

For Administrative Use Only

Permit# \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_

Inspections \_\_\_\_\_

## Converse County Approach Access / Address Permit

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### Procedures

Please read all sections of this permit carefully.

### FEE SCHEDULE

\$100 Inspection Fee for locations within twenty (20) air mile radius of Road & Bridge Office

\$150 Inspection Fee for locations greater than twenty (20) air mile radius of Road & Bridge Office

The Road & Bridge Headquarters is 44 Twin Bridges Road, Douglas, WY 82633, with Latitude of 42.7697° and Longitude of -105.3837°.

Payment 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.

Fill out the front side only of the "Access Permit". Landowner signature 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  
P.O. 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 Converse County 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 Department and filed of record.***

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

## Converse County Approach / Address Permit Agreement

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I, the undersigned permittee, request permission to construct an access driveway on county right-of-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-of-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 hold harmless Converse County, its officers, and 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-of-way.
4. That the profile grade of the access shall be constructed as indicated on the attached sketch or plan and maintained or graded in a manner such that in no case shall water drain onto the road surface.
5. All the right-of-way fences shall be maintained and cattle guards installed where the access passes through the right-of-way fence. Exceptions are only granted in situations where the road passes through open range, in which case, cattle guards are not required.
6. Residential access drive(s) are not to exceed twenty-four (24) feet in width; commercial access drive(s) are not to exceed thirty-two (32) feet in width. All cattle guards are to be a minimum of twelve (12) feet in width.
7. This permit becomes void if construction is not completed within one-hundred-eighty (180) days of the approval date.
8. That any change which would generate greater traffic volumes, will nullify this agreement for access and a new application must be submitted.
9. A two percent (2%) grade (7.5 inch drop in 30 feet) must be maintained for the first thirty (30) feet from the shoulder of the roadway unless approved by the Converse County Road & Bridge Department.
10. SLOPE: Shall be 8 to 1 or flatter unless authorized by the Converse County Road & Bridge Department.
11. Culvert pipe size will be determined by the Converse County Road & Bridge Department and shall be a minimum of a twelve (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 & Bridge Department.
13. When disturbed areas are reseeded, a certified noxious weed free 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 Needle Grass. Seed is to be hand broadcasted at a minimum rate of thirty-six (36) pounds per acre. Specific mixture to be agreed upon by Landowner & Permittee. Mixtures containing seed not listed must be approved by Converse County Road & Bridge Dept. by submitting commercial seed blend.
14. **The applicant shall inform the Converse County Road & 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 may result in personal injury and very costly repair of the utility at the expense of the applicant. (There are many underground utilities located within Converse County right-of-ways.) If utility adjustments are required, the applicant will be responsible for all associated costs.
16. All commercial approaches will require proper signage in accordance with MUTCD standards upon final completion. Converse County Road & Bridge will install the proper signage for a fee of \$250.00 per sign. Please mark on the application accordingly.
17. Permittee is responsible for all damages caused by activities outside the scope of this permit.

Permittee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Landowner Signature of Consent \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## Converse County Approach / Address Permit Agreement

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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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Location of Property:

County Road Number: \_\_\_\_\_ Approximately \_\_\_\_\_ miles \_\_\_\_\_ from \_\_\_\_\_  
(N, S, E, W)

For ingress or egress to a \_\_\_\_\_ Subdivision (if applicable) \_\_\_\_\_  
(Residence or Business)

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Access Drive Width \_\_\_\_\_ feet on the \_\_\_\_\_ side  
(N, S, E, W)

of the roadway in a/an \_\_\_\_\_ area. Proposed driveway surface \_\_\_\_\_.  
(rural/urban) (type)

Latitude \_\_\_\_\_, Longitude \_\_\_\_\_ (please use decimal degree format to 4 digits right of the decimal)

Open Range \_\_\_\_\_ or fenced right-of-way \_\_\_\_\_

Address Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Request Converse County Road & Bridge to install signage for commercial approaches: Yes \_\_\_\_\_ No \_\_\_\_\_  
*If requesting signage for commercial approaches, please fill out the "Acknowledgement of Sign Installation"*

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**Applicant:**

Printed Name: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

*The applicant shall inform the Converse County Road & 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: \_\_\_\_\_

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**APPROVAL FOR CONSTRUCTION / REQUIREMENTS / COMMENTS:**

Drainage Structure: \_\_\_\_\_ Size \_\_\_\_\_ Length \_\_\_\_\_ Type \_\_\_\_\_

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**Preconstruction Inspection and Approval to Proceed**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**ADDRESS APPROVAL**

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

Assigned Address: \_\_\_\_\_

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

The above address is granted on this \_\_\_\_ day of \_\_\_\_\_.

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

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT OF SIGN INSTALLATION  
FOR COMMERCIAL APPROACHES ONLY**

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I, \_\_\_\_\_ (Company Representative), agree to have Converse County Road & Bridge install the required signs necessary to complete the commercial approach for \_\_\_\_\_ (Company Name) on County Road \_\_\_\_\_ at location Township \_\_\_\_\_, Range \_\_\_\_\_, Section \_\_\_\_\_. A fee of \$250.00 per sign will be added to the approach fee for the required signs. Converse County Road & Bridge will not release the approach access permit from final inspection until proper signage is installed and payment is received.

Company Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Road & Bridge Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Exhibit A

## THIS SECTION TO BE FILLED OUT BY APPLICANT

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Access Drive Width \_\_\_\_\_ feet on the \_\_\_\_\_ side  
(N, S, E, W)

of the roadway in a/an \_\_\_\_\_ area. Proposed driveway surface \_\_\_\_\_.  
(rural/urban) (type)

Latitude \_\_\_\_\_, Longitude \_\_\_\_\_ (please use decimal degree format to 4 digits right of the decimal)

### 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)

