HIGHWAY STANDARDS 2026

Associated Highway Districts
Kootenai County, Idaho



POST FALLS - LAKES - EAST SIDE - WORLEY

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ASSOCIATED HIGHWAY DISTRICTS
KOOTENAI COUNTY IDAHO

HIGHWAY STANDARDS 2026

Adopted By:

East Side Highway District	9/21/26 (Date)	(Chairman)
Lakes Highway District	9-23-26 (Date)	(Chairman)
Post Falls Highway District	10-7-2026 (Date)	(Chairman)
Worley Highway District	9/23/2026 (Date)	(Chairman)

These standards were developed under the following design philosophy:

- *Protect public investment.*
- *Promote long-term roadway performance.*
- *Maintain consistency across all four districts.*
- *Support engineering judgment.*
- *Balance flexibility with safety.*
- *Minimize future maintenance obligations.*
- *Create predictable development expectations.*

The intent of these standards is to establish a 20-year vision, while also considering current conditions. As these standards are implemented, sections may require updating, as determined by the Associated Highway District.







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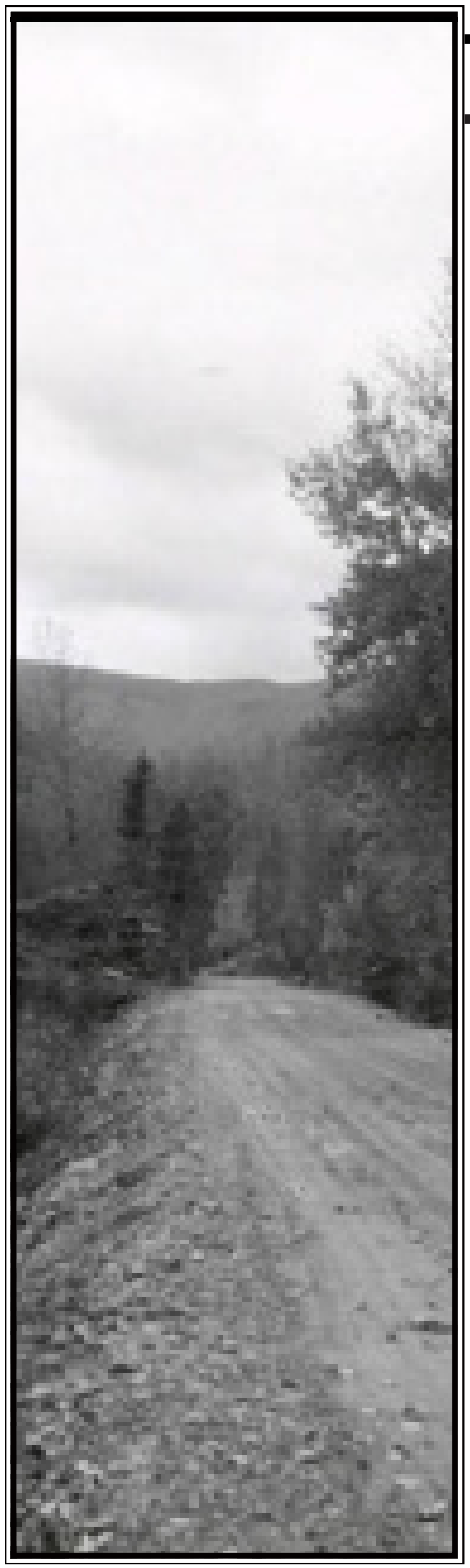
PERMIT RESOURCES
PERMIT APPLICATIONS

Note:
The commentary in the colored note boxes is provided for context and is not regulatory



SECTION 100 - INTRODUCTION

Section 100 explains why the Standards exist, who they apply to, and when Highway District approval is required. It helps applicants understand that the Standards establish minimum requirements for roadway improvements while allowing the District to address unique site conditions when necessary. The section also clarifies that approval of a project does not automatically result in roadway acceptance or maintenance by the Highway District.

100. AUTHORITY OF HIGHWAY DISTRICTS

100.01 Legislative Authority. These Standards are adopted pursuant to the authority granted to highway districts under Title 40, Idaho Code, Chapter 13, and applicable provisions of Title 50, Chapter 13, Idaho Code. Nothing in these Standards shall be interpreted to restrict the authority of the Highway District as provided by Idaho law.

100.02 Purpose and Intent. These Standards establish minimum requirements governing the design, construction, and approval of roadway improvements within the Highway District's jurisdiction. These standards provide for uniformity within Kootenai County amongst the existing Highway District. These Standards are regulatory in nature and shall be applied as mandatory requirements unless expressly stated otherwise.

Why It Matters:

Consistent standards across all four Highway Districts create predictability for property owners, developers, engineers, utilities, and contractors. Consistency also helps ensure roads perform similarly throughout Kootenai County, regardless of jurisdiction.

100.03 Applicability. These Standards apply to all persons seeking approval from the Highway District, or any activity affecting a public right-of-way or highway. No such activity shall occur without prior approval.

100.04 Minimum Standards. These Standards establish minimum requirements only. The Highway District may

require additional or more stringent improvements as needed premised on site conditions, traffic volumes, terrain, future connectivity, maintenance considerations or engineering judgment.

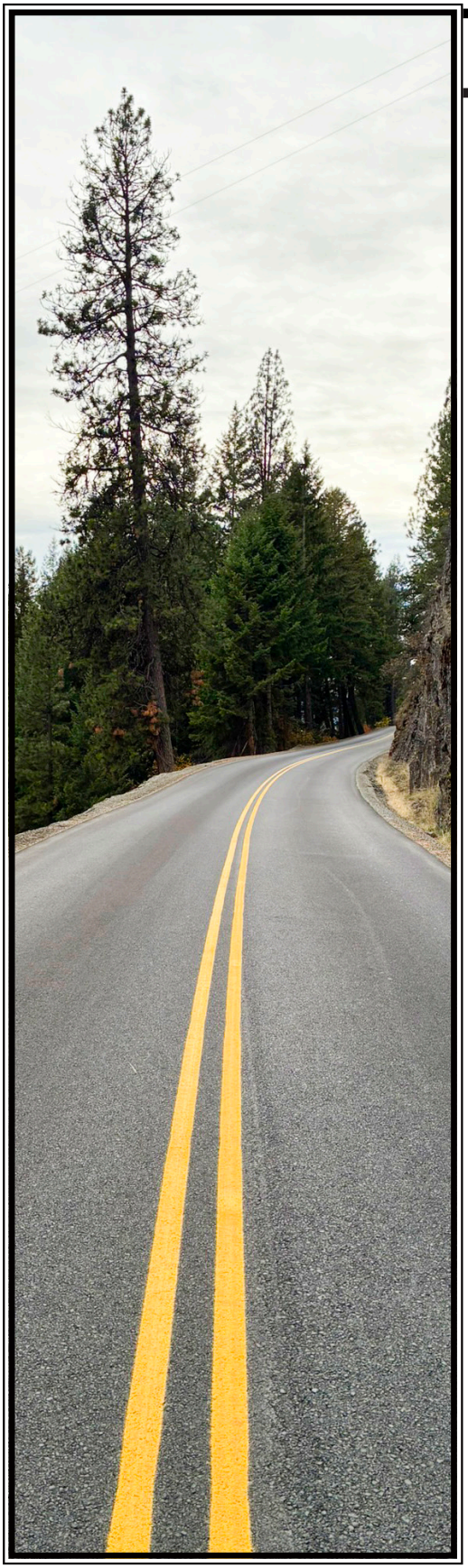
100.05 Interpretation. In the event of ambiguity, these Standards shall be interpreted to protect public safety and specific provisions shall control over general provisions.

100.06 Effect of Approval. Except as otherwise provided by law or express Board action, approval of an application, permit, plan, or roadway improvement does not declare a highway open for public travel or place it on the Highway District's maintained-highway system. Acceptance of a dedication, approval of roadway improvements, opening for public travel, and assumption of maintenance responsibility are separate actions.

100.07 Disclaimer and Severability Clause. Nothing herein shall be construed to impose an obligation or duty upon the Highway District to construct, reconstruct, or improve existing highways or public rights-of-way to comply with these Standards.

100.08 Severability. If any section, sub-section, sentence, clause, phrase or portion of these Standards is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct, and independent provision, and it is the intent of these Standards that such holding shall not affect the validity of the remaining portions of the Standards.





SECTION 150 - DEFINITIONS

Applicant	A person or entity that submits an application, request, plan, or other matter to the Highway District for review or approval.
Approach	The portion of pavement that connects a public roadway with the Right-of-Way to a private driveway serving a house, lot, or subdivision.
Arterial Route	A general term including expressways, major and minor arterial streets, and interstate, state or county highways having regional continuity.
Board	The elected Board of Commissioners of the Highway District.
Collector Street	A street that provides for traffic movement within neighborhoods of the County and between major streets and local streets and for direct access to abutting property.
Cul-de-Sac Street	A short local street having one end permanently terminated in a vehicular turnaround.
Dedication	The setting apart of land or interest in land for use by the public. Land becomes dedicated when accepted by the Highway District as a public dedication, either by ordinance, resolution, or entry in the official minutes, or by the recording of a plat showing such dedication.
Developer	An owner, subdivider, or other person or entity responsible for a proposed development or for satisfying requirements arising from a Development Application.

Development Application — An application or request submitted to Kootenai County for approval of a subdivision, replat, planned unit development, amendment to the Official Zoning Map, conditional use permit, special notice permit, variance, site plan, or other land division, development, or change in use that is referred or otherwise submitted to the Highway District for review.

Developer's Representative — A person or entity authorized by the Developer to act on the Developer's behalf.

Director — The duly appointed Director of Highways for the Highway District.

Final Plat — A plat prepared by or under the responsible charge of an Idaho-licensed Professional Land Surveyor for recording following completion of the required review and approval process.

Highway — "Highway" has the meaning provided in Idaho Code section 40-109, as amended.

Highway District — As applicable, the highway district having jurisdiction over the public highway or public right-of-way at issue. The Highway Districts participating in these Standards are:

- East Side Highway District
- Lakes Highway District
- Post Falls Highway District
- Worley Highway District

Local Street — A street that provides for direct access to residential, commercial, industrial, or other abutting land for local traffic movements and connects to collector and/or arterial streets.

Loop Street — A minor street with both terminal points on the same street of origin.

Major Road Development Agreement — A Road Development Agreement applicable to a Major Subdivision and addressing required roadway improvements, financial security, deferred work, and related development obligations.

Major Subdivision — A Development Application classified by Kootenai County as a major subdivision, including a subdivision proposing five or more lots.

Marginal Access Street — A minor street parallel and adjacent to an arterial route and intercepts local streets and controls access to an arterial route.

Minor Road Developer Agreement — A Road Development Agreement applicable to a Minor Subdivision that may authorize a proportional monetary contribution toward future roadway improvements in lieu of some or all construction otherwise requested in connection with the minor subdivision.

Minor Subdivision	A Development Application classified by Kootenai County as a minor subdivision and proposing four or fewer lots.
Organics	Soil containing more than 3% organics by weight per ASTM D2974.
Owner	The person or entity holding legal title to the property. When expressly authorized by the Owner, the term may include a contract purchaser or other person holding an equitable interest for purposes of submitting an application, but not for executing a dedication or conveyance.
Plat	A drawing, map, or plan described in Idaho Code section 50-1301, including a replat and the accompanying certifications, descriptions, and approvals.
Preliminary Plat	A preliminary map of a land subdivision prepared in accordance with Idaho Code and Kootenai County ordinances.
Private Driveway	The private travel way located entirely outside the highway or public right-of-way, beginning at the outer boundary line of the right-of-way and extending into the private property. This area provides vehicular access to buildings or areas on the private parcel.
Public Right-of-Way	"Public right-of-way" has the meaning provided in Idaho Code section 40-117, as amended.
Recorded Plat	A Final Plat bearing the required certifications and approvals and recorded with the Kootenai County Recorder.
Reserve Strip	A strip of land between a dedicated street or partial street and adjacent property, in either case, reserved or held in public ownership for future street extension or widening.
Roadway	The portion of a highway or other traveled way that is improved, designed, or constructed for vehicular travel. Unless the context expressly provides otherwise, "roadway" describes a physical improvement and does not determine whether the underlying land is public, whether the roadway has been opened for public travel, or whether the Highway District has assumed responsibility for maintenance.
Skew Angle (Approach)	The deflection between a line perpendicular to the roadway centerline and the approach centerline.
Subdivider	An Owner or authorized person or entity that submits an application to subdivide land.
Subdivision	The division of any lot, tract, or parcel of land into more than two (2) parts.
Subgrade	Materials directly below the pavement structure. The subgrade is natural in-place material (e.g., excavated areas) or compacted fill material (e.g., embankments).

Terrain

The topography of the land traversed for the alignment of roads and streets. To characterize variations in topography, engineers generally separate terrain into three classifications:

a. **Level Terrain -** Terrain where sight distances are generally long or can be made to be so without construction difficulty. The slope of the existing terrain is from zero to five (5) percent.

b. **Rolling Terrain -** Terrain where natural slopes consistently rise above and fall below the road or street grade, and occasional steep slopes offer some restriction to normal horizontal and vertical roadway alignment. The slope of the existing terrain is from five (5) to fifteen (15) percent.

c. **Mountainous Terrain-** Terrain where longitudinal and transverse changes in the elevation of the ground with respect to the road or street are abrupt and benching and side hill excavation are frequently needed to obtain acceptable horizontal and vertical alignment. The slope of the existing terrain exceeds fifteen (15) percent. Roadways in valleys or passes in mountainous areas might have the characteristics of roads traversing level or rolling terrain and are usually classified as level or rolling, rather than mountainous.

The Highway District Board of Commissioners shall have sole discretion in the determination of terrain classification for a road.

Utilities

Installations or facilities, underground or overhead, including but not limited to, electricity, gas, steam, communications, water, drainage, irrigation, sewage disposal, or flood control, owned and operated by any person, firm, corporation, municipal department, or board duly authorized by state or municipal regulations. Utility or utilities as used herein may also refer to such persons, firms, corporations, departments, or boards, as applicable herein.





SECTION 200 - GENERAL CONDITIONS

Section 200 explains when Highway District permits are required and what applicants can expect during the review process. It describes the responsibilities of property owners, developers, contractors, utilities, and event organizers when working within a public right-of-way, and outlines the steps needed to ensure improvements are designed, constructed, and inspected in a safe and consistent manner. This section also provides an overview of permitting, right-of-way dedication, plan preparation, utility coordination, and construction oversight requirements

201. GENERAL

201.01 All permit applications and permitted activities subject to these Standards shall comply with this Section. The Applicant shall be responsible for demonstrating compliance with all applicable requirements.

201.02 Permit Required. No person or entity shall undertake any of the following activities without first obtaining the applicable permit from the District:

a. Approach Permit. Construction, installation, alteration, relocation, reconstruction, expansion, change in use, or removal of an approach or other means of access connecting private property to a District highway or public right-of-way requires an Approach Permit. Approach Permits are governed by the Highway District's Access Management Ordinance and these Standards. An Approach Permit also authorizes the associated encroachment within the public right-of-way. The permit may be recorded against the property served by the approach.

b. Public Utility Permit. A public utility with statutory authority to occupy the right-of-way must obtain a Public Utility Permit to install, construct, relocate, replace, repair, or maintain facilities within a Highway District highway or public right-of-way. The permit governs the manner and location of the work and constitutes the District's authorization for the associated encroachment.

Public utility work is also subject to the District's Utility Accommodation Policy, Appendix 2.

c. Encroachment Permit. Installation, construction, placement, alteration, relocation, replacement, repair, maintenance, or removal of any privately owned facility or improvement within a Highway District highway or public right-of-way that is not a public utility requires an Encroachment Permit. Such facilities and improvements include, without limitation, landscaping, retaining walls, fences, gates, signs, irrigation facilities, drainage facilities, roadside memorials, and private water, sewer, power, or communication facilities. An Encroachment Permit may be recorded against the property benefited or served by the encroachment. The Utility Accommodation Policy, Appendix 2, may apply based on the nature of the facility or work.

d. Special Use Permit. Any event, activity, or temporary use that will occupy, obstruct, close, restrict, or otherwise materially affect the normal use, function, or operation of a Highway District highway or public right-of-way requires a Special Use Permit. Such activities include, without limitation, parades, races, triathlons, processions, festivals, organized gatherings, and temporary traffic-control operations.

e. Right-of-Way Use Permit. Any activity not expressly identified above that will excavate, disturb, occupy, or obstruct a Highway District highway or public right-of-way requires a Right-of-Way Use Permit, including but not limited to highway or public right-of-way development work[.

f. The Highway District shall determine the type of permit required based upon the nature, location, duration, and anticipated effects of the proposed activity. A single project may require more than one permit.

g. Any permitted activity that allows pavement excavation and restoration activities shall comply with the Pavement Cut Policy contained in Appendix 2.

Why It Matters:

Highway District permits help ensure work within public rights-of-way is performed safely, consistently, and in a manner that protects existing infrastructure. Early coordination through the permitting process reduces conflicts, protects public investments, and helps applicants avoid costly corrections later.

h. Other agency review and approval may be required by Kootenai County or other regulatory agencies. Applicant is responsible for complying with all applicable statutes and regulations.

201.03 Bonding & Insurance Requirements for Contractors who Work in Highway or Public Right-of-Way. Any contractor working within a Highway District Highway or Public Right-of-Way shall provide Highway District with a Certificate of Insurance in the amount of Five Hundred Thousand Dollars ($500,000.00) or more combined single limit for general liability and property damage, with Highway District shown as the Certificate holder and requiring ten days' prior notice of cancellation to Highway District. Highway District may reduce the amount of the insurance requirement in its sole discretion.

Any Contractor working within the Highway District's highway or public right-of-way shall obtain and provide to Highway District a Permit Bond in a minimum amount of Twenty-Five Thousand Dollars ($25,000.00) to ensure the permit holder will follow regulations and

complete the work properly. Such Bond shall name Highway District as the Obligee. The bond shall be released upon Highway District's determination, in its sole discretion, that the permit holder has complied with the terms of the permit

201.04 Timing. A permit application shall be submitted at least thirty (30) days prior to the requested review date unless otherwise approved by Highway District for an earlier review. Review within thirty (30) days is not guaranteed.

201.05 Review Standard. The Highway District shall determine whether the proposal complies with these Standards, avoids unsafe conditions, and whether approval conditions are warranted.

201.06 Conditions of Approval. Conditions of approval may be imposed by Highway District and shall be reasonably related to the proposed application.

201.07 Review. The Highway District may approve, conditionally approve, or deny applications based on these Standards and the application parameters.

201.08 Effect of Permit Approval. Permit approval does not constitute acceptance of any improvement and does not relieve compliance obligations.

