



LINCOLN COUNTY HIGHWAY DEPARTMENT  
**UTILITY OCCUPANCY APPLICATION AND PERMIT**

Approved Permit Number \_\_\_\_\_

**APPLICANT INFORMATION**

Utility Company \_\_\_\_\_ Date \_\_\_\_\_

Company Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Company Contact Email (*required for final inspection*) \_\_\_\_\_

**Proposed Start Date** \_\_\_\_\_ **Proposed Completion Date** \_\_\_\_\_

Applicant Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email (*required for application approval notification*) \_\_\_\_\_

Site Supervisor/Contractor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email (*required for final inspection*) \_\_\_\_\_

**FACILITY INFORMATION (IF APPLICABLE)**

Primary nature of work (check one):  New Facility  Replacement  Relocation  Maintenance

Purpose and need of work to be done:

Size of Facility \_\_\_\_\_ Number of Cables \_\_\_\_\_ Length of Down Guys \_\_\_\_\_

Pipeline Pressure \_\_\_\_\_ Average Operating Temperature \_\_\_\_\_ Pipe/Casing Size \_\_\_\_\_ Length \_\_\_\_\_

Location of Poles \_\_\_\_\_

Location of Appurtenances \_\_\_\_\_

Location: *Other* \_\_\_\_\_

**OVERHEAD (AERIAL) CONSTRUCTION**

**Check all that apply:**

- Single Pole
- H-Frame
- Single Pole & H-Frame
- Steel Tower
- Open Wire

- Cable
- Vertical
- Cross-arm
- Vertical and Cross-arm
- Other\_\_\_\_\_

Voltage \_\_\_\_\_ Number of Conductors \_\_\_\_\_ Size of Conductors \_\_\_\_\_

Minimum Height of conductor: \_\_\_\_\_ feet along highway \_\_\_\_\_ feet clearance above highway

Describe location and extent of tree trimming and/or clearing \_\_\_\_\_

**UNDERGROUND CONSTRUCTION**

**CONDUIT:**  Direct Bury  Plastic (type \_\_\_\_\_)  Steel Pipe  Concrete (class/sch \_\_\_\_\_ size \_\_\_\_\_ depth \_\_\_\_\_)  
 Other \_\_\_\_\_

**CASING:**  None  Plastic (type \_\_\_\_\_)  Steel Pipe  Concrete (class/sch \_\_\_\_\_ size \_\_\_\_\_ depth \_\_\_\_\_)  
 Other \_\_\_\_\_

Voltage \_\_\_\_\_ Number of Conductors \_\_\_\_\_ Size of Conductors \_\_\_\_\_

Method of Installation Under Roadways:  Boring  Jacking  Open Trench\*  Other \_\_\_\_\_

*\*If open trench, explain why this is necessary*

Describe location and extent of tree trimming and/or clearing

**LOCATION INFORMATION**

**ROUTE 1**

*[For County Use Only: Route begin MRM \_\_\_\_\_ End MRM \_\_\_\_\_]*

Highway Route \_\_\_\_\_ Street Name \_\_\_\_\_  Along/Parallel  Across

Beginning Side of Road:  N  S  E  W Ending Side of Road:  N  S  E  W Total Length (feet or miles): \_\_\_\_\_

Beginning \_\_\_\_\_ feet from reference marker \_\_\_\_\_ Ending \_\_\_\_\_ feet from reference marker \_\_\_\_\_

N  S  E  W from city of \_\_\_\_\_ or \_\_\_\_\_ miles from junction with highway/street \_\_\_\_\_

**ROUTE 2**

*[For County Use Only: Route begin MRM \_\_\_\_\_ End MRM \_\_\_\_\_]*

Highway Route \_\_\_\_\_ Street Name \_\_\_\_\_  Along/Parallel  Across

Beginning Side of Road:  N  S  E  W Ending Side of Road:  N  S  E  W Total Length (feet or miles): \_\_\_\_\_

Beginning \_\_\_\_\_ feet from reference marker \_\_\_\_\_ Ending \_\_\_\_\_ feet from reference marker \_\_\_\_\_

N  S  E  W from city of \_\_\_\_\_ or \_\_\_\_\_ miles from junction with highway/street \_\_\_\_\_

## SUPPLEMENTAL INFORMATION

The intended use of this section is to help the applicant provide information as appropriate in order to streamline and standardize the permitting and review process. Complete as appropriate in accordance with the guidance document, *Accommodation of Utilities on County Highway Right-of-Way*. Not all components listed below apply to every project. The amount of information supplied by the applicant should match the scope and scale of the proposed utility improvements. Lincoln County reserves the right to request any information listed below as well as additional information as required. At a minimum, a sketch, map, or site plan showing the area of work, relation to property boundaries, distances, relation to other utilities present, size of features, etc. should accompany the application.

### The following is attached to this application (check all that apply):

- |                                                                                |                                                                         |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Written Narrative                                     | <input type="checkbox"/> Attachment/Assembly Plan (structures)          |
| <input type="checkbox"/> General Site Plan                                     | <input type="checkbox"/> Cost Schedule for all work inside right-of-way |
| <input type="checkbox"/> Traffic Control Plan (required for Road/Lane Closure) | <input type="checkbox"/> SPCC Plan (for right-of-way impacts only)      |
| <input type="checkbox"/> Access/Egress Plan                                    | <input type="checkbox"/> Material Safety Data Sheet                     |
| <input type="checkbox"/> Erosion Control/Seeding Plan                          | <input type="checkbox"/> Break Away Devices (clear zone protection)     |
| <input type="checkbox"/> Bury Depth/Typical Section Staging Plan               | <input type="checkbox"/> Standard Plates/Details                        |
| <input type="checkbox"/> Utility Route Plan Easement Information               | <input type="checkbox"/> Material Specifications                        |
| <input type="checkbox"/> Guy Wire/Support Plan                                 | <input type="checkbox"/> Other_____                                     |
| <input type="checkbox"/> Performance Bond                                      | <input type="checkbox"/> Other_____                                     |

