

## COUNTY OF CONVERSE

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CONVERSE COUNTY ROAD AND BRIDGE  
P.O. BOX 770  
DOUGLAS, WY 82633  
307-358-3602 · FAX- 307-358-6843

### ACCESS PERMIT PROCEDURES

Please read all sections of this permit carefully.

Converse County requires that a \$50.00 fee and \$0.50 (fifty cents) per mile, for 2 round trips from the Douglas Road and Bridge office, must 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.

Applicant signature, signed in ink, must be that of the landowner adjacent to the County Road Right of Way or their agent.

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

**Submit "ACCESS PERMIT", SIGNED AGREEMENT, "EXHIBIT A" and payment to:**

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

**NOTE: PLEASE ALLOW 5 BUSINESS DAYS FROM THE DATE RECEIVED TO PROCESS THE APPLICATION. ADDRESSES REQUESTS CANNOT BE ASSIGNED UNTIL THIS ACCESS PERMIT IS APPROVED BY 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 application, please feel free to contact your Converse County Road & Bridge at 307-358-3602 or 10 Twin Bridges Road in Douglas.

Note: If you need an address for this approach, please contact the Converse County Assessor's Office at 107 N. 5<sup>th</sup> St. Ste 126 Douglas, WY 82633 or call 307-358-2714 for appropriate application forms. Forms are also available online at [www.conversecounty.org](http://www.conversecounty.org).

## CONVERSE COUNTY ACCESS 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.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Landowner/Agent)

Signature: \_\_\_\_\_  
(Landowner/Agent)

**CONVERSE COUNTY APPLICATION FOR  
ACCESS PERMIT**

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.

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Property Location:

County Road No. \_\_\_\_\_ approximately \_\_\_\_\_ miles \_\_\_\_\_ of \_\_\_\_\_  
(N, S, E, W) (town, road, intersection, etc.)

For ingress or egress to a \_\_\_\_\_ Subdivision name (if applicable) \_\_\_\_\_  
(residence or business)

Located in: Township \_\_\_\_\_ Range \_\_\_\_\_ Quarter Section \_\_\_\_\_

Proposed width is \_\_\_\_\_ (feet), on the \_\_\_\_\_ side of the roadway in a RURAL or URBAN area.  
(N, S, E, W) (Circle one)

Proposed driveway surface to be: \_\_\_\_\_.  
(Type)

Open range: Yes \_\_\_\_\_ No \_\_\_\_\_ or Fenced right-of-way: Yes \_\_\_\_\_ No \_\_\_\_\_

**Is applicant requesting an Address be assigned? Yes \_\_\_\_\_ No \_\_\_\_\_**

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Applicant Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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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**

I have inspected the access (for approach or driveway) location as described on this application. The above permit is granted as requested along with any conditions as stated below.

Requirements for drainage:

\_\_\_\_\_ (Size) \_\_\_\_\_ (Length) \_\_\_\_\_ (Type)

Other requirements and comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preliminary Field Inspection

By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(Applicant must call for final inspection within 180 days from the above date or this permit is void.)

***This requested access WILL NOT BE considered legal until final construction has been approved by Converse County Road & Bridge (as evidenced below) and filed of record.***

**FINAL INSPECTION OF ACCESS**

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

Final Field Inspection

By: \_\_\_\_\_ 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 fill in asterisked items



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