202. RIGHT-OF-WAY

202.01 Right-of-Way Dedication. Right-of-way shall be dedicated, as necessary, to accommodate roadway improvements resulting from the proposed permit application.

203. PLANS

203.01 Plans. When required by Highway District, plans shall be prepared by a licensed professional engineer and demonstrate compliance with these Standards.

203.02 Surveys. Any required surveys shall be performed by an Idaho-licensed professional land surveyor.

203.03 Design Standards. Section 300 shall govern design requirements.

204. UTILITY RELOCATION

204.01 Utility Relocation. The Applicant shall bear relocation costs to the extent required by the proposed application.

205. INSPECTION

205.01 Inspection. The Highway District may inspect all work for compliance. Noncompliant work shall be corrected at the Applicant's expense. Failure to detect noncompliant work does not waive any term or condition of the permit.



SECTION 250 - DEVELOPMENT REVIEW AND HIGHWAY ACCEPTANCE

Section 250 describes the process for reviewing subdivisions and other developments that affect Highway District roads and public rights-of-way. It explains what developers must provide during design and construction, how rights-of-way and roadway improvements are dedicated to the public, and what is required before a road can be accepted into the Highway District system. This section also helps applicants understand the difference between obtaining approval to construct improvements and having those improvements accepted for public maintenance.

251. DEVELOPMENT REVIEW

251.01 Early Development Coordination. To facilitate lot layout, preliminary plat preparation, approaches and establish design criteria for developments, Developers must coordinate with the applicable Highway District and submit a Design Criteria Matrix (Appendix 1) for review by Highway District prior to preliminary plat review.

251.02 Plat Review. Developers must coordinate preliminary and final plats with Kootenai County, applicable municipalities and political subdivisions, and the Highway District. The Developer or Developer's representative is required to provide the District with two copies of the preliminary plat and the final plat for review. Final plats must bear the signature of the Highway District Chair or Director. The signature blocks shall have the following verbiage. If guidance is needed on which option to choose, contact the Highway District's Director to discuss.

Option 1:

I, the undersigned, Director of Highways for _____ Highway District, do hereby certify that at a regular or special meeting of the Board of Commissioners held on the _____ day of _____, 202_, the plat dedications were accepted by the Board of Commissioners of _____Highway District.

Option 2:
I, the undersigned, Director of Highways for _____ Highway District, do hereby certify that at a regular or special meeting of the Board of Commissioners held on the _____ day of _____, 202_, the plat was reviewed and approved for signature with no acceptance of dedication of streets, roads, or rights-of-way pursuant to Idaho Code section 50-1312 as there are no dedicated streets, roads, or rights-of-way included in the plat.

It shall be the Developer or Developer's representative's responsibility to provide the District with the Book and page number of the final plat recording.

251.03 Review Scheduling Plats will be scheduled for review at a regular or special meeting once all outstanding fees are paid and any required information and materials are submitted. If a special meeting is called, additional fees apply.

251.04 Traffic Impact Studies. A Traffic Impact Study completed by a qualified traffic engineer may be required by a Highway District in conjunction with a Development Application. (See Appendix 2.)

251.05 Development Improvements. As part of its review of a Development Application, the Highway District may identify improvements to a Highway District highway or public right-of-way adjacent to or serving the proposed development. Any construction or reconstruction required in connection with the Development Application shall comply with these Standards.

251.06 A Developer Utility Relocations. All utility relocation costs associated with a Development Application shall be paid for by the Developer.

252. RIGHT-OF-WAY DEDICATION AND PUBLIC RIGHTS-OF-WAY ACQUISITION

Why It Matters:

Dedicating the right-of-way needed for a development ensures there is sufficient space for future roadway improvements, drainage facilities, utilities, maintenance activities, and public access. Securing these property interests during development is generally more efficient and cost-effective than acquiring them after the area is developed.

252.01 Right-of-Way Dedication. Public rights-of-way required in conjunction with a Development Application shall be dedicated to the public in the name of the applicable Highway District. Easements, deeds, or other instruments of conveyance required for roadway, drainage, or utility purposes shall be clearly identified and granted in the form and for the purpose required by the Highway District. Easements shall be perpetual and exclusive unless otherwise authorized in writing by the Highway District.

252.02 Right-of-Way Conveyance. Any public right-of-way created other than by a dedication included on a subdivision plat shall be conveyed to the Highway District by deed, easement, or other written instrument of conveyance in a form acceptable to the Highway District. The instrument shall identify the nature and extent of the interest conveyed and shall include a legal description of the affected property. The property owner shall execute and deliver the instrument to the Highway District for review and consideration by the Board of Commissioners. If the Board

accepts the conveyance, the acceptance shall be reflected in the Board's official minutes and endorsed in writing on the instrument. Following acceptance, the Highway District shall cause the fully executed instrument to be recorded with the Kootenai County Recorder in accordance with Idaho Code § 40-202.

252.03 Adjacent Right-of-Way Dedication. When additional public right-of-way adjacent to a plat is proposed or offered, it shall be dedicated to the public in the name of the Highway District or conveyed to the Highway District, as applicable. The boundary limits of the right-of-way shall be established from record and field evidence and shall be clearly shown and dimensioned on the plat. The right-of-way centerline shall also be shown and dimensioned. If the centerline coincides with a section line or section subdivision line, the plat shall identify and depict it as such.

253. ROADWAY PLANS AND SURVEY INFORMATION

253.01 Engineering Plans. Roadway plans shall be prepared under the responsible charge of, and sealed by, an Idaho licensed Professional Engineer. The plans shall show the roadway plan and profile, drainage facilities, easements, and special design features. Plans shall be of a scale sufficient to show the necessary details and not smaller than one inch equals 50 feet horizontally and one inch equals five feet vertically. The Highway District may require roadway cross sections when necessary to evaluate site conditions or proposed design features.

Each plan submittal shall include the Design Criteria Matrix in Appendix 1 and shall specifically identify every proposed deviation from these Standards. Highway District review or conditional approval of a preliminary plat does not approve a deviation or variance unless it was expressly identified and approved under Section 500. An unidentified or unapproved deviation shall be corrected and may require revision of the roadway plans or plat.

253.02 Monument Preservation. Before beginning work that may disturb a property corner recorded under the Corner Perpetuation and Filing Act, property controlling corner, accessory to a corner, benchmark, monument, or survey control point, the Applicant shall have an Idaho licensed Professional Land Surveyor locate the feature and shall show its location on the engineering plans. The Applicant shall protect each identified feature from disturbance. Any feature disturbed or destroyed by the work shall be re established, restored, or re monumented, as applicable, at the Applicant's expense by or under the direction of an Idaho licensed Professional Land Surveyor. The Professional Land Surveyor shall file any record of survey or corner record required by Idaho law. The Applicant shall provide evidence of the required filing before Development Application approval.

253.03 Survey Information. All survey control, boundaries, right-of-way, easements, legal description, topographic, and other land surveying work submitted to the Highway District shall be performed under the responsible charge of an Idaho licensed Professional Land Surveyor. The Professional Land Surveyor shall select methods, control, verification procedures, and supplemental measurements appropriate for the intended use and accuracies required by these Standards and the applicable professional standard of care. At a minimum:

- The topographic survey shall locate and identify, by legend or other clear means, natural and constructed features material to roadway design, including survey monuments, pavement, drainage features, structures, utilities, and significant vegetation. Trees 6 inches or larger in diameter at breast height shall be individually located when they are within or may materially affect the proposed construction limits, drainage, sight distance, or other design features. In other areas, the limits of significant vegetation may be shown without locating individual trees.
- One-call utility markings, visible utility features, and utilities shown by maps or digital data provided by the utility company shall be shown and identified. The applicant shall be responsible for obtaining utility information necessary for design and construction.
- Underground structures such as manholes, catch basins, drywells, and other similar structures material to the design shall include rim and invert elevations.
- Topographic features may be located using conventional field surveying with a Total Station, GNSS, photogrammetry, LiDAR, or other appropriate technology selected by the Professional Land Surveyor in responsible charge.
- Topographic mapping shall meet the horizontal and vertical accuracy tolerances, accuracy metric, confidence level, and contour interval specified in the Design Criteria Matrix. The Professional Land Surveyor shall report the accuracy achieved, identify material limitations affecting the intended use, and certify compliance with the applicable requirements.
- Topographic survey drawings shall be on sheets consistent in size with the other plan sheets and shall be no smaller than 11 inches by 17 inches.
- The Horizontal Datum shall be NAD 83 (2011), or a successor datum approved by the Highway District, using the Idaho State Plane Coordinate System, West Zone. If ground coordinates are used, the drawings and supporting documents shall identify the scale point, combined scale factor, and method used to convert between grid and ground coordinates.

Why It Matters:

Roadway design decisions are only as reliable as the information they are based on. Accurate surveying and mapping help ensure improvements are designed within available rights-of-way, utility conflicts are identified early, and construction can proceed with fewer delays, disputes, and unexpected costs.

The topographic survey and supporting report shall be signed, dated, and sealed by the Professional Land Surveyor. The report shall identify the control basis, survey methods, verification procedures, achieved accuracy, and material limitations affecting the intended use.

253.04 Plan Submittal. Two (2) copies, One (1) hard copy and an electronic PDF copy of all roadway plans requiring the Highway District's approval must be submitted to the Highway District no less than thirty (30) days prior to a regular or special meeting of the appropriate Highway District.

253.05 Highway District Review. The Highway District shall review the plans and will make the necessary comments or approval in writing to the developer or his engineering representative.

254. DEVELOPMENT CONSTRUCTION TIME PERIOD AND DISTRICT OBSERVATION

254.01 Construction Time Period. Unless otherwise provided in a Road Development Agreement or District approval, roadway improvements shall be completed within two years after the District approves the roadway plans. If the improvements are not completed within that period, the Developer shall obtain an extension from the District before continuing construction. As a condition of extension, the District may require revised plans conforming to the Standards in effect when the extension is granted.

254.02 Construction Observation and Testing. Construction observation and testing shall comply with Section 400 and Minimum Testing Requirements in Appendix 2.

255. HIGHWAY NAMES AND SIGNS

255.01 Highway Names. Proposed highway names shall be submitted to Kootenai County for approval.

255.02 Highway Name Signs. The Developer shall install highway name signs at each new intersection in accordance with the applicable Kootenai County street naming and addressing ordinance requirements and the current edition of the Manual on Uniform Traffic Control Devices.

256. FINANCIAL SECURITY, FEES, AND ROAD DEVELOPMENT AGREEMENTS

256.01 Fees and Costs. The Applicant shall pay the fees and deposits established by the District's then-current fee schedule and shall reimburse the District for any additional costs identified as reimbursable under that schedule or an applicable Road Development Agreement. Recoverable costs may include engineering and legal review, construction observation, inspection, materials testing, and other services obtained or performed by the District in connection with the development. Amounts shall be paid as billed. The District may withhold further review, final approval, release of financial security, or acceptance of improvements until all amounts due have been paid.

256.02 Performance Security. When an Applicant is permitted to record a plat before completing required roadway improvements, the Applicant shall provide financial security in a form acceptable to the District. Unless otherwise provided in a Road Development Agreement for a major subdivision, the security shall equal 150 percent of the engineer's estimated cost of completing the remaining improvements. The District shall be named as obligee or beneficiary and shall have an independent right to enforce or draw upon the security. Security furnished solely in favor of Kootenai County does not satisfy this requirement.

256.03 Warranty Security. Before the District accepts roadway improvements constructed by a Developer, the Developer shall provide a two-year maintenance or warranty bond in a form acceptable to the Highway District. Unless otherwise provided in a Major Road Development Agreement, the bond shall equal 10 percent of the engineer's final cost of

the improvements. The warranty period shall begin on the date the District accepts the improvements.

256.04 Deferred Chip Sealing. When chip sealing is deferred under a Major Road Development Agreement, the Applicant shall provide the payment and financial security required by the agreement. The amount shall be determined by the Highway District or based on an engineer's estimate approved by the Highway District. The Major Road Development Agreement shall include the payment deadline, the conditions for release of security, and the period within which the Highway District will complete the chip seal. Failure to include these terms in a Major Road Development Agreement does not waive them.

256.05 Satisfaction of Roadway Improvement Obligations. Unless the Board approves a different method under this Section, a Developer shall construct the roadway improvements required in connection with the development. A Major Road Development Agreement may establish the timing, security, deferred chip sealing, and other requirements for construction of improvements. For a subdivision consisting of four or fewer lots, the Board may approve a per lot payment in lieu of construction.

256.06 Road Development Agreements.

a. Major Subdivisions. A subdivision creating more than four lots within a five-year period shall enter into a Major Road Development Agreement when required by the Highway District. The agreement shall identify the required roadway improvements, construction deadlines, performance security, deferred chip-seal obligations, warranty security, and other conditions applicable to the development.

b. Minor Subdivisions. For a subdivision consisting of four or fewer lots, the Board may allow a contribution for each newly created lot in lieu of requiring the adjacent highway be brought to current standards. The contribution shall be calculated under the District's current fee schedule and documented in a Minor Road Development Agreement. The agreement shall identify the road for which the contribution is collected, the amount and time for payment, the property securing payment, and any required lien

257. HIGHWAY COMPLETION, OPENING AND MAINTENANCE

257.01 Effect of Plat Acceptance. The District's acceptance of a subdivision plat constitutes acceptance of the public right-of-way dedicated by the plat. Acceptance of the dedication does not constitute acceptance of the constructed improvements, declaration that the highway is open for public travel, or assumption of responsibility for maintenance.

257.02 Request for Final Improvement Approval. After completing the required highway improvements, the Developer shall submit a written request for final highway approval. The request shall include:

a. the Engineer's Statement of Completion and all required supporting documents;

b. payment of all amounts due to the District;

c. evidence that all required construction, testing, corrective work, and record documents have been completed or provided; and

d. any warranty guarantee or other security required by these Standards or the applicable Road Development Agreement.

257.03 Highway District Review. Highway District staff shall conduct a final review of the improvements and advise the Developer of any remaining deficiencies. Staff review, inspection, or recommendation does not constitute acceptance of the improvements, opening of the highway for public travel, or assumption of maintenance responsibility.

257.04 Board Action. Following completion of the applicable requirements, the Board may, by formal action at a regular or special meeting, accept the completed roadway improvements, open the highway for public travel; and place the highway on the District's maintained road schedule

258. PRIVATE IMPROVEMENTS WITHIN UNOPENED PUBLIC RIGHTS-OF-WAY

258.01 Public Use Distinguished from Improvement. A public right-of-way is open to lawful public use as provided by Idaho Code § 40-117(10). The right to use a public right-of-way does not authorize any person to clear, grub, excavate, grade, fill, drain, widen, surface, pave, construct within, or otherwise alter or improve the right-of-way.

258.02 Permit Required. No person shall perform or cause work within an unopened or non-maintained public right-of-way without first obtaining a Right-of-Way Use Permit from the District. The permit shall identify the affected right-of-way, the extent and nature of the authorized improvements, the parcels and uses to be served, the applicable construction standards, and any additional conditions imposed by the District.

258.03 Limited Private Access. The District may authorize improvement of an unopened or non-maintained public right-of-way as a private road or driveway encroachment when the improved portion will provide access to no more than four parcels. Approval is discretionary and shall depend upon the physical condition of the right-of-way, anticipated traffic, drainage, terrain, sight distance, emergency access, effects on adjoining property, and other considerations affecting public safety and the District highway system.

258.04 Cumulative Parcel Count. In determining the number of parcels served, the District shall count all parcels obtaining vehicular access over any portion of the route between the nearest maintained highway and the proposed access. Separate applications, permits, ownership interests, or phases shall not be used to avoid the four-parcel limitation.

258.05 Change in Use. A Right-of-Way Use Permit authorizes improvements only for the parcels and uses identified in the permit. Further division of an identified parcel, extension of the improved route, provision of access to an additional parcel, or a material increase in the type or intensity of traffic constitutes a change in use under the applicable Access Management Ordinance. The existing permit does not authorize access serving a newly created or additional parcel unless the District approves an amended or new permit.

258.06 Five or More Parcels. An improvement intended or proposed to provide access to five or more parcels shall be reviewed as a roadway serving development rather than as a private road or driveway encroachment. The District may identify the roadway improvements necessary to serve the proposed development. Any improvements required in connection with the permit for of use of the right-of-way shall be designed and constructed in accordance with these Standards and any applicable Road Development Agreement.

258.07 Construction Standard for Limited Private Access. An improvement authorized under Section 253.03 shall be constructed to the Non-Maintained Gravel Roadway Standard or another standard specified in the permit. The District may require improvements along the route between the nearest maintained highway and the farthest parcel served when necessary for safe and adequate access.

258.08 Private Maintenance. The permittee and owners of the parcels served shall be solely responsible for the construction, repair, drainage, snow removal, and maintenance of the permitted improvements. When more than one parcel will be served, the District may require a recorded maintenance agreement in a form acceptable to the District.

258.09 No Opening or Acceptance. Issuance or recordation of a permit, construction or inspection of improvements, and private or public use of the right-of-way do not constitute an opening of the right-of-way under Idaho Code § 40-202 or acceptance of the road or improvements into the District's maintained highway system. Unless the Board of Commissioners expressly takes such action, the Highway District assumes no obligation to construct, reconstruct, repair, maintain, sign, plow, or otherwise service the right-of-way or improvements within it.

258.10 Notice and Recordation. The Right-of-Way Use Permit shall be recorded against each parcel authorized to obtain access over the permitted improvement. The permit shall provide notice that it authorizes access only for the identified parcels and uses, that additional or intensified use requires further District approval, and that the District has not opened or accepted the road for maintenance.

258.11 Unauthorized Work. A person who performs or causes work within a public right-of-way without the required permit shall, at that person's expense and as directed by the Highway District, stop the work and remove, reconstruct, repair, or otherwise correct the unauthorized work and any resulting damage. The District's knowledge of, inspection of, or failure to prevent unauthorized work does not constitute authorization or acceptance and does not obligate the District to repair, correct, maintain, or preserve the work.



SECTION 300 - DESIGN CRITERIA

Section 300 explains the design standards used to shape safe, reliable, and well built roads throughout Kootenai County. It outlines the basic rules for how roads are classified, how wide they should be, how they should curve and slope, and what features—like drainage systems, signs, guardrails, bridges, and bike or pedestrian paths—may be needed to keep people safe.

These standards provide a framework for building each road, whether in a neighborhood, in the country, or part of a major route, using consistent practices and nationally recognized safety guidelines. By following these requirements, developers and engineers help the Highway Districts create roads that work well for drivers, walkers, bike riders, emergency responders, and future maintenance crews.