## TERMS AND CONDITIONS

Installation and maintenance of said facilities on highway right-of-way shall be subject to Lincoln County's *Accommodation of Utilities on County Highway Right-of-Way Policy* and the following terms and conditions:

1. The Applicant agrees to indemnify and hold harmless the Permitting Authority, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
2. The permitted facilities shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed.
3. No open cutting for utility crossings will be allowed without specific authorization by the Permitting Authority. At least one-way traffic must be maintained at all times throughout the utility installation unless specific approval that states otherwise has been received from the Permitting Authority.
4. When one-way traffic or a detour is used, the Applicant shall provide all necessary signs, flagmen and lights required according to the "Manual on Uniform Traffic Control Devices."
5. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Permitting Authority. Access to all private drives and public street intersections shall be maintained, and all disturbed areas completely restored.
6. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA and other South Dakota governmental departments having jurisdictional authority over such actions.
7. In cases of emergencies, the Applicant shall call 911 immediately. As soon as safely possible thereafter, the Applicant shall notify the Highway Department by calling 605-764-5841.
8. A copy of this completed permit, along with any plans and special provisions, shall be available on the job site.
9. The Applicant and all its agents and assigns shall wear an ANSI/ISEA 107-2004 Class II height visibility garment while working within the highway right-of-way as per the requirements of 23 CFR 634.
10. Applicant shall promptly remove said facilities from highway right-of-way, or shall relocate or adjust said facilities, at its sole cost and expense when requested to do so by Lincoln County.
11. Lincoln County specifically reserves the right to revoke or change the terms and conditions of this Permit with or without cause and upon notice to the Applicant.
12. All work performed by the Applicant in association with this Permit, is warranted for one year starting upon the completion and acceptance date by Lincoln County.

**FEE SCHEDULE**

Upon approval of this application, the Permitting Authority will issue an invoice for the total fees due. All fees will be waived for US Government, State, City, County, Township, or other governmental entities, except for Bridge Attachment

Private Service (no crossing).....	\$20.00	Open Cut Crossing <sup>2</sup> .....	\$1,500.00
Private Service, Crossing.....	\$50.00	Plus, additional per day road closed .....	\$500.00
Hazardous Utility (occupancy).....	\$250.00	Open Cut, Partial Crossing (1-day closure) <sup>2</sup> .....	\$500.00
Plus, additional per crossing .....	\$1,500.00	Plus, additional per day road closed .....	\$500.00
Plus, additional per long mile.....	\$1,800.00	Bridge Attachment.....	varies
Standard Utility (occupancy).....	\$50.00	<i>Fees for a structural review by a professional engineer will be assessed. Applicant may provide their own structural review signed by a structural P.E.</i>	
Plus, additional per Crossing.....	\$200.00		
Plus, additional per long mile <sup>1</sup> .....	\$200.00		

<sup>1</sup>Distance in miles will always be rounded up to the nearest mile

<sup>2</sup>Roadway open-cuts are discouraged but may be the only practicable alternative. By special circumstance only will open cuts be allowed.

**ADDENDUMS AND/OR ATTACHMENTS**

Please check the box for any additional documents accompanying this application:

- Release for Proposed Drainage Work
- Supplemental Information
- Performance Bond
- Other \_\_\_\_\_

**APPLICANT AFFIDAVIT**

**Please read and sign below.**

- I certify that all work associated with this proposed action complies with all regulations, permits, and approvals by all other governmental entities. By signing below, I certify that the work associated with this permit shall be accomplished in a manner that will not be detrimental to Lincoln County Highways, local drainage ways, water and other natural resources, affected landowners, and the traveling public.
- I understand that I must notify the Lincoln County Highway Department if the start date and/or end date of work has changed from the proposed dates on this application.
- I understand that I must notify the Lincoln County Highway Department to inspect the project location after work has been completed, and before demobilizing from the location by calling (605) 764-5841 or emailing [highway@lincolncountysd.org](mailto:highway@lincolncountysd.org).
- I understand that I, and/or my agents and assigns, am completely liable for any non-compliance and/or non-performance of duties as specified herein and will restore any disturbed areas within Lincoln County right-of-way to a neat and professional manner and at no cost to and to the satisfaction of the County.
- I, the undersigned applicant, in carrying out any and all of the work associated with this permit application and described herein and/or referred to in this application, agree to the terms and conditions as provided herein, and shall strictly conform to the regulations and/or requirements as set forth by Lincoln County’s Board of Commissioners. Furthermore, I agree to comply with all regulations of all other governmental agencies for the protection of the public.

Utility Company \_\_\_\_\_

Applicant Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail or email this completed application and, if applicable, the Waiver for Performing Drainage Work to:**

Terry Fluit, *Superintendent*  
 Lincoln County Highway Department  
 104 N. Main Street, Ste B150  
 Canton, SD 57013  
[tfluit@lincolncountysd.org](mailto:tfluit@lincolncountysd.org)



**LINCOLN**  
COUNTY

LINCOLN COUNTY HIGHWAY DEPARTMENT  
**WAIVER FOR PERFORMING DRAINAGE WORK**

Approved Permit Number \_\_\_\_\_

I, \_\_\_\_\_, am the *downstream property owner* and am aware of the drainage work being proposed by \_\_\_\_\_, the *upstream property owner*, at the property legally described as \_\_\_\_\_, and do not object to the proposed drainage.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Downstream Property Owner Signature

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Upstream Property Owner Signature

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email