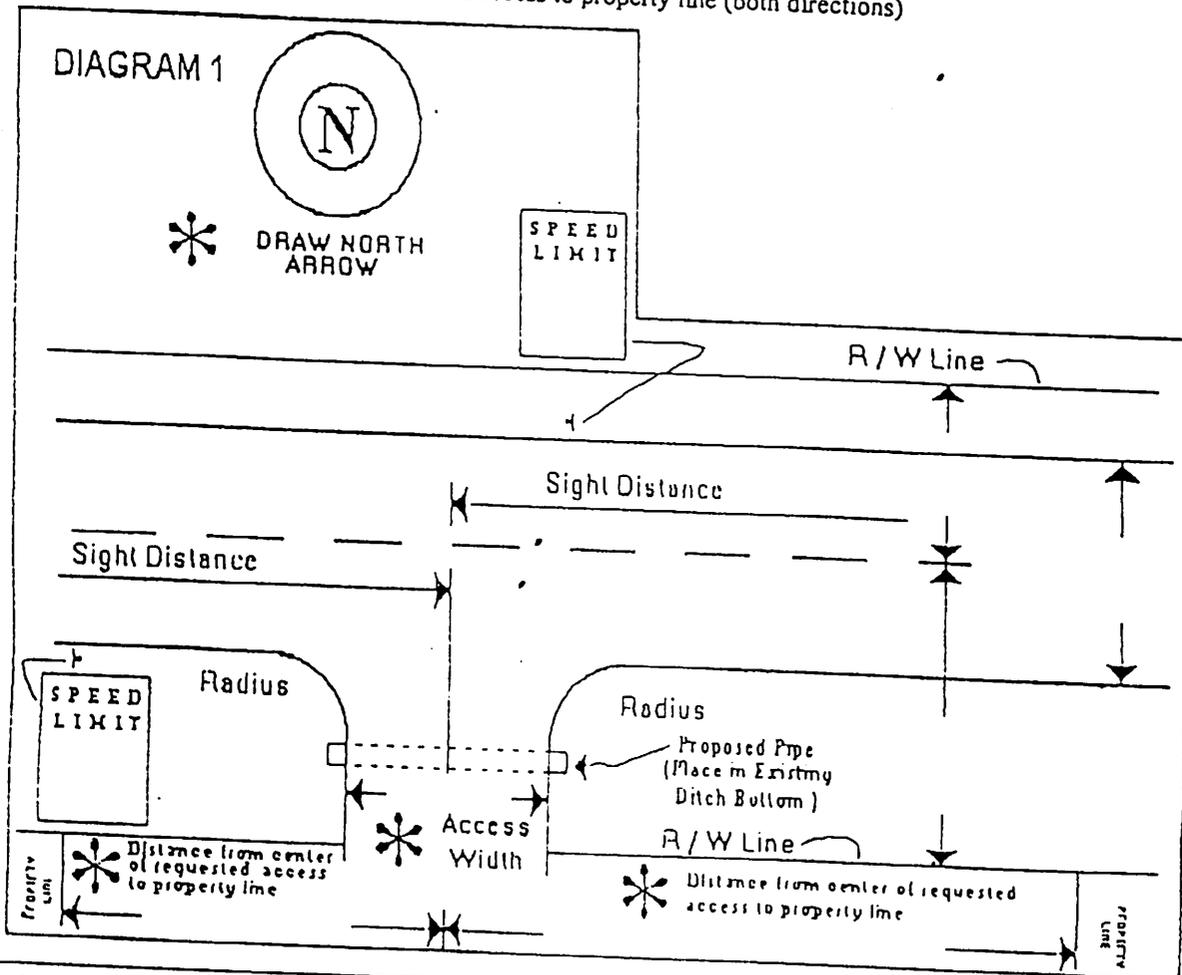
IS A MAILBOX OR MAILBOX TURNOUT REQUIRED? _____

INSTRUCTIONS AND NOTES

1. Mark the center of the requested access with flagging or similar visible materials so that the field inspection will be possible.
2. On diagram 1 fill in asterisked items



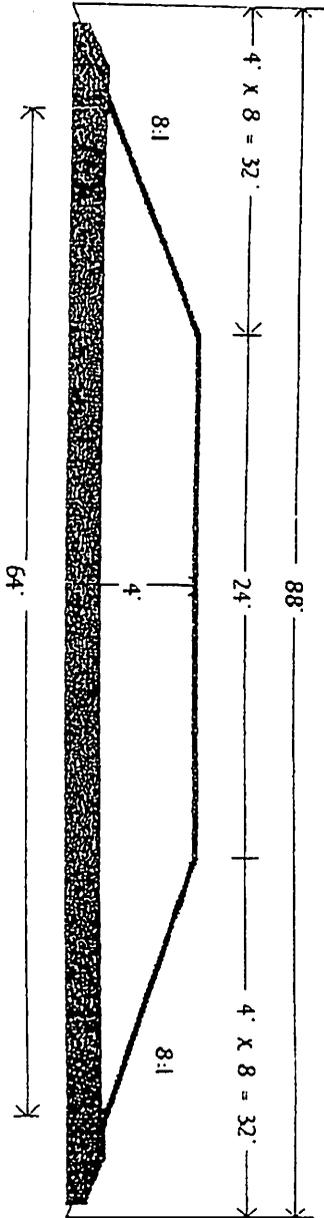
- a. Draw north arrow
- b. Access width
- c. Distance from center of access to property line (both directions)



APPROACH PIPE LENGTH

PROPOSED CONDITIONS: EXAMPLE

- * 4' FILL HEIGHT FROM DITCH TO SHOULDER
- 18" PIPE DIAMETER
- 24' APPROACH TOP WIDTH



PIPE LENGTH = TOE TO TOE MINUS 10' PER SIDE

EXAMPLE: 88 - 10 - 10 = 68 FEET

* REMEMBER TO SUBTRACT THE 296 FROM MANLINE WHEN FIGURING FILL HEIGHT