This section is generally divided as follows:

- Sub-Sections 301-304: Geometric Design Criteria
- Sub-Sections 305-306: Sight Distance and Cross-Sections
- Sub-Sections 307-308: Drainage and Structural Requirements
- Sub-Sections 309-312: Traffic Control and Multimodal Facilities

301. GENERAL DESIGN CRITERIA

301.01 All designs shall be based on criteria listed in the Highway Standards for the Associated Highway Districts (AHDS). The AHDS are based on the manuals and references listed below and are referenced throughout Section 300. In the event of a conflict, the Highway District Standards shall take precedence. Prior to designing any roadway, the Design Criteria Matrix (Appendix 1) must be completed by a qualified engineer and submitted to Highway District to demonstrate conformance with the AHDS. Any variance from these Standards and/or use of other standards or design criteria must be submitted and reviewed in accordance with Section 500 of these Standards prior to use.

- AASHTO A Policy on the Geometric Design of Highways and Streets
- AASHTO Roadside Design Guide
- AASHTO Bridge Design Manual
- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO Manuals as appropriate and not listed herein
- Idaho Department of Environmental Quality (IDEQ), Stormwater Best Management Practices
- Idaho Transportation Department (ITD) Standard Drawings & Standard Specifications
- ITD Traffic Manual
- Idaho Standards for Public Works Construction (ISPWC) Standard Specifications and Standard Drawings
- Local Highway Technical Assistance Council (LHTAC) Manuals
- MUTCD (Manual on Uniform Traffic Control Devices)
- Public Right-of-Way Accessibility Guidelines (PROWAG)

302. ROADWAY CLASSIFICATION

302.01 Roadway classification affects design width, speed, drainage and other design elements. All roadways within each Highway District shall be classified in accordance with the current version of the Federal Highway Act. All roads shall be classified as Principal Arterial, Minor Arterial, Major Collector, Minor Collector, or Local Residential Roads.

303. PUBLIC RIGHT-OF-WAY

303.01 Arterial routes shall have a right-of-way between 80 and 120-feet in width.

303.02 Collectors shall have a right-of-way width of between 60 and 120-feet.

303.03 Local residential roads shall have a right-of-way width of between 60 and 80-feet.

303.04 Right-of-way for future connectivity of local public roads shall be provided. Additionally, roads providing access to 30 or more properties shall have multiple points of access from another public roadway.

Why It Matters:

Adequate right-of-way preserves space for future roadway improvements, drainage facilities, utilities, and maintenance activities. Securing needed right-of-way during development is often far less costly than acquiring it after development occurs

303.05 All routes and cul-de-sacs shall include additional right-of-way or easement as needed to accommodate cut and fill sections. There shall be a perpetual and exclusive minimum 10-foot roadway, drainage, and utility easement granted to the Highway District on each side of the right-of-way in addition to the right-of-way widths required. Cul-de-sacs shall have a minimum right-of-way radius of 60-foot with additional right-of-way or easement as needed to accommodate snow storage area. Cul-de-sacs of a temporary nature may be allowed providing each right-of-way is shown on the plat and approved by the Highway District. A standard cul-de-sac layout is shown in Appendix 1.

Why It Matters:

A snow storage area is needed at the turnaround to provide a designated area for plowed snow while keeping the turnaround clear and fully accessible for vehicles.

303.06 All intersecting rights-of-way lines at road intersections shall be connected by a curve having a minimum radius of 30 feet. All intersecting rights-of-way lines at cul-de-sac bulbs and private driveway approaches shall be connected by a curve having a radius of 20 to 30 feet or as directed by the Highway District.

304. ALIGNMENT AND PROFILE

304.01 Centerline horizontal and vertical alignments and superelevation rates must comply with latest edition of *AASHTO's Policy on Geometric Design of Highways and Streets* (Green Book), based on the agency's designated roadway classification and speed. Design engineers must also place the centerline profile of roads above the surrounding ground in flat and rolling terrain, as defined in these Standards.

Why It Matters:

Horizontal and vertical alignment decisions affect roadway safety, snow removal operations, drainage performance, maintenance costs, and emergency vehicle access.

304.02 Design speed will be defined by master plan documents, Director, or the provisions of Idaho Code Title 49, which established statutory speed limits and authorizes local agencies to modify speed limits based on engineering and traffic investigations and roadway conditions. If defined by AASHTO Green Book, the design speed shall be selected using the appropriate minimum design speed table based on roadway functional classification, terrain, design vehicle volume, and rural or urban context, and must be approved by the Highway District.

304.03 Vertical grades must range from a minimum 0.5% to a maximum 6% for all roadway classifications, whether urban or rural. On local roads and collectors in mountainous terrain (see definition in Section 150), vertical grades exceeding 6% may be considered with prior District approval through the varience process (See Section 500). Roadway alignments must prioritize safety and long-term maintenance and should not be placed on steeper portions of a property solely to justify the use of a Mountainous Terrain standard. Where Mountainous Terrain cannot reasonably be avoided, the Director may allow for vertical grades up to 10%.

304.04 Vertical crest and sag curves must conform to the AASHTO Green Book for the roadway design speed. See K-value definition in 305.02.

304.05 Superelevation rates and minimum centerline radii must conform to the current AASTHO Green Book table for Minimum Radii for Design Superelevation Rates, Design Speeds, and

emax = 6%, using Superelevation Distribution Method 5. Method 5 shall be used for all roadway classifications unless specifically permitted below.

Superelevation Distribution Method 2 may only be used on local roadways with design speeds of 25 mph or less and with frequent driveway access and urban-type development patterns, such as subdivisions with predominantly lots less than 1-acre in size.

- Where Method 2 is used, superelevation rates and minimum radii may utilize the AASHTO Green Book table for Minimum Radii for Low-Speed Streets in Urban Areas. When using Superelevation Method 2, the maximum applied superelevation rate shall not exceed 2.0 percent.

304.06 Approach skew angle (See Section 150 for definition) – must be between 75-degrees and 90-degrees.

304.07 Where future conditions prohibit a signalized intersection, stop controlled intersections may interpolate design speed, referencing AASHTO, to a stop condition.

304.08 Where development occurs within an Area of City Impact or High-Density Residential Zoning, the District will defer to City Roadway or AASHTO Urban Design Standards.

305. STOPPING AND PASSING SIGHT DISTANCE

305.01 The stopping and passing sight distances and crest and sag vertical curves shall have sufficient lengths to conform to the AASHTO Green Book for the designated design speed.

305.02 K-value is a coefficient by which the algebraic difference in grade may be multiplied to determine the length in feet of the vertical curve, which will provide minimum sight distance or passing distance.

305.03 According to the AASHTO Green Book (latest edition), the following values are assumed in sight distance design:

a. Driver's eye height: 3.50 feet for computation of stopping sight distance and passing sight distance.

b. Object height: 3.50 feet for computation of passing sight distance and 2.00 feet for computation of stopping sight distance.

c. Perception/reaction time: assumed equal to 2.5 sec(s) for stopping sight distance.

306. ROADWAY CROSS SECTION

306.01 The Roadway Standard Drawing sheets in Appendix 1 depict the cross-section characteristics for arterial, collector, and local residential roads. The pavement width is exclusive of the pavement requirements for bike/pedestrians, for paved shoulders, or widening on corners. The pavement width for the class of road will be set by the individual Highway District. The individual Highway District may also require bike/pedestrian paths, paved shoulders and/or pavement widening on corners (on narrow roads, on tight radius curves, or on roads with 5 percent or greater truck traffic).

306.02 Curb and gutter section d may be required on subdivisions with a density equal to or greater than one home per acre. Individual Highway Districts shall make that determination at the time of Plat Review by the Highway District and roadway sections will reference nearest and/or most applicable City standards.

306.03 Bicycle and pedestrian paths, new and extensions, may be required by the Highway District for new developments and on major roadway reconstruction projects in accordance with Highway District, Kootenai Metropolitan Planning Organization, Idaho Transportation Department, and local City Master Plans.

306.04 All bike and pedestrian projects should be designed to meet Americans with Disabilities Act (ADA) accessibility standards and American Association of State Transportation Officials (AASHTO) *A Policy on Geometric Design of Highways and Streets* (Green Book) guidelines whenever possible.

307. DRAINAGE

307.01 All work within a public right-of-way or on adjacent land that drains to public right of way shall comply with all applicable federal, state, and local stormwater rules and regulations. All work within a public right-of-way shall comply with the stormwater requirements of the respective Highway District.

Why It Matters:

Improper drainage is one of the leading causes of premature roadway deterioration.

307.02 All drainage for the development shall be designed by a Professional Engineer licensed in Idaho. Drainage plans shall be reviewed and approved by the Highway District in conjunction with the roadway plans. The minimum design storm for culvert sizing will be the 50-year event unless otherwise directed by the District. Culverts must be sized to accommodate the design storm to provide adequate drainage capacity, protect roadway infrastructure, and maintain safe roadway operations during storm events. Any disruption of the normal drainage pattern of the area to be developed must have special consideration to facilitate future drainage of this area. It shall be the responsibility of the Developer to secure a Grading Permit from Kootenai County and to comply with the following requirements from the Highway Districts:

a. Permittees shall cover the cost for monitoring any/all stormwater discharge.

307.03 Roadway drainage culverts shall be corrugated galvanized steel, corrugated aluminized steel, polymer coated steel or corrugated high-density polyethylene pipe (HDPE) Type C (Corrugated) or Type S (Smooth) with approval from the Highway District. At the discretion of the Director, soil and water lab testing may be required to confirm pH and resistivity. HDPE pipe specifications must be submitted with bury and cover details to the Highway District for approval.



Corrugated metal pipe shall have 2 2/3 inch x1/2-inch corrugations. Culverts or multiple installations larger than 36 inches in diameter or any

structure under fills greater than 5 feet in height shall be designed by a Professional Engineer licensed in the State of Idaho.

All culvert installations shall be in accordance with the manufacturer's requirements. Provide a copy of the installation requirements to the Highway District for review and approval prior to culvert installation. Special ditch grading may be required for culverts over 12 inches in diameter and for polyethylene culverts to maintain the cover and the flow line.

307.04 Culverts under all roadways shall be a minimum of 18 inches in diameter until a length of 70-feet is reached. All culverts over 70-feet in length shall be 24-inches or more in diameter as required to accommodate the design flow. Culverts under driveway approaches shall be a minimum diameter of 12 inches, and a minimum length of 40 feet (or as directed by the Highway District). Culverts 18 inches in diameter and greater require aprons.

307.05 All necessary drainage easements for maintenance of drainage paths and structures shall be shown and recorded on the plat. Drainage easements necessary for draining stormwater across private property shall be shown on the plat with language requiring the underlying property owner to maintain said easement in a manner that will not impede or change the water conveyance.

307.06 Disruption of natural drainage paths and subsequent use of the roadway ditch to convey the natural drainage will not be acceptable.

307.07 Drywells may be required at the discretion of the Director. If required, drywells will be constructed to the standards as shown in Appendix 1. It shall be the responsibility of the Developer to secure all permits and pay all fees for installation of the drywells.

307.08 When a curb and gutter roadway section is proposed, a complete storm sewer system must be designed and constructed under the supervision of a Professional Engineer licensed in the State of Idaho.

307.09 The increase in runoff rate generated by developments shall comply with any and all applicable Kootenai County ordinances. The developer shall be responsible for obtaining all necessary permits. Copies of all permits must be submitted with improvement plans for review by the Highway District. Perpetual maintenance of the stormwater by the development must be on file at the Highway District before a development or a final plat can be formally reviewed and/or accepted.

308. STRUCTURES

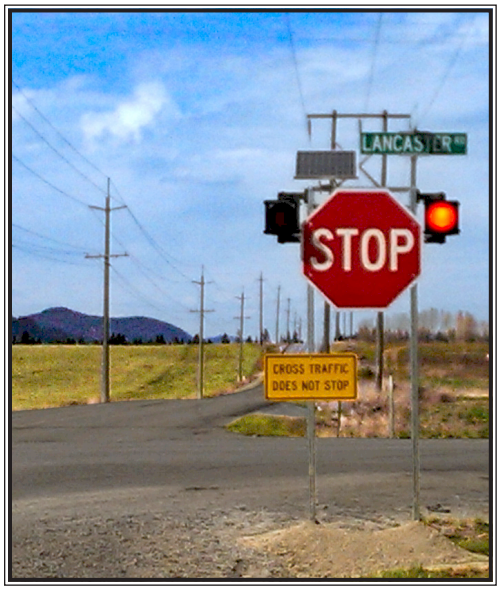
308.01 Bridge structures, structures 20 feet in length or longer, shall be designed in accordance with 1) *"Standard Specifications for Highway Bridges"*, latest edition, with supplements thereto prepared by the American Association of State Highway and Transportation Officials and 2) *Idaho Transportation Department Bridge Design Manual*, latest edition. The minimum width of a bridge structure from the face-to-face of curb or the face-to-face of the guardrail or bridgerail should match the width of the approach roadway guardrail. Only structures of steel or reinforced concrete shall be used.

Why It Matters:

Bridges and retaining walls are often among the most costly transportation assets to construct and maintain. Sound design protects public safety while reducing long-term ownership costs.

308.02 Retaining walls shall be reinforced concrete, bin walls, or concrete crib walls or other approved retaining wall system. All retaining wall structures shall be designed by a Professional Engineer licensed in the State of Idaho and shall be approved by the applicable Highway District prior to construction.

309. SIGNING, TRAFFIC CONTROL, AND CONSTRUCTION



309.01 All construction traffic control and permanent signing shall be included in the design plans, shall be in conformance with the Manual on Uniform Traffic Control Devices (MUTCD) latest edition, and be installed by the developer in accordance with the MUTCD.

309.02 Sign-posts shall be metal square tubing Type E-1 with Type E-1 anchor post sleeve or 4 x 4 treated wood to be decided by each Highway District. See Appendix 1 for standard drawing.

309.03 Special signing requested by other agencies or adjacent landowners shall meet MUTCD standards and shall be approved by the Highway District. Signs and posts placed within the clear zone shall not be constructed in a manner that creates a safety hazard.

310. GUARDRAIL

310.01 Guardrail may be necessary in certain areas depending upon the warrants for protecting the traveling public. The Highway District reserves the right to determine the need for guardrail under each separate circumstance. The warrants for determining the need for guardrail shall be made using the *Idaho Transportation Department Design Manual* or using the American Association of State Highway and Transportation Officials (AASHTO) *Roadside Design Guide for Selecting, Locating, and Designing Traffic Barriers*, latest edition.

310.02 The type of guardrail to be installed shall be approved by each individual Highway District as the location dictates.

311. PAVEMENT MARKINGS



311.01 Each Highway District will determine where pavement markings will be required. Should centerline markings or other pavement markings be required, they will be constructed in accordance with the *Manual on Uniform Traffic Control Devices for Streets and Highway*s, latest

edition. The spacing, location, and width of markings will be determined on an individual basis by the appropriate Highway District. Paint quality shall meet the same requirements as specified by the Idaho Transportation Department for their pavement markings.

312. BICYCLE AND PEDESTRIAN PATHWAYS



312.01 Alternative forms of transportation, including walking, bicycle riding, and bus transportation are encouraged. Each Highway District will consider each of these forms of transportation when reviewing a new development or road improvement project. Improvements to extend routes or provide additional linkages or safety will be evaluated as necessary to meet adjacent City Master Plans, Kootenai Metropolitan Planning Organization's (KMPO) Regional Transportation Master Plan or other adopted plans.

313. APPROACHES

313.01 Turn lanes, traffic signals, and other traffic control features in new developments shall be designed by a licensed Professional Engineer registered in Idaho.

Why It Matters:

The majority of roadway conflicts occur where vehicles enter, exit, or cross traffic. Proper access spacing and turn lane design improve safety while maintaining roadway mobility for all users

a. For Safety, turn lanes shall be installed at all new or modified approaches (including driveways – see Section 350) based on the following traffic volumes:

RIGHT TURN LANES[1]		LEFT TURN BY-PASS LANE[2]		LEFT TURN LANE[2]	
Through Volume, vph[3]	Turn Volume[4]	Opposing Through Volume, vph	Turn Volume	Opposing Through Volume, vph	Turn Volume
200	5	50	5	200	5
				100	5>19
				50	20 or more

1. Source, NCHRP Report 279, Table 4-7 (Idaho)

2. Source, NCHRP Report 745, Table 1

3. 10% of the Average Daily Traffic Volume.

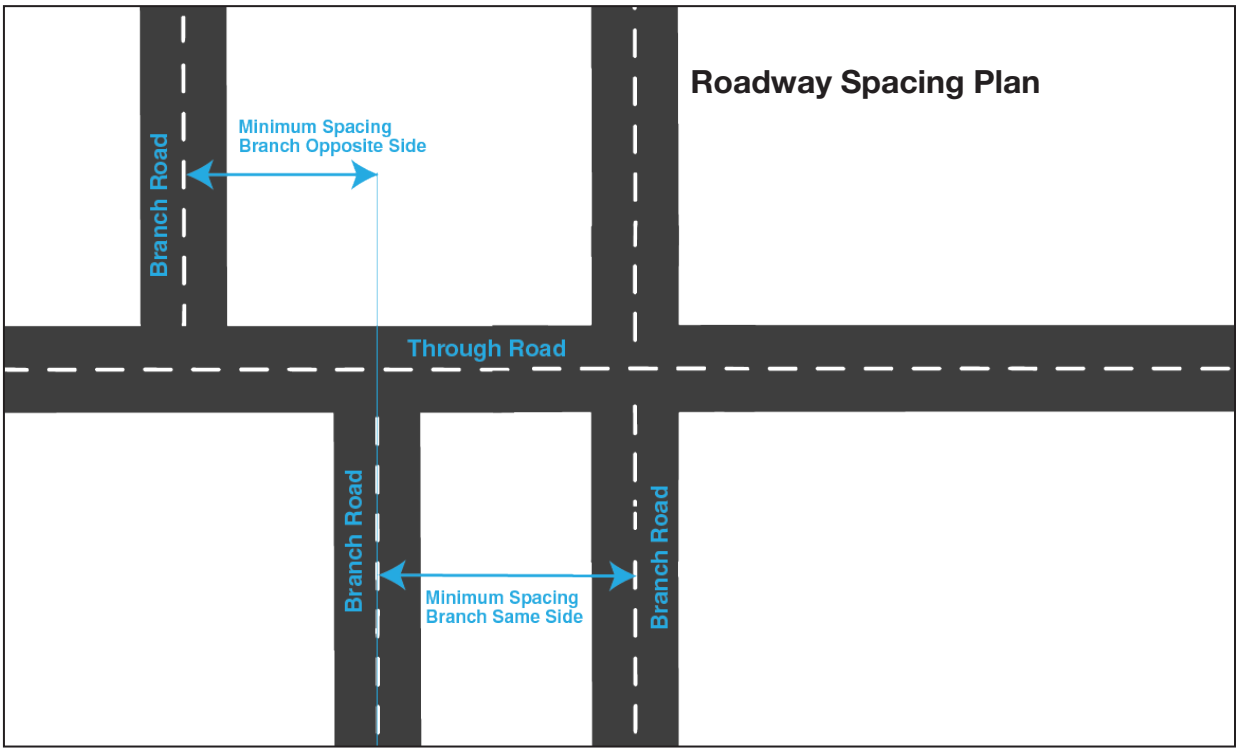
4. 10% of the total estimated Home-Based Trips

Turn lane warrants shall be performed for baseline and all future scenarios.

