



APPLICATION TO ACCEPT ROAD INTO HIGHWAY SYSTEM

SECTION I – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT)

I hereby request the acceptance of a roadway into the Nampa Highway District system as detailed below.

NAME OF APPLICANT

SIGNATURE OF APPLICANT

ADDRESS

DATE

CITY STATE ZIP

PHONE (CELL NUMBER PREFERRED)

NAME OF ROAD: _____

Submit Application Fee (per Highway District Fee Schedule)

SPECIFIC ACTION BEING REQUESTED: (CHECK ONE)

Accept for Maintenance Only. The road is located on public right-of-way, but the Highway District is not currently responsible for road maintenance.

Accept for Ownership & Maintenance. The road and right-of-way are currently privately owned. Applicant is either the owner or represents the owner(s).

SECTION II – GENERAL INFORMATION (TO BE COMPLETED BY APPLICANT)

SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- 1. Vicinity Map
- 2. Name, address, phone number and email of Project Engineer
- 3. Engineer Diary or Report, including bore logs, test logs, traffic volumes, and calculations
- 4. Engineering Plans, showing the following:
 - a. Pavement and ballast section thickness, width and material
 - b. Location of road, right-of-way lines, adjacent property boundaries, and names of property owners
 - c. Locations and use of all driveways and approaches
 - d. Drainage and irrigation features, including elevations of key features
 - e. Ground topography and survey monuments
 - f. Utilities (above and below ground)
 - g. Vegetation and landscaping features

SECTION III – RIGHT-OF-WAY INFORMATION (TO BE COMPLETED BY APPLICANT)

WHICH ACTION IS REQUESTED IN SECTION I? Accept for Maintenance Only (Leave the rest of Section III blank) Accept Ownership & Maintenance (Continue with Section III)

DO ANY COVENANTS, CONDITIONS & RESTRICTS (CC&Rs) APPLY? Yes (provide a copy of CC&Rs) No

DESCRIPTION OF RIGHT-OF-WAY: (CHECK ONE AND PROVIDE THE REQUIRED ITEMS)

The right-of-way is currently a single parcel.

1. Provide a deed showing current ownership of the parcel.
2. Provide a legal description for the parcel.
3. If the parcel is part of a subdivision, provide a copy of the Subdivision Plat.

The right-of-way will be created by splitting off portion(s) of land from adjacent parcel(s).

1. Provide deed showing current ownership of each parcel.
2. Provide legal description for each parcel before the split.
3. Provide legal description for each parcel after the split.
4. Provide legal description of the new right-of-way.
5. Provide Record of Survey showing the parcel and right-of-way configuration after the split.

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SECTION IV – STAFF RESEARCH (TO BE COMPLETED HIGHWAY DISTRICT STAFF)

- | | | |
|---|---|---|
| <input type="checkbox"/> Application Fee received | <input type="checkbox"/> Staff Report is completed and attached | <input type="checkbox"/> Staff Report lists costs/fees for the Applicant to pay |
| <input type="checkbox"/> All required information and items from Applicant have been received | <input type="checkbox"/> Staff Report lists work for the Applicant to perform | <input type="checkbox"/> Staff Report lists any other conditions of approval |

SIGNED: _____
SIGNATURE – HIGHWAY DISTRICT OFFICIAL *DATE*

SECTION V – DECISION (TO BE COMPLETED BY HIGHWAY DISTRICT BOARD OF COMMISSIONERS)

- SUBJECT TO BELOW CONDITIONS, THE NAMPA HIGHWAY DISTRICT WILL:
- Accept the road for maintenance
 - Accept the road and right-of-way for ownership and maintenance

BASIS OF DECISION AND CONDITIONS: _____

SIGNED: _____
CHAIRMAN OF THE BOARD *DATE*

SECTION VI – DECLARATION OF APPLICANT (TO BE COMPLETED BY APPLICANT AFTER COMPLETION OF SECTION V)

By signing below, the Applicant agrees to perform all work, pay all costs and fees, meet all schedules and due dates, and meet all other terms and conditions set forth by the Board:

SIGNED: _____
APPLICANT *DATE*

SECTION VII – CERTIFICATION AND ACCEPTANCE (TO BE COMPLETED BY HIGHWAY DISTRICT)

- | | |
|--|---|
| <input type="checkbox"/> Applicant has met and fulfilled all obligations set forth by the Board | <input type="checkbox"/> The Board has accepted the road and right-of-way (as applicable) into the Highway District per Resolution No. _____
<i>DATE</i> |
| <input type="checkbox"/> All applicable documents have been recorded with Canyon County _____
<i>DATE</i> | |

SIGNED: _____
HIGHWAY DISTRICT OFFICIAL *DATE*