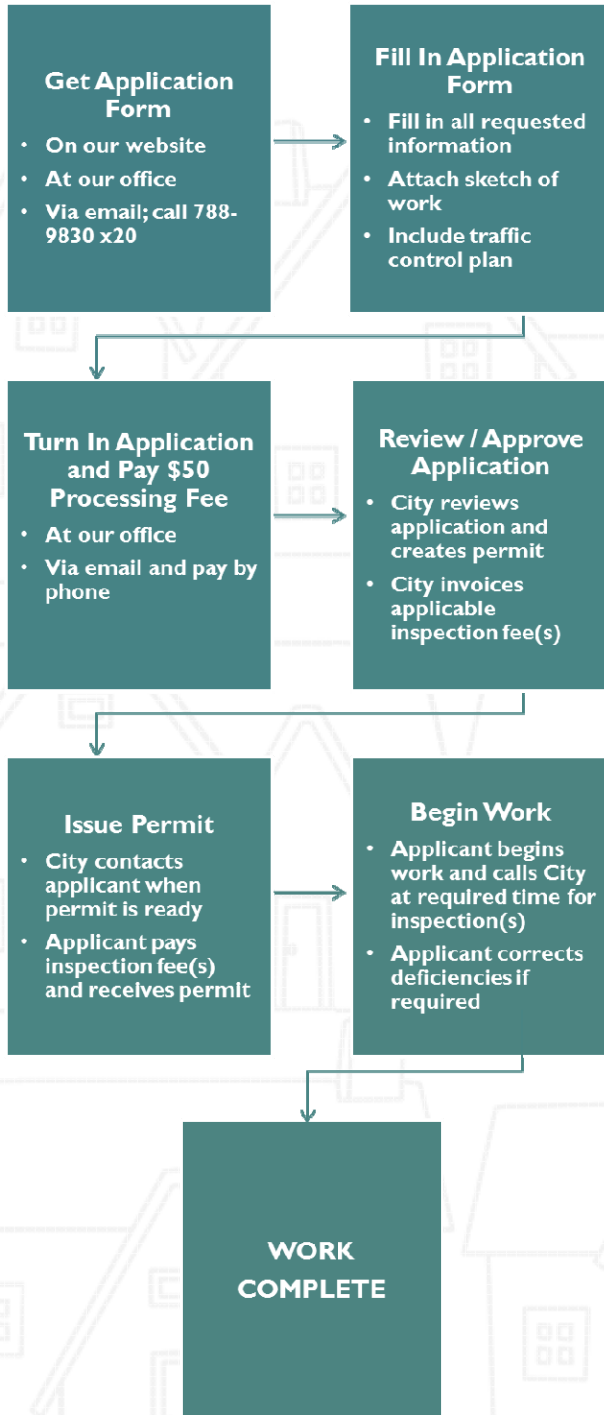


HOW TO GET A PERMIT



MEETING STANDARDS

All work must meet City of Hailey standards. Standard drawings for driveways, sidewalks, etc., can be found on the City's website. Look for the "standard drawings" link on the left-hand navigation bar of the Street Division web page.

The City of Hailey Municipal Code also contains standards. You can find the code on the "codes and plans" page of the City's website. Refer to the following sections:

- Chapter 12.16 – Encroachment Permits
- Title 18 – Mobility design

You may also request copies of the above items at the address and phone number shown below.

Residential Encroachment Permits

What you should know if you plan to work in the City right of way in your neighborhood.

City of Hailey
Public Works Department
115 Main St. S, Suite H
Hailey, ID 83333
788-9830 x20
www.haileycityhall.org



CITY OF HAILEY

Public Works Department



When you work in the City right of way, you must have a permit.

WHY DO I NEED A PERMIT?

Homeowners sometimes want to make improvements near a street, alley or sidewalk. Often, these improvements are in the City right of way adjacent to the roadway, and not on the homeowner's private property. A permit is required for work in the City right of way. Permits help assure that the work you have planned meets City of Hailey workmanship, safety and operational standards. Permits help the City maintain public infrastructure in a manner that benefits all Hailey citizens.

WHEN IS A PERMIT REQUIRED?

Generally, a permit is required anytime a homeowner wants to work in the City right of way adjacent to their home. Homeowners must obtain a permit for the following work in the City right of way:

- Driveways
- Landscaping
- Sidewalks
- Drywells
- Tree planting, pruning or removal
- Gravel or rocks beside street
- Utility work
- Excavation or digging

The list above does not include every type of project that requires a permit. When in doubt, remember that if the work is in the City right of way, a permit is required.

HOW DO I FIND MY PROPERTY LINE?

If you cannot locate your property pins, a professional survey is the only way to precisely locate your property line. There are some less exact methods you can use, including the following:

- Every street in Hailey has a defined width. From the middle of the street, measure half of this distance towards your house to estimate your property line location. Call 788-9830 x20 for your street width.
- Use the Blaine County Geographic Information System at <http://maps.co.blaine.id.us/>. This interactive map will

allow you to change the base map to see a satellite image, and zoom in to your property. Property lines are shown. While not exact, it will give you a good approximation of the location of your property line.

- On many lots, the City's water meter vault is placed close to the property line, on the City right of way side.

TREES

It can be difficult for a homeowner to tell if a tree is located on their property. By law, if part of the tree trunk is in the City right of way the tree is a public tree. Any work to a public tree requires a permit. For assistance with trees, call the City arborist at 788-9830 x31.

MAILBOXES & NEWSPAPER BOXES

Most Hailey residences with home delivery of mail choose to use a mailbox in a moveable container. You do not need a permit for this type of mailbox. If you want to permanently install a mailbox or newspaper box, a permit is required and specific standards must be met. In any case, it is up to the homeowner to ensure adequate access to the mailbox or newspaper box.

PARKING

Permits are not required for parking in a City right of way. However, each winter from November 1 to May 1, you must observe the City's winter parking restrictions. Parking is not allowed between midnight and 7:00 a.m. within any City right of way (for most homeowners, this means the gravel or dirt area between the street and your property). Where there is no improved curb and gutter, vehicles must be at least 6' off of the edge of the asphalt. When winter parking restrictions are in place, illegally parked vehicles will be towed without notice, at the homeowner's expense.

FENCES

The Hailey Municipal Code prohibits fences in a right of way or easement. For more information about fence permits, call 788-9815 x27.

PERMIT FEES

Application Fee

(paid at application filing): \$50.00

Inspection Fees

(paid at permit approval/issuance):

Driveway/Sidewalk \$100.00

Landscaping \$100

Utility Crossing \$100

Street Boring \$100

Additional fees apply for drywells; please refer to the encroachment permit application or call 788-9830 x20 for more information.

WORD DEFINITIONS

Encroachment – Any excavation, digging, paving, landscaping, construction of an improvement or placement of personal property within an easement or right of way. Encroachments include, but are not limited to, fences, sidewalks, driveways, mailboxes, newspaper boxes, utility boxes and poles, trees, shrubs, grass, sprinklers and other landscaping improvements.

Right of Way – Any property owned by, or dedicated to, the City of Hailey for the purposes of providing City services and general circulation to the public. Such rights of way include, but are not limited to, public streets, alleys, sidewalks, drainage ditches and canals, neighborhood footpaths, roadsides and barrow pits.

Easement – Any legal right to use the land of another, including, but not limited to, an easement for vehicular access, utilities and snow storage. Easements are usually 5' to 15' wide, and are located on the homeowner's property.