See the current ITD Traffic Manual for turn lane layout and pavement markings requirements.

Approach trip generation shall be based on current edition of the ITE Trip Generation Manual.

313.02 Roadway Spacing: See Table below for roadway spacing requirements on rural roadways.



Rural Roadway Spacing Table

Through Road	Branch Road	Minimum Spacing Branch on same side of Through Road	Minimum Spacing Branch on opposite side of Through Road
Major Arterial	Arterial	5,280	5,280
	Collector	2,640	2,640
	Local	No Direct Access	No Direct Access
Minor Arterial	Arterial	2,640	2,640
	Collector	1,320	1,320
	Local	No Direct Access	No Direct Access
Major Collector	Collector	1,320	660
	Local	660	330
Minor Collector	Collector	1,320	660
	Local	660	330
Local Road	Local	660	330

For Urban Spacing within an ACI, defer to City Requirements



SECTION 350 - DRIVEWAYS

The purpose of access management is to preserve roadway safety and mobility while providing reasonable access to adjoining properties. Section 350 establishes the requirements for driveways and private access connections to public roads in Kootenai County. Because driveways connect directly to the public roadway system, their location, design, and construction can affect traffic safety, drainage, maintenance, and future roadway operations. This section explains permit requirements, spacing standards, design criteria, and site plan information needed for residential, commercial, and industrial access. By following these standards, property owners and developers help protect the community's roadway network and support safe, efficient travel for all users.

- Sub-Section 351 Approach Permit and Site Plan Requirements
- Sub-Section 352 Residential Driveway Requirements
- Sub-Section 353 Commercial/Industrial Driveway Requirements
- Sub-Section 354 General Driveway Requirements

351. APPROACHES AND SITE PLAN REQUIREMENTS

351.01 Approach Permit. Approaches are regulated by the Highway District's Access Management Ordinance. Approaches onto District roads shall be designed and constructed to provide forward vehicular movement for ingress (entering the property) and egress (existing the property) to the adjacent properties.

351.02 Site Plan Requirements. An Approach Permit application shall include a site plan containing sufficient information for the Highway District to evaluate the proposed approach and its relationship to the lot, driveway, proposed or existing structures, District highway, and public right-of-way. The site plan shall meet the following requirements:

351.02.a Required Site Plan Components



- A 20-foot minimum, 30-foot maximum curve radius on edge of the driveway from the edge of the roadway pavement. All of the driveway, including the radius, shall be within the extension of the lot line or property line.
- A cross-section of the driveway within the Highway District right-of-way showing driveway width, ditch section, maximum slopes for grading, maximum slope heights and erosion control measures to be used on the slopes.
- The site plan shall show the location of the house and garage and/or parking pad with dimensions from side, front, and rear lot lines as well as showing the existing and/or planned location of the highway improvements, the traveled way, the rights-of-way lines, lot lines, existing approaches, and proposed approach location.
- The site plan shall show the proposed location of the mailbox and mailbox turnout area.

351.03 Traffic Operations. An approach must be positioned in a manner that does not unnecessarily disrupt or endanger the smooth flow of vehicular or pedestrian traffic, nor create congestion.

351.04 Driveway Location. An approach should be placed only where roadway alignment and grade conditions are suitable—avoiding sharp curves, steep slopes, or locations with insufficient sight distance for safe traffic movement. In addition, driveways must not be situated where they would limit, obstruct, or compromise the proper installation or operation of traffic control signs, signals, lighting, or other related devices. Approaches on opposite sides of the road shall either align directly across from each other or be sufficiently spaced so vehicle turning movements don't conflict (see section 354.04).

351.05 Variances. If unusual conditions prevent approach locations as specified above, the Applicant may request special consideration to the Director for review and approval or through the Variance process outlined in Section 500.

351.06 Concrete Approaches. Concrete approaches are only allowed when the adjacent roadway has curb and gutter.

Why It Matters:

A driveway may appear small, but every driveway creates a traffic conflict point. Proper placement, spacing, and design help protect both the property owner and the traveling public.

352. RESIDENTIAL DRIVEWAY REQUIREMENTS

352.01. Residential driveways shall have a minimum width of 20-ft to a maximum of 32-ft, driveway widths shall not exceed 40% of the lot width without prior approval from the Director. Driveway surfacing must match the existing roadway surface. For driveways adjacent to asphalt roadways, the asphalt must extend to the right-of-way but in no case shall the asphalt extension beyond the edge of traveled way be less than 10-ft.



353. COMMERCIAL/INDUSTRIAL DRIVEWAY REQUIREMENTS

353.01 Commercial and industrial driveways shall have a minimum paved width of 30 feet and maximum of 40 feet. The ingress lane must be a minimum of 18-feet wide and the egress and a minimum of 12-feet wide. For approaches serving primarily truck traffic, the radii must be adequate to accommodate the truck turning movements and the maximum approach width shall be 40-feet. See Appendix 2 for additional grade requirements.

354. GENERAL DRIVEWAY REQUIREMENTS

354.01 Sediment and Erosion Protection. A standard stabilized construction entrance and the requirement that Best Management Practices (BMP) are in place to protect the Highway District rights-of-way from stormwater, sedimentation, and erosion from construction zones. Site Plans should show stormwater drainage direction pre- and post-construction. Additionally, erosion and sedimentation controls, culvert locations, sheet flow direction, and conveyances should be clearly noted and provided to the Highway District with jurisdiction as part of the Approach Permit.

354.02 Culverts. For information on culverts under driveways, see Section 307.03.

354.03 Traffic Control Features. For driveways or approaches that require turn lanes, traffic signals, or traffic control features see Section 313.

354.04 See table below for driveway spacing recommendations on rural roadways.

Rural Driveway Spacing Recommendations on Arterials and Collectors

Minimum Driveway Spacing From:

Roadway Classification	Signalized Intersection (Present or Future)	All-Way Stop Controlled Intersection	Other Driveways
Major Arterial	Limited Access per Ordinance	Limited Access per Ordinance	Limited Access per Ordinance
Minor Arterial	330 (RIRO); 660 (Full Movement)	330	330
Major Collector	220 (RIRO); 440 (Full Movement)	330	330
Minor Collector	220 (RIRO); 440 (Full Movement)	330	330

Rural Driveway Spacing Recommendations on Local Roads

Minimum Driveway Spacing From:

	Arterial or Collector Intersection	Local Street Intersection	Other Driveways
Local Road	155*	75	Based on site conditions (See 351.03, 351.04, 351.05 and SD-2)

Commercial, industrial, and residential driveways serving five or more dwelling units, accessing a major arterial shall be restricted to right-in/right-out movements only. Raised median islands shall be provided to prohibit left-turn ingress and egress movements.

On undivided roadways, driveways on opposite sides of the roadway should be aligned whenever possible. If alignment cannot be achieved, driveway spacing should provide a minimum offset of 165 feet between two minor traffic generators and 330 feet between two major traffic generators.

The driveway spacing values shown in these tables are the recommended access management standards and shall be used when feasible. Applicants proposing spacing that does not meet these values shall demonstrate that the recommended spacing cannot reasonably be achieved due to site constraints or other unique conditions. Approval of reduced spacing is subject to the Directors review and approval or a variance, as outlined in these standards.

Access on designated Critical Arterial Corridors shall be consistent with the Kootenai Metropolitan Planning Organization (KMPO) Critical Arterial Corridor Policy and applicable access management requirements.

**For driveways located on the approach side of a local road intersecting an arterial or collector that has a posted speed limit of 35 mph or greater, the minimum spacing between the driveway and the intersection (measured center to center) shall be the AASHTO stopping sight distance corresponding to a speed 10 mph less than the posted speed limit of the adjacent arterial or collector roadway.*



SECTION 400 - CONSTRUCTION STANDARDS

Section 400 explains the construction standards that must be followed when building new roads or improving existing ones in Kootenai County. These rules make sure that roads are built safely and correctly from the very beginning—starting with clearing the ground, preparing the soil, placing rock layers, and installing the final pavement surface. By following these steps, contractors help ensure that new roads will last, drain properly, and stay safe for the traveling public. This section also describes the types of materials that must be used, how they should be tested, and when the Highway District needs to inspect the work. These requirements help prevent future problems like potholes, settling, cracking, or drainage failures. In short, Section 400 ensures that every road built within the Highway Districts meets consistent quality standards and performs well for years to come.

401. GENERAL

401.01 Construction work requiring observation must be scheduled with a minimum 24-hour notice during the District's normal working hours (which may vary between summer and winter). Additional section-specific requirements build upon this standard.

401.02 Construction acceptance requires documentation of Minimum Testing Requirements as outlined in Appendix 2.

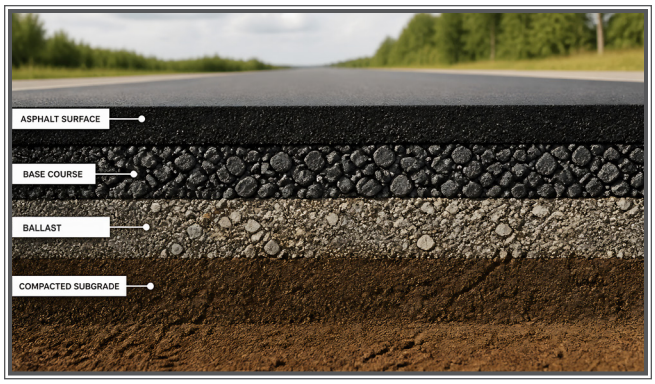
402. CLEARING AND GRUBBING

402.01 All stormwater and sediment control measures shall be in place and reviewed by the Highway District or their representative prior to any ground-disturbing activity.

402.02 Clearing and grubbing shall consist of the removal and disposal of all organic and other deleterious material from the road section. All material removed under clearing and grubbing shall be disposed of off the right-of-way and in compliance with the State and Local permits.

402.03 All denuded areas shall be hydroseeded at the end of the project.

403. SUBGRADE



403.01 The subgrade shall consist of natural materials no larger than 6 inches remaining after clearing and grubbing is performed and good construction material is remaining. The determination of the extent to which topsoil shall be removed shall be left to the discretion of the Director or their designated representative for the Highway District, who may require soil and compaction test results to document the acceptability for construction.

403.02 In solid rock excavation, the solid rock shall be excavated 6 inches below the finished subgrade elevation and backfilled with approved granular material.

403.03 Unstable subgrade conditions shall be remedied by subexcavation and backfilling with approved granular material under the direction of the Director or their designated representative. Geotextile fabric or additional drainage may be required by the Director or their designated representative if unstable subgrade conditions cannot be remedied to their satisfaction. The subexcavated surface shall be observed by the Director or their designated representative prior to the placement of any embankment or backfill material.

403.04 All construction shall be controlled by slope stakes or grade stakes that have been placed by a Professional Engineer or Surveyor licensed in the State of Idaho prior to the construction operations. Said slope stakes shall conform to the Typical Slope Stake Installation Method shown in Appendix 1. The Contractor may request approval for alternate methods of establishing grade control with wire lines, GPS or laser-controlled grading equipment, or other suitable methods. Slope or grade stakes are still required to verify computer-controlled grading equipment.



403.05 Subgrade shall be compacted to a density no less than 95 percent of an AASHTO T-180 Modified Proctor Density. All utility work within the road prism in fine grained soils (ML, CL, MH, CH, SM, GM, SC, GC) require fill to be placed in 12-inch maximum lifts only, tested at the time of placing and compacting, placement of material and compaction within 2 percentage points of optimum moisture and observed and tested with a full-time technician or engineer.

403.06 The subgrade shall be observed and approved by the Director or their designated representative prior to placing any ballast on the subgrade.

Prior to requesting observation of the finished subgrade, grade stakes set to finished subgrade elevation shall be in place on 50-foot stationing at centerline and shoulders unless a variance is granted and all compaction test reports submitted to the Highway District.

403.07 If fill material is used to bring the road structure up to subgrade elevation, fill material shall be 6-inch minus from Highway District approved sources. Material shall be granular aggregate or soil material free of organic or deleterious material capable of being compacted to subgrade density without pumping or rutting.

404. BALLAST

404.01 The ballast material shall be run through a crushing plant. Material that has only been screened will not be accepted. Base material may be substituted for ballast at Director discretion, meeting base material testing and placement requirements. The material shall be durable and shall meet the following gradations and testing requirements:

Why It Matters:

Proper road foundations reduce rutting, settlement, and long-term maintenance expenses.

SIEVE SIZE	% PASSING
4”	100
3”	98-100
2”	90-100
3/4”	70-90
#4	25-40
#200	5-9

CHARACTERISTIC	TEST METHOD	REQUIREMENT
Sand Equivalent	Modified Alternate Method No. 2 Pre Wet	If 5.0% or more of the material passes the No. 200 sieve Sand Equivalent is not required if less than 5.0% passes the No. 200 sieve
Fractured face	IdahoT-71	50% of aggregate retained on the No. 4 sieve shall have at least one fracture face

404.02 The ballast material shall be constructed in layers not to exceed 8-inches in thickness and shall be compacted using mechanical methods to at least 95 percent of the AASHTO T-180 Modified Proctor Density.

404.03 Observation of the ballast is necessary by the Director or their designated representative prior to the placing of base material. Prior to requesting observation of the finished ballast, compaction testing results must be submitted, and red top stakes set to finished ballast elevation shall be in place on 50-foot stationing at centerline and shoulders.

405. BASE

405.01 The crushed aggregate for the base course shall be 4-inches in depth after it has been compacted and shall comply with the following gradations and testing requirements:

SIEVE SIZE	% PASSING
1”	100
¾”	90-100
#4	40-65
#8	30-50
#200	3-9

CHARACTERISTIC	TEST METHOD	REQUIREMENT
Los Angeles Abrasion	AASHTO T-96	35% maximum loss
Sand Equivalent	AASHTO T-176 Modified Alternate Method No. 2 Pre Wet	30 minimum If 5.0% or more of the material passes the No. 200 sieve. Sand equivalent is not required if less than 5.0% passes the No. 200 sieve
Fractured face	Idaho T-71	60% off aggregate retained on the No. 4 sieve shall have at least one fracture face

405.02 The material shall be laid in one or more layers to develop the compacted depth of 4 inches minimum. Material shall be mechanically compacted by rolling to 95 percent of the AASHTO T-180 Modified Proctor Density. Care shall be taken to place the aggregate material in such a manner that it will have a uniform mixture throughout.

405.03 The finished base material must be observed and approved by the Director or their designated representative prior to placing the surface course.

Prior to requesting observation of the finished base material compaction testing results must be submitted, blue top stakes will be set to finished base elevations at 50-foot stationing on curves and on tangents at centerline and shoulders.

The finished base course surface shall be more than 1/2 of an inch below the edge of a straightedge 10-foot in length laid parallel to or perpendicular to the centerline of the roadway. In addition, the finished grade shall not deviate more than 1/4 of an inch at any point from the staked elevation, and provided further, the sum of the deviations from two points not more than 30 feet apart shall not exceed 1/4 of an inch.

Should patching of the base course be necessary in order to meet the above tolerances, it shall be performed using methods and aggregates approved by the Director or their designated representative.

406. SURFACING

> ***Why It Matters:***
>
> *The asphalt surface is the public's most visible investment, but its performance depends heavily on proper placement, compaction, and quality control during construction.*

406.01 The surface type shall be hot mix asphalt concrete.

406.02 Equipment used for asphalt construction regardless of the type of surface treatment shall meet ITD's requirements in the current Standard Specifications for Highway Construction.

406.03 Hot Mix Asphalt Concrete

a. The hot mix asphalt concrete surfacing shall be one or more courses of Superpave Hot Mix Asphalt (HMA) in accordance with these Standards and in reasonably close conformity with the lines, grades, thicknesses, and typical cross sections shown on the project plans. The mix used for the HMA must be an approved asphalt mix design. Mix design characteristics must be submitted and approved by the applicable Highway District prior to its use. HMA shall meet the following requirements and shall be subject to the review of the applicable Highway District.



b. References

1. ITD Current Standard Specifications for Highway Construction – Current version
2. AASHTO Standard Specifications for Transportation and Methods of Sampling and Testing
3. WAQTC TM 8 – In-Place Density of Bituminous Mixes Using the Nuclear Moisture-Density Gauge

c. Materials

1. HMA shall be ITD SP3, ½-inch, designed in accordance with ITD Standard Specifications for Highway Construction, current edition.
2. Mix Design:
   - i. The Contractor shall provide mix designs to the Highway District for review.
   - ii. The Contractor's mix design shall develop the job mix formula for the project using an ITD-qualified laboratory and shall be stamped by a Professional Engineer licensed in the State of Idaho.
   - iii. Mix designs shall be developed by an individual holding an ITD Superpave Mix Design Technician qualification and shall be submitted to the Highway District for review.
   - iv. Mix designs may also have to be approved by ITD and/or an independent materials testing lab.

v. Recycled Asphalt Pavement (RAP) shall be as defined by ITD Standard Specifications. ITD's maximum RAP content per weight of the mix may be included as part of the job mix formula provided the mix meets all other requirements for plant mix.

vi. If RAP is used in the job mix formula, it shall conform to ITD's Category 1 RAP classification requirements, Section 720.07.

3. Asphalt Cement shall be PG 64-28 with binder adjustments meeting current ITD Standard Specifications for RAP content.

4. Aggregate for Plant Mix shall meet Section 703 of the ITD Standard Specifications, current edition.

5. Anti-Stripping Additive shall meet Section 702 of the ITD Standard Specifications, current edition.

6. Tack Coat for AC Pavement shall be applied in accordance with ITD Standard Specifications Section 401, current edition.

d. Workmanship

1. Verify that the areas to be paved are graded, compacted, and ready for paving.

2. Protect saw cut edges so the new pavement is placed against a straight, vertical surface.

3. Apply a thin, uniform asphalt tack coat to the surfaces of curbing, gutters, manholes, asphalt cement pavement, Portland cement pavement, and other structures that will abut the new pavement.

e. Hauling and Placing Asphalt Pavement

1. Apply tack coat in accordance with ITD Specification Section 405.03, current edition.

2. When necessary, each truck shall have a cover to protect the plant mix from weather in accordance with ITD Section 405.03, current edition.

3. Install work in accordance with ITD Section 405, current edition.

4. The Contractor shall overlap the joint edge 1 to 1.5 inches and bump back or trim the joint line overlap by raking to create a tight, smooth joint.

