

Permit No. \_\_\_\_\_

**APPLICATION FOR HIGHWAY USE PERMIT**  
Riley County, Kansas

Applicant Name \_\_\_\_\_ Type of Construction \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant hereby requests permission to \_\_\_\_\_  
along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards  
for said construction.

**A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.**

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: \_\_\_\_\_  
 Submitter's signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name & Title \_\_\_\_\_  
 \_\_\_\_\_  
 Submitter's Telephone Number \_\_\_\_\_ Contractor Name \_\_\_\_\_  
 \_\_\_\_\_  
 Submitter's Email Address \_\_\_\_\_ Contractor Telephone Number \_\_\_\_\_  
 \_\_\_\_\_  
 Proposed Date of Construction \_\_\_\_\_ Estimated Duration of Construction \_\_\_\_\_

RECOMMENDED BY: \_\_\_\_\_  
Riley County Engineer

Permit granted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
RILEY COUNTY, KANSAS

\_\_\_\_\_  
Chairperson

OFFICE USE ONLY: _____	
Application Fee: _____	
\$1,000 Deposit ____	Bond ____ Letter ____
Receipt No. _____	Date: _____
Signature: _____	

## Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
  - Attach construction plan and traffic control plan
  - Submit \$100.00 Application Fee
  - Submit applicable deposit, performance bond, cashier's check or letter of credit
  - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned