



**APPLICATION TO PERFORM WORK WITHIN THE PUBLIC  
RIGHT-OF-WAY IN HANCOCK COUNTY, IOWA**

*Applicant Name:* \_\_\_\_\_ *Telephone:* \_\_\_\_\_

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

*Property Owner:* \_\_\_\_\_ *Telephone:* \_\_\_\_\_

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

*Contractor:* \_\_\_\_\_ *Telephone:* \_\_\_\_\_

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

*(Please Attach Contractor Proof of Insurance)*

I, \_\_\_\_\_ (Owner) hereby request permission to perform work within the public right-of-way in Hancock County located \_\_\_\_\_ feet N S E W (circle direction) of the \_\_\_\_\_ Corner of Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_.

*(Please attach a map)*

*Description of proposed work within the Hancock County Public Right-of-Way:*

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*Anticipated date of construction:* \_\_\_\_\_

## **AGREEMENTS**

The applicant agrees that if granted a permit to do said work, the following stipulations shall govern:

1. The applicant shall indemnify and hold harmless Hancock County, its agencies, and employees, from all causes of actions, suits at law or in equity, for losses, damages, claims or demands, and from all liability and expense of whatsoever nature, arising out of or in connection with the applicant's use or occupancy of the public highway.
2. The contractor, that to protect itself, as well as Hancock County, under the indemnity agreement provision, herein above set forth, will always during the time of construction have in force a general liability insurance policy in the amount of not less than One Million dollars (\$1,000,000). The Certificate of Insurance shall be provided to Hancock County prior to construction.
3. Traffic protection shall be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. Hancock County will loan the required signs to the applicant who shall be responsible for placing the signs and covering or removing when not in use, removal after the work has been completed, and return of the signs owned by Hancock County to the Hancock County Maintenance facility from which obtained. The applicant shall be responsible for correctly using signs as needed while work is in progress. Flagging operations are the responsibility of the applicant.
4. Before beginning any work within the highway right-of-way, it is the responsibility of the applicant to contact utility companies to locate any utility installation which may be affected or encountered. Contact for utility locates: IOWA ONE CALL 800-292-8989.
5. A copy of the approved application shall be always available on the job site for examination by Hancock County Secondary Road Department.
6. The applicant shall seed and mulch all disturbed areas within the highway right-of-way and shall be responsible for the vegetative cover until it becomes well established. Any surfaced areas, such as driveways or shoulders and sodded waterways, and plantings which are disturbed shall be restored to their original condition.
7. If the proposed work results in a pool of water on the applicant's property, this pool of water will be exclusively owned, controlled and maintained by the applicant. That part of the modification located on highway right-of-way will be maintained by Hancock County Secondary Road Department for road purposes only.
8. The applicant shall maintain any drainage structure built within the right-of-way that is built for the benefit of the applicant and not necessary for highway use.
9. This permit is subject to any laws now in effect or any laws which may be hereafter enacted and all applicable rules and regulations of local, state, and federal agencies.
10. This permit is subject to all the rules and regulations of the Hancock County Secondary Road Department, and to revocation by the Hancock County Secondary Road Department at any time and at no cost to the Department, when in the judgment of the Department it is necessary in the improvement of maintenance of the highway or for other reasonable cause.

11. The applicant agrees to give the Hancock County Secondary Road Department forty-eight (48) hour notice of intention to start construction or perform maintenance on the highway right-of-way. Said notice shall be made in writing to the Hancock County Engineer. Any modifications to the proposed work shall be approved by the Department prior to making the change. Applicant shall also notify Hancock County Secondary Road Department within 24 hours of when the project is complete.

12. All proposed work covered by this permit shall be at the applicant's expense.

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**SIGNAGE AGREEMENT**

The applicant agrees to place appropriate signage to alert the traveling public of the proposed work in the Hancock County right-of-way. Signs are available at Hancock County Secondary Roads if requested. The applicant shall hold Hancock County harmless for improper or insufficient signage.

\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature                      Date

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**PERMIT STATUS:**    **Approved**    **Denied**

***Permit Expires 1 year after approval***

\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
County Engineer                              Date