5. Place asphalt within eight hours of applying primer or tack coat.

6. The Contractor shall hand compact areas inaccessible to rolling equipment.

f. Pavement Surface Smoothness

1. Place pavement in accordance with the current ITD Standard Specifications for

Highway Construction Section 405.03. Surface smoothness shall comply with ITD Specification for a Schedule II project.

g. Field Quality Control

1. The Contractor shall submit a paving plan in accordance with ITD Specifications 72 hours prior to the pre-paving meeting for review.

2. Forty eight hours prior to placing plant mix, the Highway District, Contractor, Asphalt Supplier, and Quality Control/Quality Assurance personnel involved with the project shall hold a pre-operational paving meeting to discuss the means by which to achieve the highest quality surface.

3. Production Paving shall be in accordance with the current ITD Standard Specification and Supplements for Highway Construction.

4. Field review and testing will be performed in accordance with ITD and these standards.

5. Pavement Density and depth verification testing shall be completed using asphalt cores. A minimum of three (3) cores per paving day shall be tested. Completed density shall correspond to a range between 92.0 percent and 95.0 percent of maximum Theoretical Density for SP-2 to SP-6 asphalt mixes.

6. Pay Factor calculations in accordance with ITD Quality Assurance procedures shall be submitted to the District for consideration of paving acceptance.

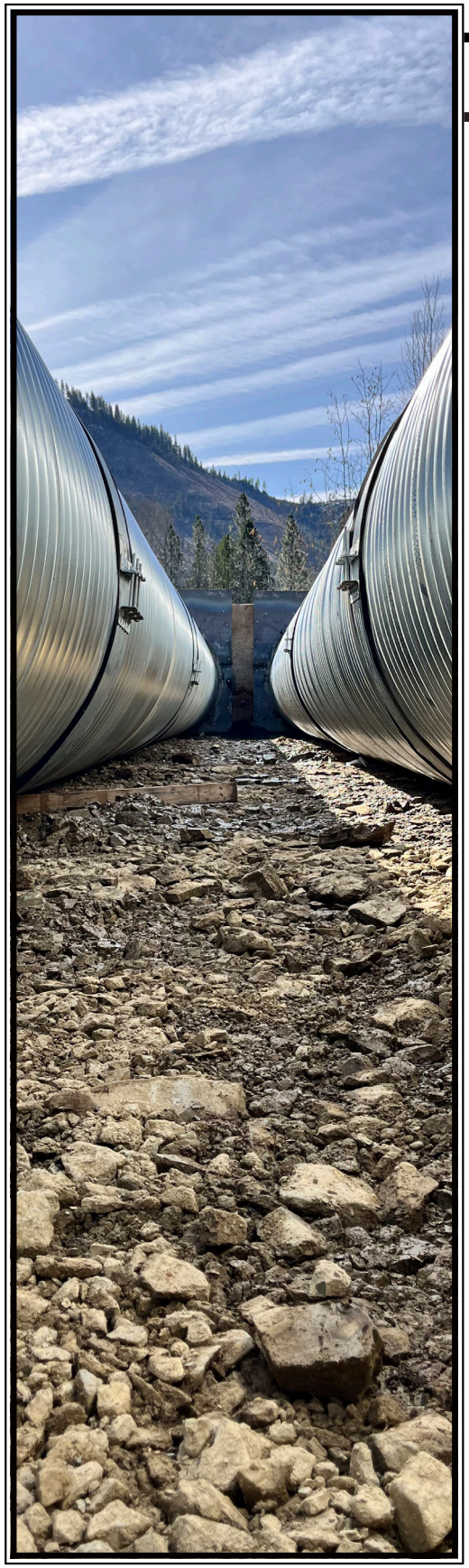
h. Weather Limitation and Cutoff Dates

1. Conform to the following minimum temperatures for all plant mix pavement operations.

Air and Surface Temperature Limitations

Compacted Thickness of Individual Courses	Top Course	Leveling and Courses Below the Top Course
Less than 0.1 foot	60° F	50° F
0.1 foot to 0.18 foot	50° F	50° F
Over 0.18 foot	40° F	40° F

2. Hot mix asphalt pavement shall not be placed between October 15 and April 15.



SECTION 500 - VARIANCES

Section 500 outlines the process by which an applicant may request a variance from the Highway District Standards when unique site conditions make strict compliance impractical. It establishes the criteria the Highway Districts use to evaluate whether a variance is justified, ensuring that any exceptions are based on legitimate hardship, remain consistent with public safety, and do not grant special privileges. This section provides a clear, fair framework for reviewing variance requests while maintaining the integrity and intent of the overall Standards.

501. VARIANCES

501.01 Authority and Limitations. The Director of Highways may grant a variance from these Standards only as provided in this Section. A variance does not authorize a deviation from applicable federal or state law, county or municipal ordinance, or a requirement imposed by another governmental agency.

501.02 Eligibility. A variance may be granted when physical conditions unique to the property or proposed work make strict compliance with a Standard impracticable or create an unnecessary hardship, and the requested variance:

a. is the minimum deviation reasonably necessary to address those conditions;

b. remains consistent with the purpose of the affected Standard;

c. will not materially impair public health, safety, or welfare;

d. will not be materially detrimental to neighboring property or the District highway or public right-of-way; and

e. will not grant a special privilege inconsistent with the limitations imposed on similarly situated property.

Increased cost, reduced financial return, personal convenience, or design preference, standing alone, does not establish an unnecessary hardship.

501.03 Application. A variance request shall be submitted in writing with the applicable fee and shall:

a. identify each Standard from which a variance is requested;

b. describe the requested deviation;

c. identify the unique physical conditions and resulting hardship;

d. explain why strict compliance is impracticable and why the requested deviation is the minimum reasonably necessary;

e. demonstrate compliance with the criteria in Section 501.02; and

f. include plans, drawings, calculations, or other information necessary to evaluate the request.

When relevant to the requested variance, the application shall include a scaled site plan showing property lines, public rights-of-way, highways, easements, existing and proposed structures, approaches, driveways, pedestrian facilities, parking, loading areas, landscaping, and other material site features. The Director may require additional information reasonably necessary to evaluate the request.

501.04 Decision. The Director shall approve, approve with conditions, or deny the request in writing. The decision shall identify the Standard at issue and state the findings supporting the decision under Section 501.02. The Director may impose conditions reasonably necessary to ensure compliance with these Standards and protect the District highway, public right-of-way, and public health, safety, and welfare.

502. APPEAL

502.01 Appeal to the Board. The Applicant may appeal the Director's decision to the Board by submitting a written appeal and the applicable fee within 28 days after the date of the decision. The appeal shall identify the decision being challenged and state the grounds for the appeal.

502.02 De Novo Review. The Board shall consider the variance request de novo and is not bound by the Director's findings or decision. The Board may consider the original application, the Director's decision, the written appeal, and any additional testimony, documents, or other information it determines relevant. The appeal shall be placed as an action item on a Board meeting agenda.

502.03 Board Decision. The Board may approve, approve with conditions, or deny the variance request. The Board shall issue a written decision identifying the Standard at issue and stating its findings under Section 501.02.

503. DURATION AND EXPIRATION

503.01 Duration. Unless otherwise stated in the decision or the applicable permit or approval, a variance expires if the authorized work has not commenced within six months after the variance becomes final.

503.02 Extension. Before the variance expires, the Applicant may request one extension of up to six months. The Director may grant the extension upon finding that the conditions supporting the variance have not materially changed. A variance expires if the authorized work does not commence within the extension period.



APPENDICES



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

APPENDIX 1
STANDARD DRAWINGS

Table of Contents

SD-1	*Design Criteria Matrix*
SD-2A	*Arterial-Typical Section*
SD-2B	*Collector-Typical Section*
SD-2C	*Local Residential-Typical Section*
SD-2D	*Privately Maintained Gravel Road Standard*
SD-3A	*Private Driveway Approach*
SD-3B	*Public Road Intersection*
SD-4	*Standard Roadway Turnarounds*
SD-5	*Mailbox Turnout*
SD-6	*Typical Slope Stake Install*
SD-7	*Typical Culvert Installation*
SD-8	*Drywell Detail*
SD-9	*Type E-1 Sign Post Base*
SD-10	*Street Name Sign*



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

ASSOCIATED HIGHWAY DISTRICTS • KOOTENAI COUNTY

DESIGN CRITERIA MATRIX

HIGHWAY STANDARDS 2026 | SD-1 criteria | Engineer submittal

ROAD NAME			**NEAREST CROSS STREET**		
SEGMENT / LIMITS			**FUNCTIONAL CLASS**		
DESIGN VEHICLE		**ENGINEER LICENSE #**		**TERRAIN**	
TRAFFIC COUNT YEAR		**TRAFFIC COUNT AADT**		**URBAN / RURAL**	
DESIGN YEAR		**ANNUAL GROWTH (%)**		**PEDESTRIAN**	
DESIGN AADT		**LATEST TRUCK (%)**		**PROJECTED TRUCK (%)**	
PROJECT DESCRIPTION					

Complete shaded cells. Enter percentages as 2 for 2%. Use N/A in Proposed only with a reason. Record variance location, justification and approval reference in the same row.

ROADWAY DESIGN CRITERIA	UNIT	CHECK	REQUIRED	EXISTING	PROPOSED	RESULT	EXCEPTION / LOCATION / JUSTIFICATION / N/A EXPLAINATION
Design speed	mph	≥				**INCOMPLETE**	
Total Paved Width	ft	≥				**INCOMPLETE**	
Lane width — LT / RT turn	ft	≥				**INCOMPLETE**	
Unpaved Shoulder width — outside	ft	≥				**INCOMPLETE**	
Barrier offset — travel-lane edge to barrier face	ft	≥				**INCOMPLETE**	
Horizontal curve — minimum radius	ft	≥				**INCOMPLETE**	
Maximum superelevation rate	%	≤				**INCOMPLETE**	
Minimum profile grade	%	≥	0.5			**INCOMPLETE**	
Maximum profile grade (>6% requires prior variance)	%	≤				**INCOMPLETE**	
Maximum normal cross slope	%	≤	3			**INCOMPLETE**	
Minimum normal cross slope	%	≥	1.5			**INCOMPLETE**	
Minimum stopping-sight distance	ft	≥				**INCOMPLETE**	
Vertical alignment — sag minimum K	K	≥				**INCOMPLETE**	
Vertical alignment — crest minimum K	K	≥				**INCOMPLETE**	
Intersection queue — NB	ft	≥				**INCOMPLETE**	
Intersection queue — SB	ft	≥				**INCOMPLETE**	

ASSOCIATED HIGHWAY DISTRICTS • KOOTENAI COUNTY

DESIGN CRITERIA MATRIX

HIGHWAY STANDARDS 2026 | SD-1 criteria | Engineer submittal

ROAD NAME			**NEAREST CROSS STREET**		
SEGMENT / LIMITS			**FUNCTIONAL CLASS**		
DESIGN VEHICLE		**ENGINEER LICENSE #**		**TERRAIN**	
TRAFFIC COUNT YEAR		**TRAFFIC COUNT AADT**		**URBAN / RURAL**	
DESIGN YEAR		**ANNUAL GROWTH (%)**		**PEDESTRIAN**	
DESIGN AADT		**LATEST TRUCK (%)**		**PROJECTED TRUCK (%)**	
PROJECT DESCRIPTION					

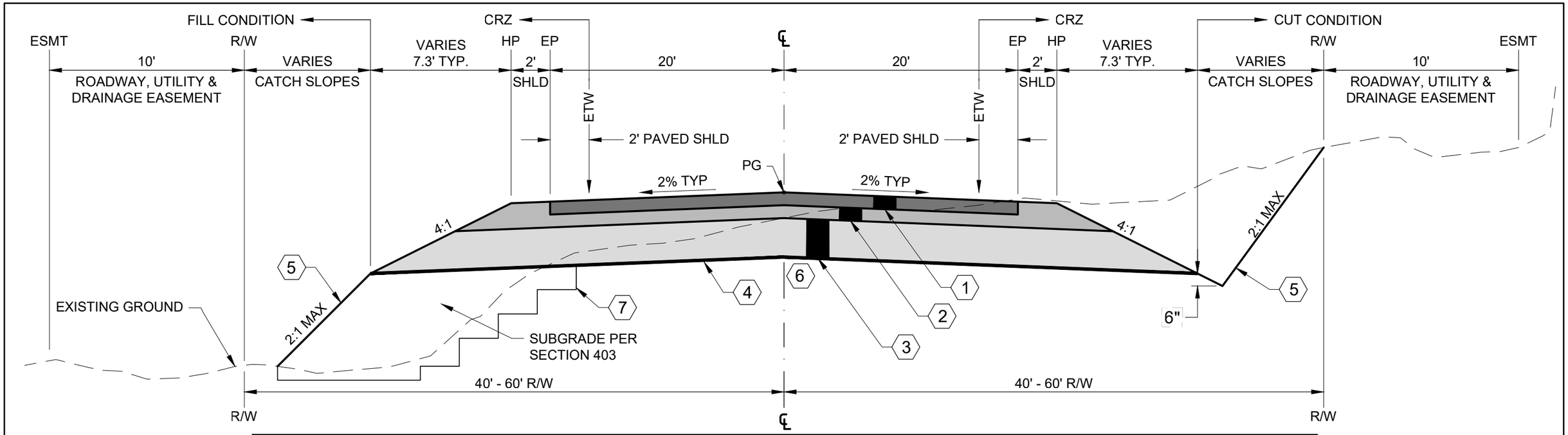
Complete shaded cells. Enter percentages as 2 for 2%. Use N/A in Proposed only with a reason. Record variance location, justification and approval reference in the same row.

ROADWAY DESIGN CRITERIA	UNIT	CHECK	REQUIRED	EXISTING	PROPOSED	RESULT	EXCEPTION / LOCATION / JUSTIFICATION / N/A EXPLAINATION
Intersection queue — EB	ft	≥				**INCOMPLETE**	
Intersection queue — WB	ft	≥				**INCOMPLETE**	
Clear recovery zone — design CRZ	ft	≥				**INCOMPLETE**	
Surfacing — 1/2" SP-3 PG 64-28 (AHDKC 406)	in	≥				**INCOMPLETE**	
Base — AHDKC 405	in	≥				**INCOMPLETE**	
Ballast — AHDKC 404	in	≥				**INCOMPLETE**	

The intent of the design criteria matrix is to document the basis for design and denote areas where site specific limitations do not allow for standards to be met. The Professional Engineer is ultimately responsible for complying with the standards or documenting how non-standard items meet the standard of care of the engineering community. Variance requests must follow the process outlined in Section 500 - Variances.

Professional Engineer Signature _____ Date Signed _____

Highway District Acceptance Signature _____ Date Signed _____



ROADWAY SECTION

1	2	3	4	5	6	7
4" - 1/2" SP-3 PG 64-28 SURFACING AHDKC 406	4" - BASE AHDKC 405	12" - BALLAST AHDKC 404	SUBGRADE SEPARATION GEOTEXTILE (SEE NOTE 5) (ITD SECTION 640)	PERMANENTLY STABILIZE DISTURBED SLOPES PER IDAHO BMP MANUAL	12" SUBGRADE COMPACTED TO 95% AASHTO T-180 PROCTOR DENSITY AHDKC 403	KEY-IN EMBANKMENT TO UNDISTURBED GROUND WITH HORIZONTAL BENCHES OF SUFFICIENT WIDTH TO ALLOW FOR PROPER OPERATION OF COMPACTION EQUIPMENT.

GENERAL NOTES

1. A 40' PAVED SURFACE IS THE STANDARD WIDTH FOR AN ARTERIAL.
2. THE PAVEMENT WIDTH WILL BE DETERMINED BASED ON LOCAL AND REGIONAL PLANNING, AS DETERMINED BY THE JURISDICTIONAL HIGHWAY DISTRICT, TO PROVIDE AN ACCEPTABLE LEVEL OF SERVICE TO ACCOMMODATE THE ANTICIPATED TRAFFIC VOLUME AND COMPOSITION, CONSIDERING THE AREA TOPOGRAPHY, ROADWAY ALIGNMENT, AND OTHER DESIGN FACTORS.
3. ROADWAY FORESLOPES AND BACKSLOPES SHALL MEET *AASHTO ROADSIDE DESIGN GUIDE* CRZ REQUIREMENTS. IF CATCH SLOPES EXCEED 15', UP TO A 1:1 CATCH MAY BE USED PENDING AN ENGINEER PREPARED SLOPE STABILITY ANALYSIS. WHERE CRZ CANNOT BE FEASIBLY MET, AS DETERMINED BY THE DIRECTOR, GUARDRAIL MAY BE INSTALLED WITH THE FACE OF GUARDRAIL AT HP.
4. HORIZONTAL CURVES MAY REQUIRE SUPERELEVATION PER *AASHTO A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS*. USE e_{MAX} = 6% SUPERELEVATION TABLES FOR ALL ROADWAY CLASSIFICATIONS.
5. ROAD STRUCTURE SECTIONS SHOWN ARE FOR SUBGRADE SOILS WITH AN R VALUE GREATER THAN 15. SUBGRADE TO BALLAST FABRIC SEPARATION IS REQUIRED ON NON-GRANULAR SUBGRADES.
6. AT THE DISCRETION OF THE DIRECTOR, PREPARE A GEOTECHNICAL ANALYSIS TO PROVE R VALUES ARE HIGHER THAN 15. IF R VALUES ARE LOWER THAN 15, FURTHER GEOTECHNICAL ANALYSIS WILL BE REQUIRED TO DEMONSTRATE THE DESIGN MEETS A TI = 7.5.
7. A CURB AND GUTTER AND/OR TWO WAY LEFT TURN LANE SECTION MAY BE REQUIRED AT THE DISCRETION OF THE DIRECTOR.
8. A CURB, GUTTER, AND ROADWAY SECTION SHALL COMPLY WITH APPLICABLE CITY STANDARDS WHEN LOCATED WITHIN AREA OF CITY IMPACT (ACI).
9. ISPWC PAVEMENT SECTION DESIGN CRITERIA IS PREFERRED. WHEN APPROVED BY THE DIRECTOR, ITD PAVEMENT SECTION DESIGN CRITERIA MAY BE USED.

