

# **APPROACH/ACCESS PERMIT REQUEST**

## **Fremont County Transportation**

Please read all sections of this permit application carefully.

### **Fees**

**RESIDENTIAL ACCESS:** Fremont County requires a \$125.00 fee for Residential Access Permits.

**COMMERCIAL ACCESS:** Fremont County requires a \$225.00 fee for Commercial Access Permits.

***An approved Access Permit is required prior to any driveway construction off any County Road.***

1. **Sign “APPROACH/ACCESS PERMIT REQUEST”** acknowledging acceptance of terms and conditions for receiving an Access Permit.
2. **Fill out the front side only of the "APPROACH ACCESS APPLICATION”.** Applicant signature signed in ink must be that of the landowner adjacent to the County Road Right-of-Way.

**COMPLETE AND SUBMIT ALL PAGES, along with appropriate payment to:**

**Fremont County Transportation Department  
450 N 2<sup>nd</sup> St. Room 310  
Lander, WY 82520**

In order to expedite the processing of your proposed access, the location should be clearly indicated both as "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 Fremont County Transportation Department and filed at the Fremont County Clerk’s Office.***

If you should have any questions concerning your access/address application, please feel free to contact Fremont County Transportation at (307) 332-1038.

## FREMONT COUNTY APPROACH / ACCESS PERMIT AGREEMENT

I, the undersigned property owner, request permission to construct an access driveway on Fremont County's right-of-way at the location stated on the enclosed application, 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 Fremont County Transportation 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 traveling public on the roadway during construction covered hereunder utilizing proper barricades, flags and/or signs, and to hold harmless Fremont County, its government, agents and employees from all dangers, damages, expenses, claims or liability 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 shall in no case be graded or maintained such that water will drain onto the road surface.
- 5) All the right-of-way fences will be maintained and cattle guards installed where the access passes through the right-away 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 or be less than 16 feet in width; commercial access drive(s) are not to exceed 40 feet in width. Cattle guards, if required, 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 traffic volumes greater than the current condition 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 otherwise approved the Fremont County Transportation Department.
- 10) Fill side slopes shall be 8 to 1 or flatter unless otherwise authorized by the Fremont County Transportation Department.
- 11) Pipe size will be determined by the Fremont County Transportation Department and will be a minimum of a 15 inch corrugated metal pipe if required.
- 12) **The applicant shall inform the Fremont County Transportation Department when the access project is completed for final inspection and approval.**

13) UTILITY NOTIFICATION AND ADJUSTMENT: 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 Fremont County Rights-of-way.) If utility adjustments are required, the applicant will be responsible for all costs involved.

**By signing below, I accept the terms and conditions for receiving an Access Permit outlined above and will receive a copy upon approval of construction.**

Signature: \_\_\_\_\_  
(Landowner)

Date: \_\_\_\_\_

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

**APPROACH/ACCESS APPLICATION**

**Fremont County Transportation**

Permit ID Number: \_\_\_\_\_

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. **(NOTE: Exhibit A should be a screenshot of your property or a legible drawing showing where your proposed access will be located.)**

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**Location of Property:**

Address/Road Name: \_\_\_\_\_

County Road No. \_\_\_\_\_ approximately \_\_\_\_\_ miles \_\_\_\_\_ from \_\_\_\_\_ intersection  
(N, S, E, W)

GIS Coordinates (lat, long) \_\_\_\_\_

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. Proposed driveway surface \_\_\_\_\_  
(N, S, E, W) (Type)

Name of Applicant: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
**Signature of Applicant**

*The applicant shall inform the Fremont County Transportation Department when the access project is completed for final inspection and approval.*

**FOR FREMONT 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: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIREMENTS/COMMENTS**

Drainage structure necessary (Y/N) size \_\_\_\_\_ length \_\_\_\_\_ type \_\_\_\_\_

Other comments:

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I have inspected the access driveway location as described in this application. The above permit is hereby recommended, with any conditions that may be stated above.

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

***This requested access approach WILL NOT BE considered a legal access until final construction has been approved by the Fremont County Transportation Department.***

**FINAL 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: \_\_\_\_\_

**IN WITNESS WHEREOF, the Board of County Commissioners have set their respective hands and seals this**

**\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

Board of County Commissioners

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Attest: