

WORK MAY NOT BEGIN UNTIL PERMIT IS APPROVED

ALL WORK MUST BE COMPLETED AS PER THE FOLLOWING CODES:

- Wasatch County Code <https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Preface>
- 2017 APWA, as amended (American Public Works Association) <http://utah.apwa.net/>
- UDOT <https://www.udot.utah.gov/connect/business/standards/>

DRIVEWAY & ENCROACHMENT PERMIT APPLICATION INSTRUCTIONS

This permit is required for those individuals connecting their driveways or installing landscaping inside the Wasatch County Right-of-Way without an approved building permit. The driveway must be 200 feet or less in length; 10% or less in grade; with **no structures or retaining walls**. Landscaping must not impact road maintenance or snow removal operations and be outside the clear zone. Shared driveways must use the Subdivision Construction Permit. Road cuts and paving on county roads are not allowed between October 15th and April 15th.

1. Complete Application by person, company, or public utility responsible for the Work. Applicant must be the property owner or have written permission from the owner to make application. In the alternative, if the applicant has written permission to use the property, attach the easement, franchise agreement, or license agreement to the application.
2. Provide Detailed Drawing of Work. (Including: Vicinity map, limiting dimensions of “grading” with depths of cut and fill, location of property lines, location of buildings, or structures within 15 feet of work, and location of all drainage features) Here is a link to our county map:
<https://wasatch.maps.arcgis.com/apps/webappviewer/index.html?id=02c20118f66f40b98662c4356c741e6e>
 - a. The length of the driveway must be 200 feet in length or less; with a grade of 10% or less; with no structures or slope retention. Anything in excess requires the Grading Permit application.
 - b. A shared driveway connecting more than one lot must use the Subdivision Construction Permit Application.
3. When impacting traffic provide a Traffic Control Plan (TCP) in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
4. If disturbing more than 1 acre, provide a Storm Water Pollution Prevention Plan and NOI. Permit can be obtained here: <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>
5. Any grading within or near a FEMA Floodplain will require a Floodplain Permit. Contact the Wasatch County Planning Department at 435-657-3205.
6. If work is within 30 feet from the bank of a stream, or within a stream, a Stream Alteration Permit will be required which can be found here: <http://www.waterrights.utah.gov/strmalt/forms.asp>
7. Replace all disturbed shoulders per WCC 14.02.07 Pavement Component Minimum Thickness.
8. Re-seed all disturbed soils and replace any disturbed pre-existing landscaping.
9. You may need to provide a copy of the approved engineer’s estimate, and a bond may be required prior to approval of the permit per section 14.02.04 of the county code. Engineering will reach out to you if required.
 - a. Please use this file for your estimate if required:
<https://www.wasatch.utah.gov/Portals/0/Engineering/WCEngEstForm.xlsx>
10. Provide a Certificate of Liability Insurance. Per Wasatch County code 14.02.04 the following requirements must be met:
 - a. A certificate of insurance listing Wasatch County as a certificate holder. Please list Wasatch County as the Certificate Holder under the Certificate Holder box on the Certificate of Insurance. Wasatch County's address is 25 N Main St, Heber City, UT 84032.

- b. All insurance policies required shall give Wasatch County 30-days notice in the event of cancellation and 10 days for non-payment of premium. This can be listed in the Description of Operations field on the Certificate of Insurance. Please submit the certificate of insurance only, as Wasatch County is not responsible for, nor obligated to acknowledge additional documents, please exclude those from the submission.
 - c. The required insurance coverages shall remain in effect for a minimum of the term of the work and permit, and in addition to requiring proof of required insurance through that term, the County may also require proof the insurance will not expire within 30 days.
 - d. A minimum of \$1,000,000 of noncontributory CGL per occurrence, \$2,000,000 general aggregate, and \$2,000,000 products-completed operations aggregate. CGL shall include personal injury, medical expenses, death, and property damage. Claims made policies must remain in effect for 3 years from the completion date.
 - e. Workers Comp at or above Utah Minimums.
 - f. Commercial Automobile Liability insurance that provides coverage for owned, hired, and non-owned automobiles, in the minimum amount of \$1,000,000 combined single limit or \$750,000 bodily injury and \$250,000 property damage.
 - g. All insurance shall be licensed in Utah and have an A- or greater rating under A.M. Best, or an A or greater rating under Moodys or Standard & Poors.
11. Pay applicable permit fees. The system will notify you by email once the permit has been reviewed and ready to accept payment. Once you pay the fees in the portal, you will receive an email of your approved permit to begin work.
- a. Keep the permit with you on the jobsite, and work to be completed stays within the scope of the approved permit.
 - b. Contact Engineering before beginning work, for inspections, and closeout of the permit before the permit expires.

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