ABBREVIATIONS

℄	CENTERLINE
CRZ	CLEAR RECOVERY ZONE
ESMT	EASEMENT
ETW	EDGE OF TRAVELED WAY
HP	HINGE POINT
PG	PROFILE GRADE
R/W	RIGHT OF WAY
SHLD	SHOULDER
TYP	TYPICAL

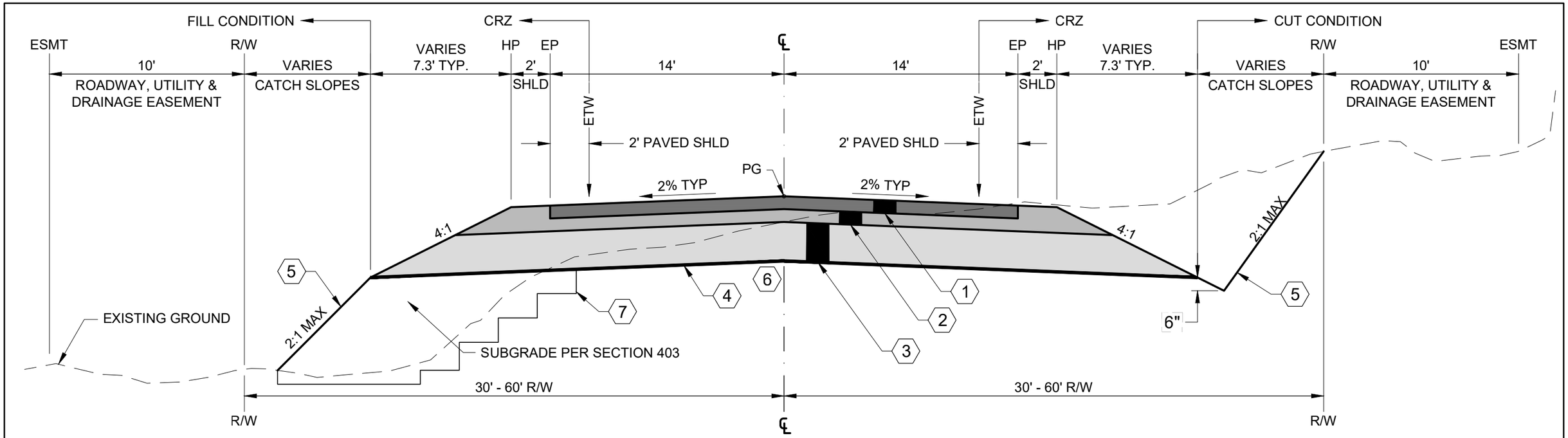
PUBLISHED - September 2026



ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

ARTERIAL - TYPICAL SECTION

DRAWING
SD-2A



ROADWAY SECTION

①	②	③	④	⑤	⑥	⑦
4" - 1/2" SP-3 PG 64-28 SURFACING AHDKC 406	4" - BASE AHDKC 405	12" - BALLAST AHDKC 404	SUBGRADE SEPARATION GEOTEXTILE (SEE NOTE 5) (ITD SECTION 640)	PERMANENTLY STABILIZE DISTURBED SLOPES PER IDAHO BMP MANUAL	12" SUBGRADE COMPACTED TO 95% AASHTO T-180 PROCTOR DENSITY AHDKC 403	KEY-IN EMBANKMENT TO UNDISTURBED GROUND WITH HORIZONTAL BENCHES OF SUFFICIENT WIDTH TO ALLOW FOR PROPER OPERATION OF COMPACTION EQUIPMENT.

GENERAL NOTES

1. A 28' PAVED SURFACE IS THE STANDARD WIDTH FOR A COLLECTOR.
2. A 24' PAVED SURFACE WIDTH MAY BE ALLOWED WITH DISTRICT APPROVAL IF TOPOGRAPHICAL CONSTRAINTS LIMIT CONSTRUCTION OF A 28' PAVED SURFACE WIDTH AND THE HIGHWAY DISTRICT DETERMINES THAT THE ROADWAY ALIGNMENT AND CROSS SECTION PROPOSED ARE CONSISTENT WITH THE ANTICIPATED TRAFFIC VOLUME AND COMPOSITION.
3. THE PAVEMENT WIDTH WILL BE DETERMINED BY THE DISTRICT BASED ON LOCAL AND REGIONAL PLANNING, AS DETERMINED BY THE JURISDICTIONAL HIGHWAY DISTRICT, TO PROVIDE AN ACCEPTABLE LEVEL OF SERVICE TO ACCOMMODATE THE ANTICIPATED TRAFFIC VOLUME AND COMPOSITION, CONSIDERING THE AREA TOPOGRAPHY, ROADWAY ALIGNMENT, AND OTHER DESIGN FACTORS.
4. ROADWAY FORESLOPES AND BACKSLOPES SHALL MEET *AASHTO ROADSIDE DESIGN GUIDE* CRZ REQUIREMENTS. IF CATCH SLOPES EXCEED 15', UP TO A 1:1 CATCH MAY BE USED PENDING AN ENGINEER PREPARED SLOPE STABILITY ANALYSIS. WHERE CRZ CANNOT BE FEASIBLY MET, AS DETERMINED BY THE DIRECTOR, GUARDRAIL MAY BE INSTALLED WITH THE FACE OF GUARDRAIL AT HP.
5. HORIZONTAL CURVES MAY REQUIRE SUPERELEVATION PER *AASHTO A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS*. USE e_{MAX} = 6% SUPERELEVATION TABLES FOR ALL ROADWAY CLASSIFICATIONS.
6. ROAD STRUCTURE SECTIONS SHOWN ARE FOR SUBGRADE SOILS WITH AN R VALUE GREATER THAN 15. SUBGRADE TO BALLAST FABRIC SEPARATION IS REQUIRED ON NON-GRANULAR SUBGRADES.
7. AT THE DISCRETION OF THE DIRECTOR, PREPARE A GEOTECHNICAL ANALYSIS TO PROVE R VALUES ARE HIGHER THAN 15. IF R VALUES ARE LOWER THAN 15, FURTHER GEOTECHNICAL ANALYSIS WILL BE REQUIRED TO DEMONSTRATE THE DESIGN MEETS A TI = 7.5.
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9. A CURB, GUTTER, AND ROADWAY SECTION SHALL COMPLY WITH APPLICABLE CITY STANDARDS WHEN LOCATED WITHIN AREA OF CITY IMPACT (ACI).
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ABBREVIATIONS

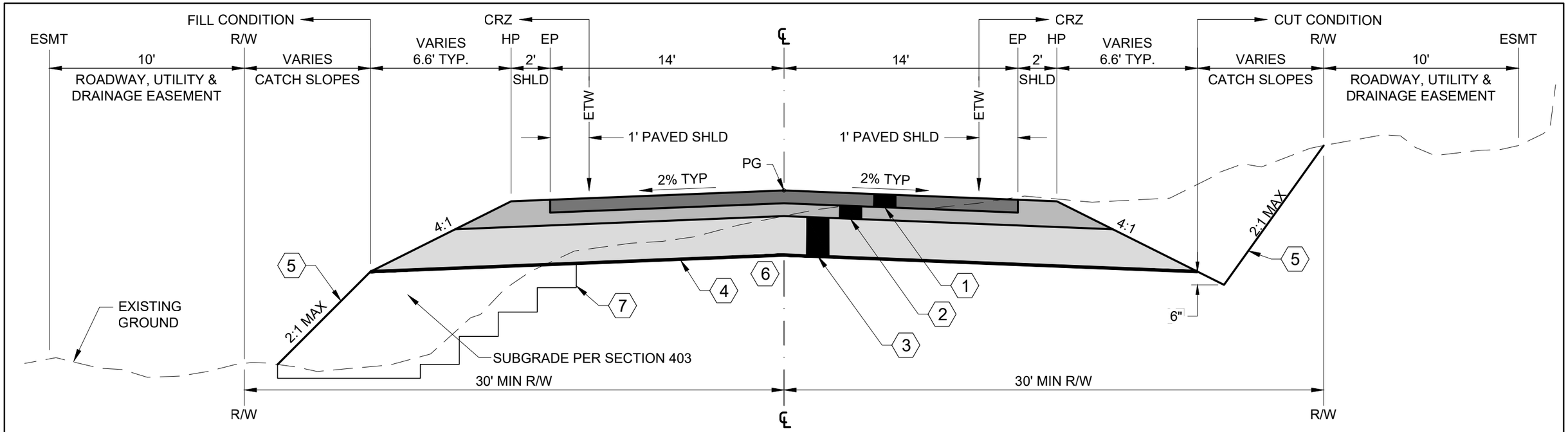
℄	CENTERLINE
CRZ	CLEAR RECOVERY ZONE
ESMT	EASEMENT
ETW	EDGE OF TRAVELED WAY
HP	HINGE POINT
PG	PROFILE GRADE
R/W	RIGHT OF WAY
SHLD	SHOULDER
TYP	TYPICAL

PUBLISHED - September 2026

ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

COLLECTOR - TYPICAL SECTION

DRAWING
SD-2B



ROADWAY SECTION

1	2	3	4	5	6	7
2" - 1/2" SP-3 PG 64-28 SURFACING AHDKC 406	4" - BASE AHDKC 405	12" - BALLAST AHDKC 404	SUBGRADE SEPARATION GEOTEXTILE (SEE NOTE 6) (ITD SECTION 640)	PERMANENTLY STABILIZE DISTURBED SLOPES PER IDAHO BMP MANUAL	12" SUBGRADE COMPACTED TO 95% AASHTO T-180 PROCTOR DENSITY AHDKC 403	KEY-IN EMBANKMENT TO UNDISTURBED GROUND WITH HORIZONTAL BENCHES OF SUFFICIENT WIDTH TO ALLOW FOR PROPER OPERATION OF COMPACTION EQUIPMENT.

GENERAL NOTES

1. A 28' PAVED SURFACE IS THE STANDARD WIDTH FOR A LOCAL RESIDENTIAL.

2. A 24' PAVED SURFACE WIDTH MAY BE ALLOWED WITH DISTRICT APPROVAL IF TOPOGRAPHICAL CONSTRAINTS LIMIT CONSTRUCTION OF A 28' PAVED SURFACE WIDTH OR THE LOCAL RESIDENTIAL ROAD WITHIN A SUBDIVISION OR TRAVEL SHED HAS NO POTENTIAL TO BE CLASSIFIED AS A COLLECTOR IN THE FUTURE.

3. A 22' PAVED SURFACE WIDTH MAY BE ALLOWED WITH DISTRICT APPROVAL IF TOPOGRAPHICAL CONSTRAINTS LIMIT CONSTRUCTION OF A 28' PAVED SURFACE WIDTH OR THE LOCAL RESIDENTIAL ROAD SERVES A SUBDIVISION OF LESS THAN 30-LOTS AND THERE IS NO POTENTIAL FOR FUTURE CONNECTIVITY TO ADJACENT PARCELS.

4. THE PAVEMENT WIDTH WILL BE DETERMINED BY THE DISTRICT BASED ON LOCAL AND REGIONAL PLANNING, AS DETERMINED BY THE JURISDICTIONAL HIGHWAY DISTRICT, TO PROVIDE AN ACCEPTABLE LEVEL OF SERVICE TO ACCOMMODATE THE ANTICIPATED TRAFFIC VOLUME AND COMPOSITION, CONSIDERING THE AREA TOPOGRAPHY, ROADWAY ALIGNMENT, AND OTHER DESIGN FACTORS.

5. ROADWAY FORESLOPES AND BACKSLOPES SHALL MEET *AASHTO ROADSIDE DESIGN GUIDE* CRZ REQUIREMENTS. IF CATCH SLOPES EXCEED 15', UP TO A 1:1 CATCH MAY BE USED PENDING AN ENGINEER PREPARED SLOPE STABILITY ANALYSIS. WHERE CRZ CANNOT BE FEASIBLY MET, AS DETERMINED BY THE DIRECTOR, GUARDRAIL MAY BE INSTALLED WITH THE FACE OF GUARDRAIL AT HP.

6. HORIZONTAL CURVES MAY REQUIRE SUPERELEVATION PER *AASHTO A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS*. USE e_{MAX} = 6% SUPERELEVATION TABLES FOR ALL ROADWAYS.

7. ROAD STRUCTURE SECTIONS SHOWN ARE FOR SUBGRADE SOILS WITH AN R VALUE GREATER THAN 15. SUBGRADE TO BALLAST FABRIC SEPARATION IS REQUIRED ON NON-GRANULAR SUBGRADES.

8. AT THE DISCRETION OF THE DIRECTOR, PREPARE A GEOTECHNICAL ANALYSIS TO PROVE R VALUES ARE HIGHER THAN 15. IF R VALUES ARE LOWER THAN 15, FURTHER GEOTECHNICAL ANALYSIS WILL BE REQUIRED TO DEMONSTRATE THE DESIGN MEETS A TI = 6.5.

9. A CURB AND GUTTER AND/OR TWO WAY LEFT TURN LANE SECTION MAY BE REQUIRED AT THE DISCRETION OF THE DIRECTOR.

10. A CURB, GUTTER, AND ROADWAY SECTION SHALL COMPLY WITH APPLICABLE CITY STANDARDS WHEN LOCATED WITHIN AREA OF CITY IMPACT (ACI).

ABBREVIATIONS

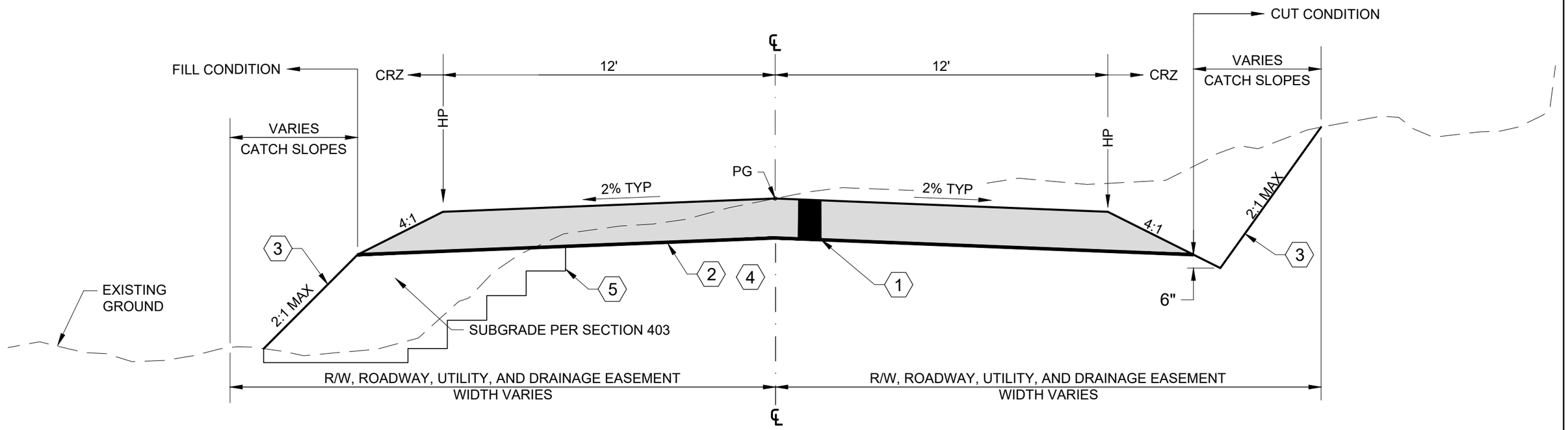
℄	CENTERLINE
CRZ	CLEAR RECOVERY ZONE
ESMT	EASEMENT
ETW	EDGE OF TRAVELED WAY
HP	HINGE POINT
PG	PROFILE GRADE
R/W	RIGHT OF WAY
SHLD	SHOULDER
TYP	TYPICAL

PUBLISHED - September 2026

ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

LOCAL RESIDENTIAL - TYPICAL SECTION

DRAWING SD-2C



ROADWAY SECTION

1	2	3	4	5
12" OF APPROVED AHD AGGREGATE AHDKC 405	SUBGRADE SEPARATION GEOTEXTILE (SEE NOTE 5) (ITD SECTION 640)	PERMANENTLY STABILIZE DISTURBED SLOPES PER IDAHO BMP MANUAL	12" SUBGRADE COMPACTED TO 95% AASHTO T-180 PROCTOR DENSITY AHDKC 403	KEY-IN EMBANKMENT TO UNDISTURBED GROUND WITH HORIZONTAL BENCHES OF SUFFICIENT WIDTH TO ALLOW FOR PROPER OPERATION OF COMPACTION EQUIPMENT.

GENERAL NOTES

1. A 24' ROADWAY SURFACE IS THE STANDARD WIDTH FOR A LOCAL RESIDENTIAL.
2. A 22' ROADWAY WIDTH MAY BE ALLOWED IF TOPOGRAPHICAL CONSTRAINTS LIMIT CONSTRUCTION OF A 24' TRAVELED WAY WIDTH AND THE DIRECTOR DETERMINES THAT THE ROADWAY ALIGNMENT AND CROSS SECTION PROPOSED ARE CONSISTENT WITH THE ANTICIPATED VOLUME AND COMPOSITION.
3. ROADWAY FORESLOPES AND BACKSLOPES SHALL MEET *AASHTO ROADSIDE DESIGN GUIDE* CRZ REQUIREMENTS. IF CATCH SLOPES EXCEED 15', UP TO A 1:1 CATCH MAY BE USED PENDING AN ENGINEER PREPARED SLOPE STABILITY ANALYSIS. WHERE CRZ CANNOT BE FEASIBLY MET, AS DETERMINED BY THE DIRECTOR, GUARDRAIL MAY BE INSTALLED WITH THE FACE OF GUARDRAIL AT HP.
4. PER *AASHTO A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS*. USE e_{MAX} = 6% SUPERELEVATION TABLES FOR ALL ROADWAY CLASSIFICATIONS.
5. ROAD STRUCTURE SECTIONS SHOWN ARE FOR SUBGRADE SOILS WITH AN R VALUE GREATER THAN 15. SUBGRADE TO BALLAST FABRIC SEPARATION IS REQUIRED ON NON-GRANULAR SUBGRADES.
6. THIS TYPICAL SECTION IS INTENDED TO SHOW THE MINIMUM DIMENSIONS FOR GRAVEL ROAD CONSTRUCTION. PLACE MATERIALS IN ACCORDANCE WITH THE AHD STANDARDS. GEOMETRIC DESIGN BY A PROFESSIONAL ENGINEER SHALL COMPLY WITH AASHTO, A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS AND APPROVED BY THE DIRECTOR OF HIGHWAYS.

