



To: Contractors and HOAs

From: ACHD

Date: October 29, 2021

Re: Permit Application Process for Snow Removal within the ACHD Right of Way

To Whom It May Concern:

The Ada County Highway District will once again permit independent contractors to plow accumulated snow from the Right of Way this upcoming winter. ACHD has allowed contractors and citizens to obtain a “no charge” Temporary Use ROW permit to remove snow and ice. The success from previous years has prompted many people and HOAs to try and secure contractors for this year.

ACHD will require citizens and contractors to fill out a Snow Removal Permit Application. That application can be found at <https://www.achdidaho.org/Departments/FormsPage/Default.aspx>. The forms are listed in alphabetical order and can be found under Snow Removal Permit Application and Information.

As a part of the permit application, the permittee will be required to provide a map with specific street names and identify or highlight the plowing areas as well as proof of liability insurance of not less than \$500,000 and naming ACHD as an additional insured on the vehicle(s) that will be working within the ROW.

The permit, once approved and issued, is free of charge and will be valid until April 30, 2022. ACHD reserves the right, in its sole discretion, to revoke the permit with or without cause.

Snow Removal Permit Application

E-MAIL TO permits@achdidaho.org

		PERMIT #
FOR OFFICE USE ONLY!	ISSUE DATE	END DATE April 30, 2022
DATE OF APPLICATION		
Contact Person or Company	Email Address and Phone #	
Contact Person	Email Address	CELL/PHONE#
Application Submitters Contact Name and Phone #		
STREET ADDRESS or STREET/ROAD NAME (Include a map depicting public ROW where actual snow plowing is requested – see Item 2.) Map must be attached to Permit for Permit to be valid.	Nearest CROSSROAD	
CITY		
DESCRIPTION OF WORK – BE SPECIFIC		

Items Required for Snow Plowing Permitting:

Please fill in this application form as completely as possible. Make sure that the email address is legible; the permit can be emailed to you. This is a ‘No Charge’ permit.

1. Valid Proof of Liability Insurance must be submitted with this application by the Permittee for any insured vehicle used in snow plowing operations and shall meet ACHD Policy Section 6007.6. See Section 6007.6.1 below.
2. Submit a map of the locations that depicts the public rights-of-way that snow plowing is requested. Be as detailed as possible with the locations. The permit only authorizes snow plowing in the locations identified on the map submitted.

Upon issuance of this Permit, the Permittee agrees to comply with all Permit requirements including but not limited to the following:

1. As a condition of the Permit, Permittee shall indemnify, save, and hold ACHD harmless from any claims by third parties resulting from or arising out of the failure or neglect of Permittee in performance of all activities under this Permit. Permittee shall be responsible for all costs incurred by ACHD in defense of such claims.
2. Permittee shall comply with all applicable federal, state, and local statutes, ordinances, policies, rules, and regulations in the performance of all activities authorized under this permit. Provided however, this Permit supplants the requirement of a separate Temporary Use Permit.

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3. Snow Removal Activities Limitations:
 - (a). Permittee shall not place the snow on or within an opened or unopened highway or public right-of-way in such a manner as to obstruct motorist or pedestrian safe use of the public right-of-way, including, but not limited to, sidewalks, and travel lanes.
 - (b). Permittee shall not stock-pile snow that blocks driveways or fire hydrants.
 - (c). Permittee shall avoid covering or piling snow on the storm drains.
 - (d). If possible, Permittee shall find an empty lot or a common lot in the subdivision for the snow with the permission of the owner, or the HOA.
4. Permittee shall carry a copy of this permit in the snow removing vehicle(s) for proof of Permit.
5. This Permit shall be in effect for the Ada County snow season which shall begin with the first measurable snow fall, as determined by the Boise office of the National Weather Service, and shall continue until April 30, 2022, unless earlier terminated by ACHD or the Permittee in writing. While in effect, this Permit supplants the requirement of a separate Temporary Use Permit.
6. ACHD hereby reserves the right, in its sole discretion, to revoke this permit with or without cause.
7. This Permit may be modified in scope or term by order of ACHD in the event that circumstances under which the Permit was originally issued shall have changed in a manner such that it would be in the best interests of the public, ACHD, or the Permittee to do so. To initiate a modification, please call the office at 208-387-6280, reference the permit number in the upper right hand corner of your permit (this permit number will be assigned by the permitting desk). The permit number will start with ZONEXX-XXXX.

6007.6 Liability Insurance

6007.6.1 Insurance Required

No Permit shall be issued unless and until the Applicant has submitted a Certificate of Insurance or its equivalent from a company authorized to do business in the State of Idaho and licensed by the Idaho Department of Insurance evidencing that the Applicant has or will have in force and effect public liability insurance covering death, bodily or personal injury and property damage that may occur during the performance Activity, with a minimum limits of liability of not less than \$500,000 for any one occurrence or accident, regardless of the number of persons injured or the number of claimants. ACHD shall be named as a co-insured in such policy, and, if so, the insurance shall not be canceled or reduced in coverage until at least ten (10) calendar days after written notice of such cancellation or reduction in coverage. ACHD shall respond in writing to acknowledge each request it receives.