ABBREVIATIONS

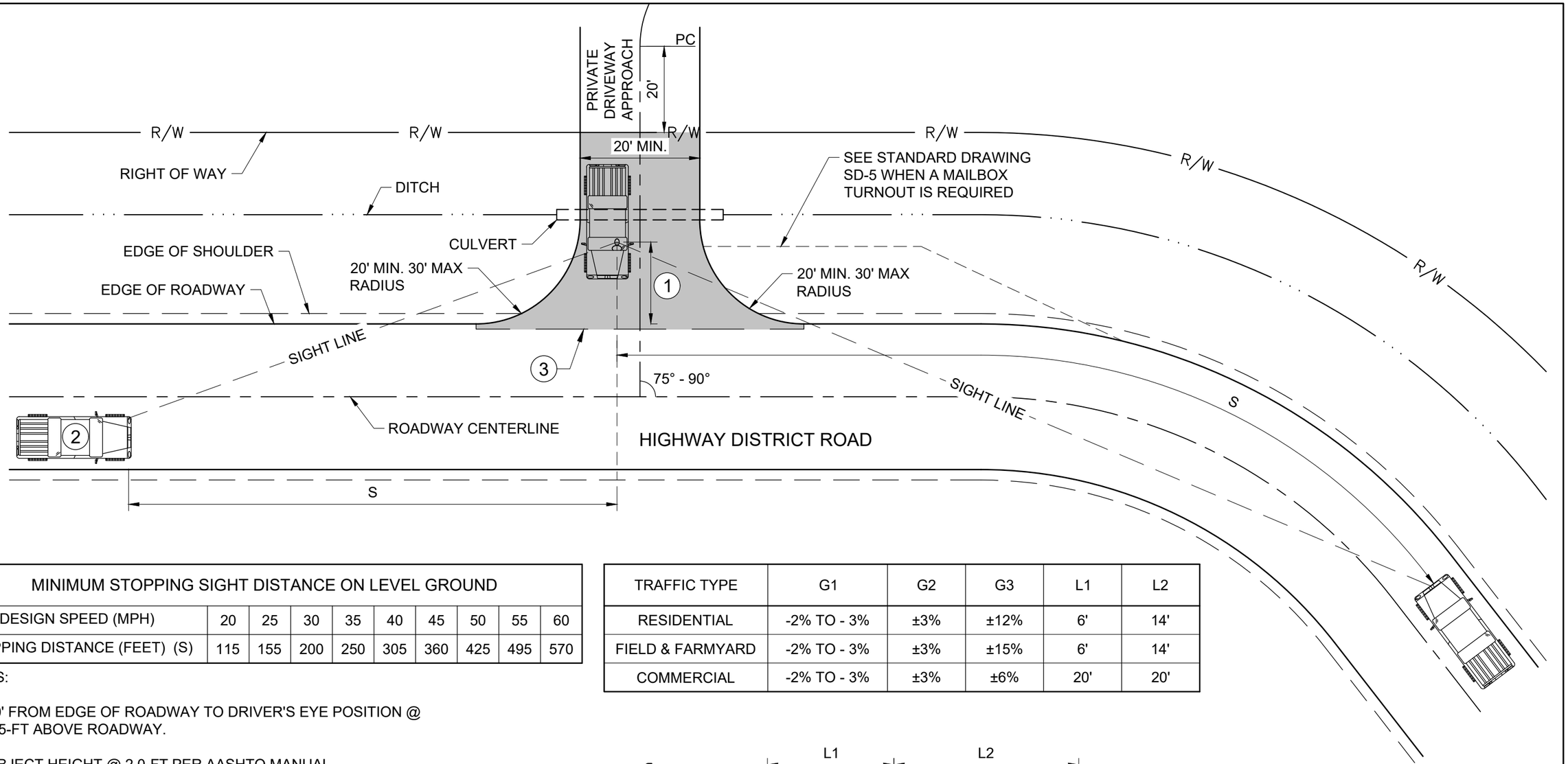
℄	CENTERLINE
CRZ	CLEAR RECOVERY ZONE
ESMT	EASEMENT
ETW	EDGE OF TRAVELED WAY
HP	HINGE POINT
PG	PROFILE GRADE
R/W	RIGHT OF WAY
SHLD	SHOULDER
TYP	TYPICAL

PUBLISHED - September 2026

ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

PRIVATELY MAINTAINED GRAVEL ROAD
TYPICAL SECTION

DRAWING
SD-2D



MINIMUM STOPPING SIGHT DISTANCE ON LEVEL GROUND									
DESIGN SPEED (MPH)	20	25	30	35	40	45	50	55	60
STOPPING DISTANCE (FEET) (S)	115	155	200	250	305	360	425	495	570

TRAFFIC TYPE	G1	G2	G3	L1	L2
RESIDENTIAL	-2% TO - 3%	±3%	±12%	6'	14'
FIELD & FARMYARD	-2% TO - 3%	±3%	±15%	6'	14'
COMMERCIAL	-2% TO - 3%	±3%	±6%	20'	20'

NOTES:

(1) 10' FROM EDGE OF ROADWAY TO DRIVER'S EYE POSITION @ 3.5-FT ABOVE ROADWAY.

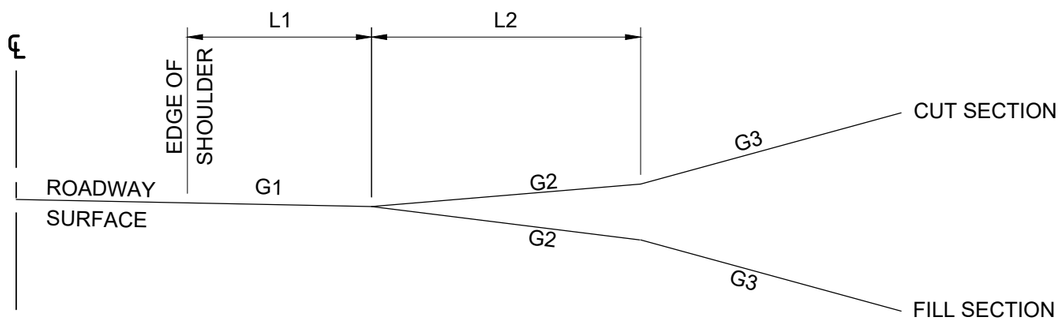
(2) OBJECT HEIGHT @ 2.0-FT PER AASHTO MANUAL.

(3) SAWCUT EXISTING ROADWAY PAVEMENT TO PROVIDE A CLEAN JOINT AT THE APPROACH CONNECTION. APPLY TACK COAT TO ALL MATING SURFACES PRIOR TO PAVING

4. FOR APPROACH APPLICATIONS IN ROLLING OR MOUNTAINOUS TERRAIN NOT CAPABLE OF MEETING STANDARDS, APPLICANTS SHALL PROVIDE MITIGATION APPROVED BY THE DIRECTOR OF HIGHWAYS.

5. PAVE PRIVATE, COMMERCIAL, AND PUBLIC APPROACHES TO THE RIGHT-OF-WAY LINE. OCCASIONALLY USED FIELD APPROACHES MAY BE PAVED A MINIMUM OF 5' FROM THE SHOULDER LINE. APPROACHES ONTO UNPAVED HIGHWAY DISTRICT ROADS SHALL BE GRAVEL.

6. REFER TO AASHTO FOR STOPPING SIGHT DISTANCE FOR PROFILE GRADES EXCEEDING ±3%



PRIVATE DRIVEWAY APPROACH PROFILE

PUBLISHED - September 2026

ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

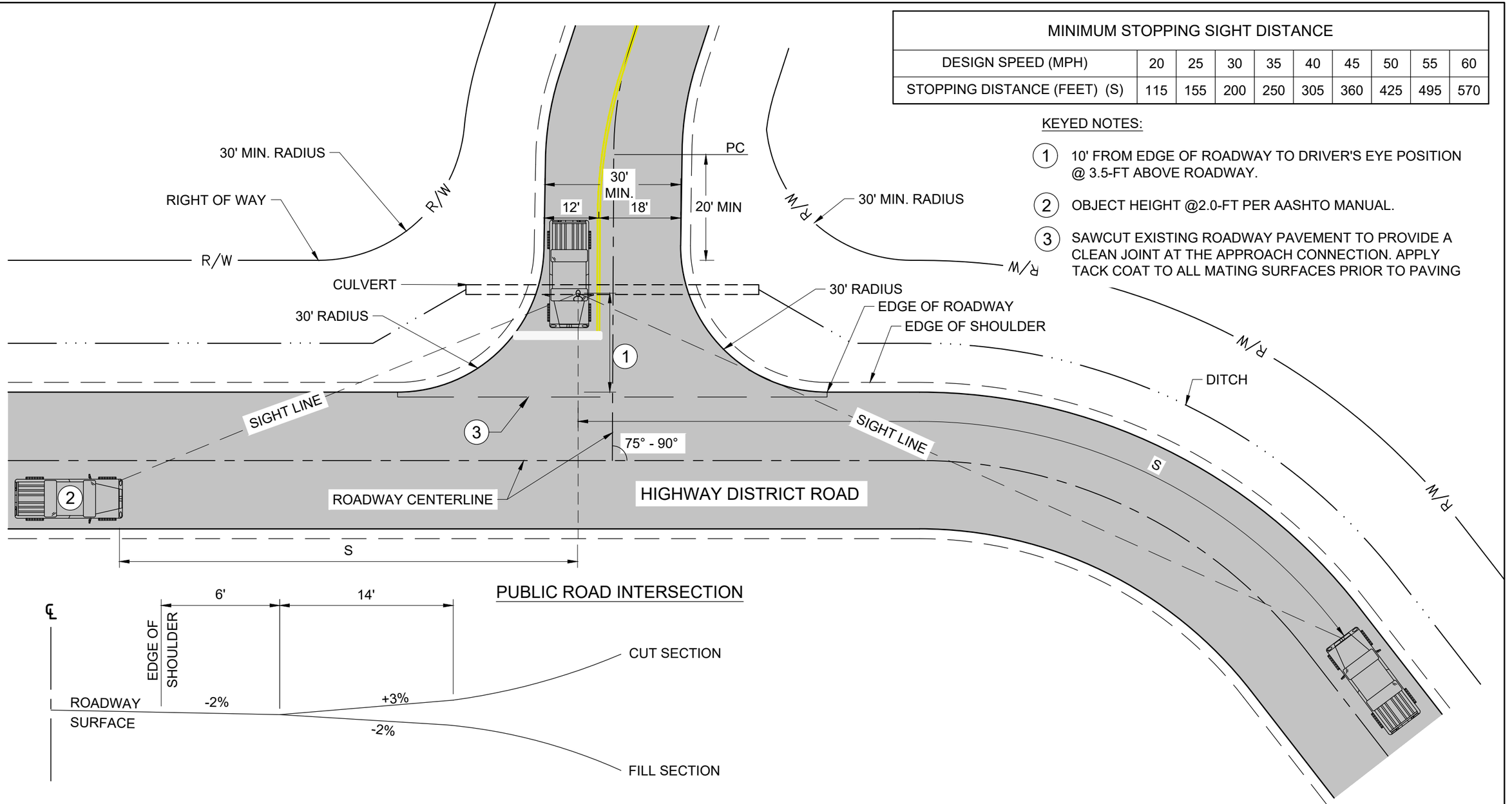
PRIVATE DRIVEWAY APPROACH

DRAWING SD-3A

MINIMUM STOPPING SIGHT DISTANCE									
DESIGN SPEED (MPH)	20	25	30	35	40	45	50	55	60
STOPPING DISTANCE (FEET) (S)	115	155	200	250	305	360	425	495	570

KEYED NOTES:

1. 10' FROM EDGE OF ROADWAY TO DRIVER'S EYE POSITION @ 3.5-FT ABOVE ROADWAY.
2. OBJECT HEIGHT @2.0-FT PER AASHTO MANUAL.
3. SAWCUT EXISTING ROADWAY PAVEMENT TO PROVIDE A CLEAN JOINT AT THE APPROACH CONNECTION. APPLY TACK COAT TO ALL MATING SURFACES PRIOR TO PAVING



PUBLIC ROAD INTERSECTION

PUBLIC ROAD PROFILE

GRADE TABLE NOTE:

1. REFER TO AASHTO FOR STOPPING SIGHT DISTANCE FOR PROFILE GRADES EXCEEDING ±3%

NOTE:

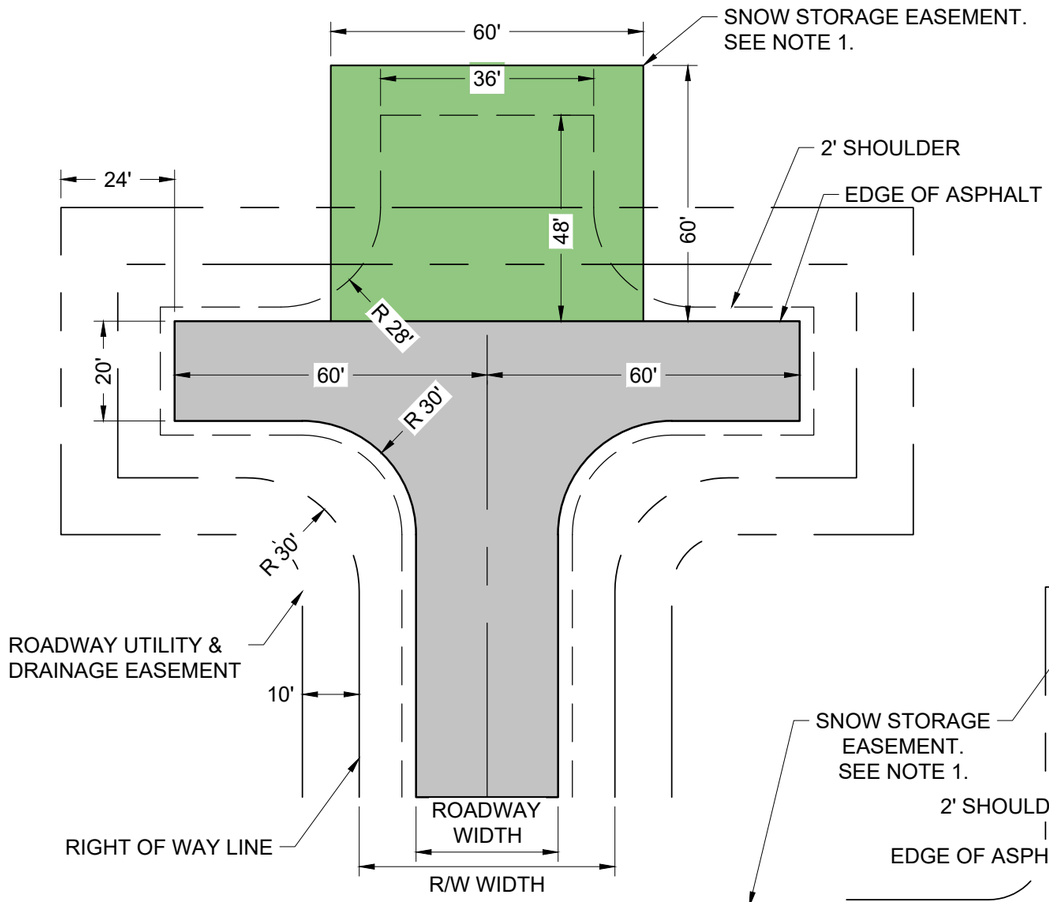
FOR APPROACH APPLICATIONS IN ROLLING OR MOUNTAINOUS TERRAIN NOT CAPABLE OF MEETING STANDARDS, APPLICANTS SHALL PROVIDE MITIGATION APPROVED BY THE DIRECTOR OF HIGHWAYS.

PUBLISHED - September 2026

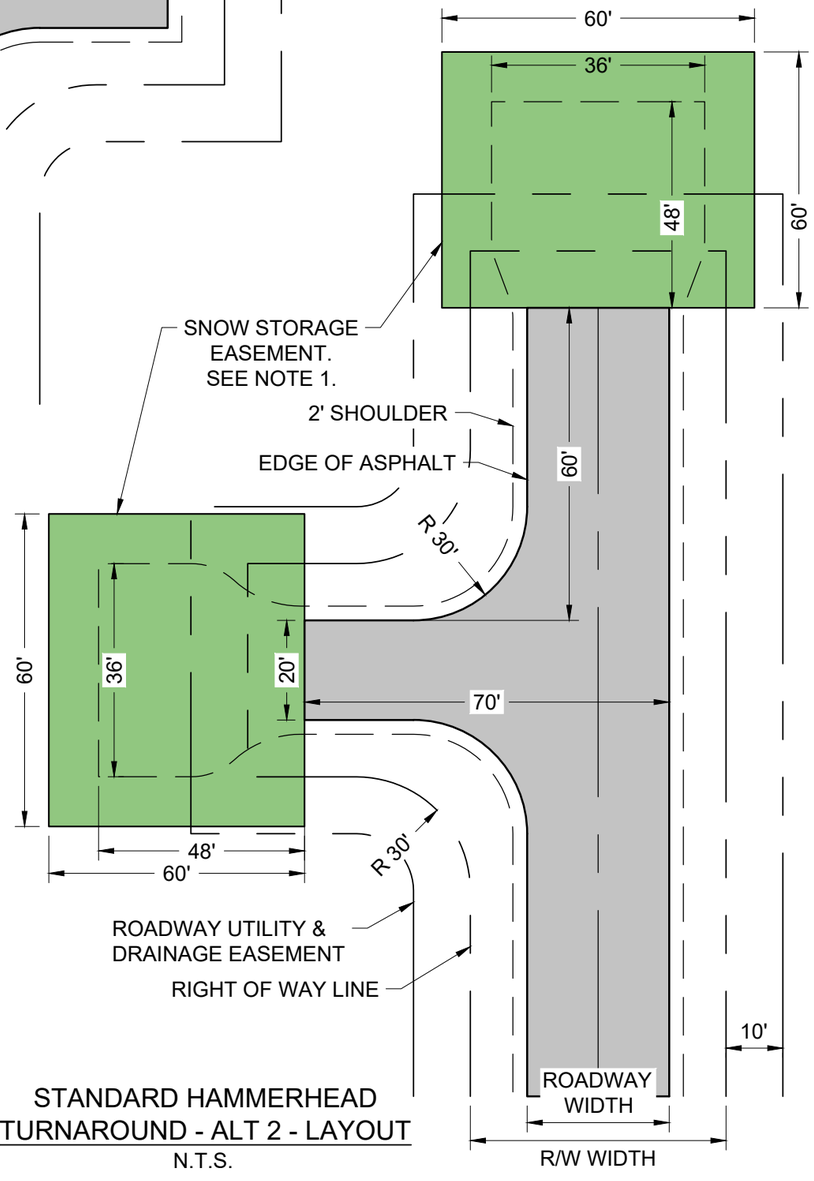
ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

PUBLIC ROAD INTERSECTION

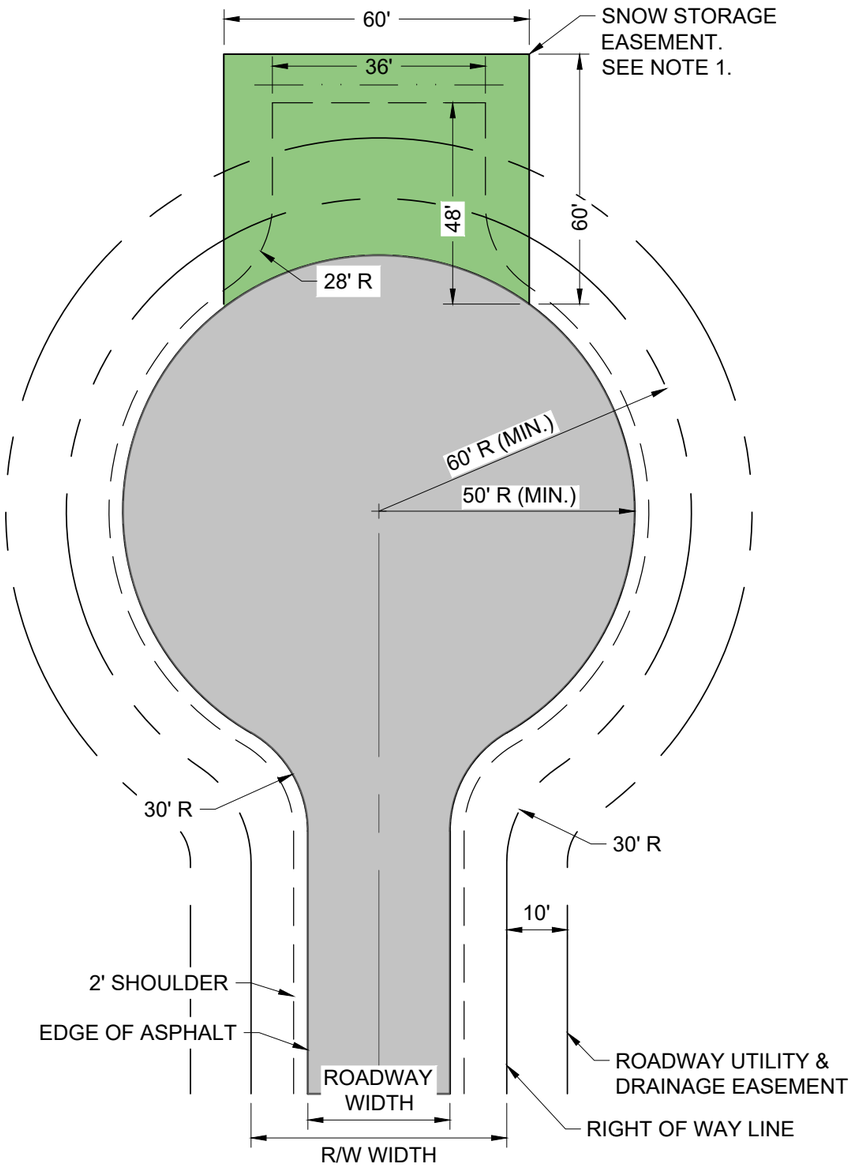
DRAWING
SD-3B



STANDARD HAMMERHEAD
TURNAROUND - ALT 1 - LAYOUT
N.T.S.



STANDARD HAMMERHEAD
TURNAROUND - ALT 2 - LAYOUT
N.T.S.



STANDARD CUL-DE-SAC LAYOUTS
N.T.S.

NOTES

1. SNOW STORAGE EASEMENT & ACCESS PAD LOCATED WITH HIGHWAY DISTRICT CONCURRENCE, PAD BUILT TO ROAD SECTION.
2. TYPICAL CROSS SECTIONS APPLY AROUND SNOW STORAGE PAD. ENSURE DRAINAGE IS FACILITATED AND CUT AND FILL SLOPES ARE ACCOUNTED FOR.
3. NO ACCESS WILL BE PERMITTED FROM THE HAMMERHEAD.
4. SNOW STORAGE EASEMENT SHALL BE DEDICATED TO THE HIGHWAY DISTRICT.

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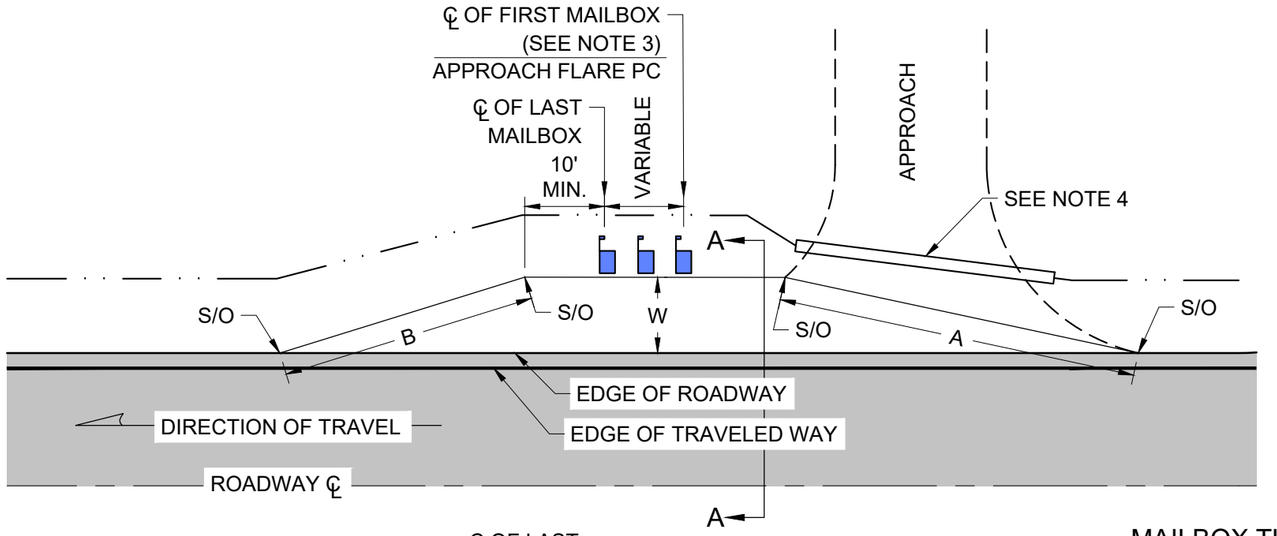
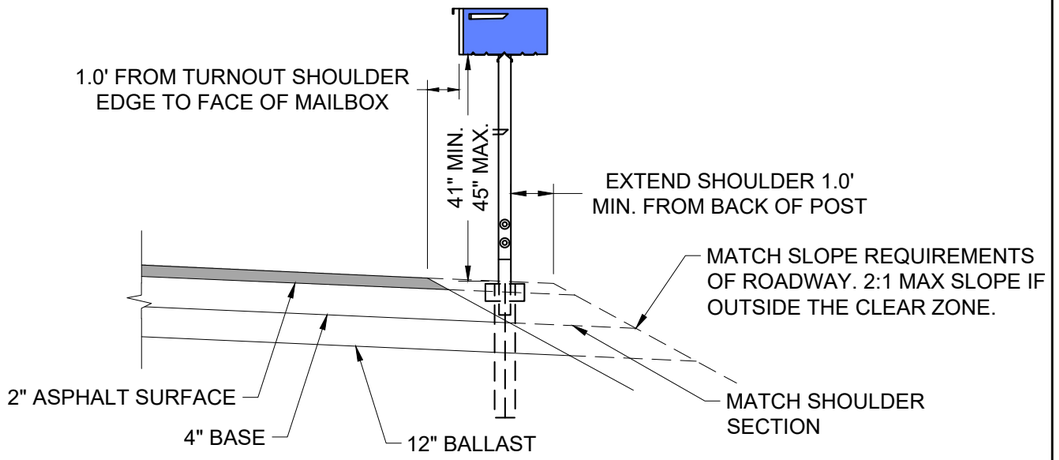
ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

STANDARD ROADWAY TURNAROUNDS

DRAWING
SD-4



MAILBOX TURNOUT
FAR SIDE APPROACH
N.T.S.



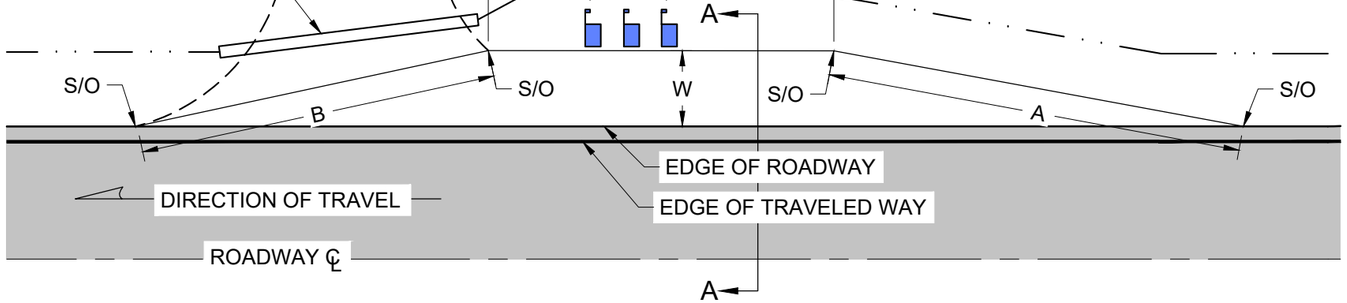
SECTION A-A

TURNOUT WIDTH (W) TABLE		
ADT	TURNOUT WIDTH	
	PREFERRED	MINIMUM
>10,000	>12'	12'
1,500 TO 10,000	12'	10'
400 TO 1,500	10'	8'
<400	8'	8'
ADT - AVERAGE DAILY TRAFFIC.		

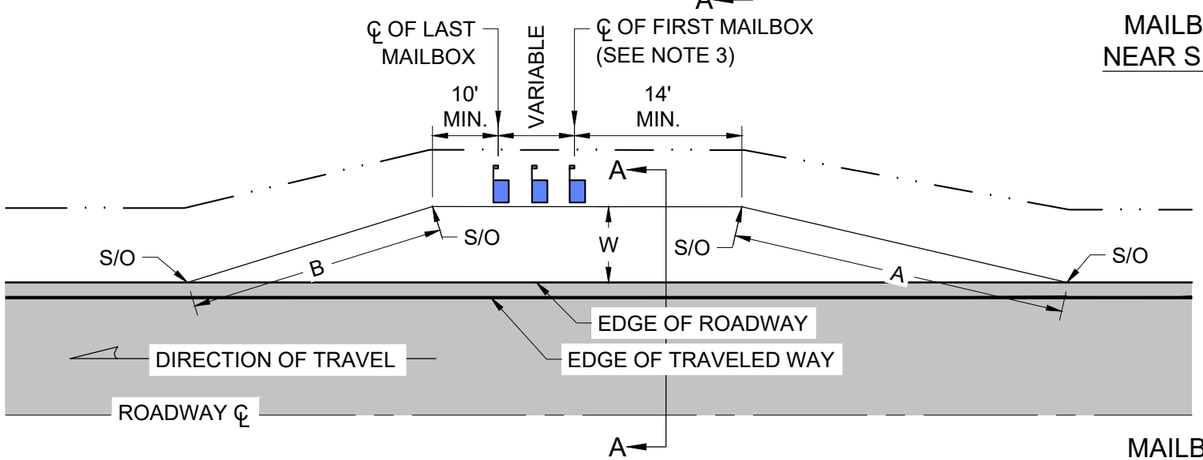
MAILBOX TAPER		
SPEED (MPH)	A	B
**≤ 40	4:1	2.5:1
> 40	20:1	12:1

* THE MAXIMUM POSTED ROADWAY SPEED

**OR ADT OF 400 OR LESS



MAILBOX TURNOUT
NEAR SIDE APPROACH
N.T.S.



MAILBOX TURNOUT
N.T.S.

ABBREVIATIONS	
℄	CENTERLINE
PC	POINT OF CURVATURE
S/O	STATION AND OFFSET
MIN	MINIMUM

NOTES

1. THE BALLAST REQUIREMENTS OF MAILBOX TURNOUTS SHALL BE SAME AS THE ADJACENT ROADWAY SECTION.
2. MAILBOX POST AND MOUNTINGS TO CONFORM TO IDAHO TRANSPORTATION DEPARTMENT STANDARD DRAWING 634-1 AS APPLICABLE.
3. LOCATE MAILBOX TURNOUT SO THAT THE TAPERS DO NOT OVERLAP THE INTERSECTION CURVE RADII.
4. CULVERT TO MATCH DITCH OR TOE OF SLOPE WHEN THERE IS AN APPROACH.
5. DRAINAGE TO BE CARRIED AROUND TURNOUTS UNLESS CULVERTS ARE INDICATED ON THE PLANS.
6. CONTRACTOR SHALL PROVIDE ADEQUATE ACCESS TO MAILBOXES DURING CONSTRUCTION.

PUBLISHED - September 2026

ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

MAILBOX TURNOUT

DRAWING
SD-5

NOTES:

1. CATCH POINT - SLOPE STAKE - SET AT THE PROPOSED CATCH POINT WHERE THE DESIGNED SLOPE INTERSECTS EXISTING GROUND. PROVIDES INFORMATION NECESSARY TO ESTABLISH THE PROPOSED SLOPE AND ROADWAY SECTION.

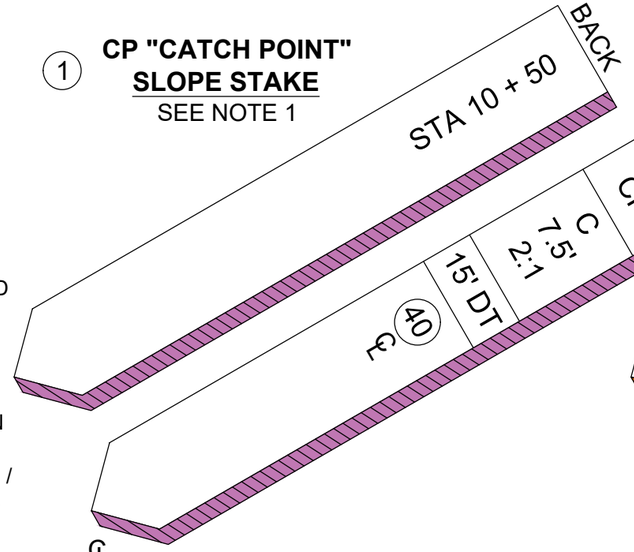
2. REFERENCE POINT - SLOPE STAKE - SET OUTSIDE THE ANTICIPATED CONSTRUCTION DISTURBANCE AREA AND PROVIDES A STABLE REFERENCE FOR ESTABLISHED OR RE-ESTABLISHING THE PROPOSED CATCH POINT - SLOPE STAKE

3. SLOPE STAKES SHALL GENERALLY BE SET AT 100-FOOT INTERVALS ON TANGENTS AND 50- FOOT INTERVALS ON CURVES. ADDITIONAL STAKING SHALL BE PROVIDED AS NECESSARY TO DEFINE CHANGED IN ROADWAY GEOMETRY, GRADE, SLOPES, DRAINAGE, VERTICAL CURVES, OR EXISTING GROUND CONDITIONS.

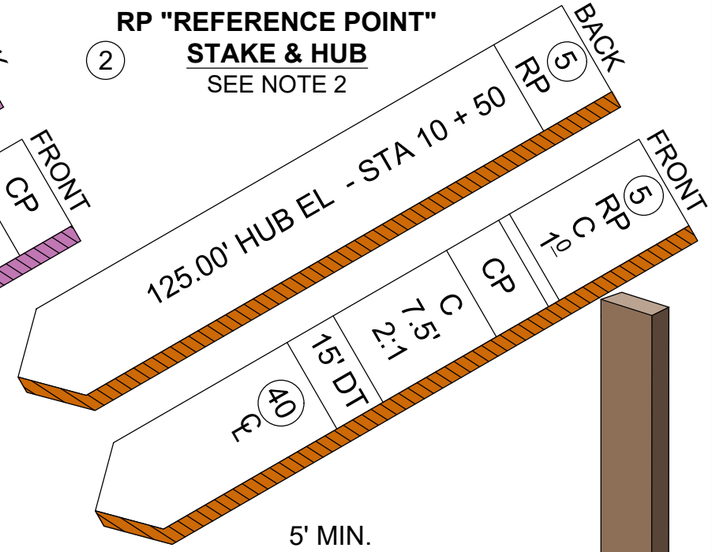
4. REFERENCE STAKES SHALL GENERALLY BE PROVIDED AT 100' INTERVALS AND AS NECESSARY TO MAINTAIN CONSTRUCTION CONTROL.

5. MACHINE GRADE CONTROL MAY BE USED WHERE PERMITTED BY THE PROJECT PLAN AND SPECIFICATIONS. SURVEY CONTROL AND MACHINE CONTROL SHALL BE VERIFIED PRIOR TO CONSTRUCTION AND AS REQUIRED DURING CONSTRUCTION.

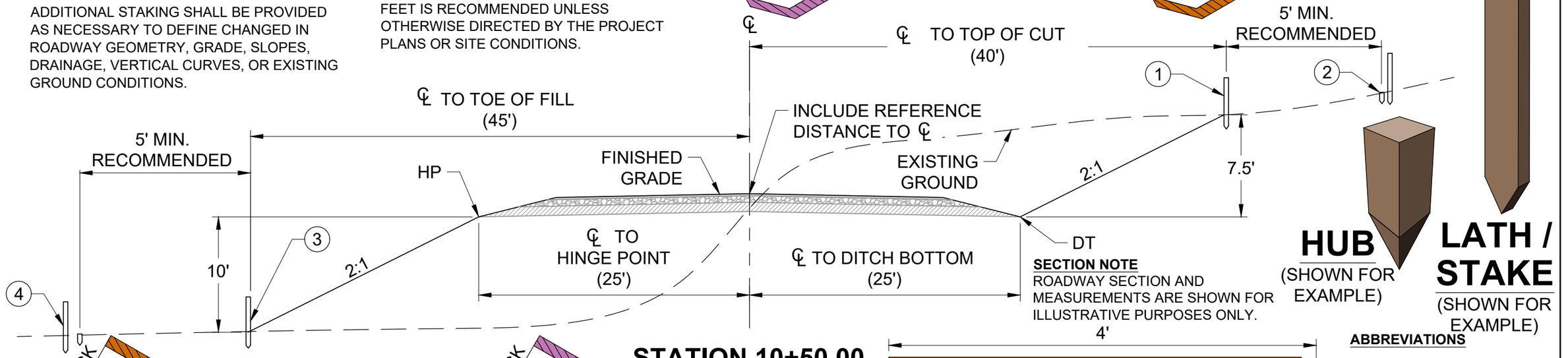
6. REFERENCE STAKES SHALL BE LOCATED OUTSIDE THE ANTICIPATED CONSTRUCTION DISTURBANCE AREA AND, WHERE APPLICABLE, OUTSIDE THE CONSTRUCTION / EASEMENT LIMITS. A MINIMUM OFFSET OF 5 FEET IS RECOMMENDED UNLESS OTHERWISE DIRECTED BY THE PROJECT PLANS OR SITE CONDITIONS.



① **CP "CATCH POINT" SLOPE STAKE**
SEE NOTE 1



② **RP "REFERENCE POINT" STAKE & HUB**
SEE NOTE 2

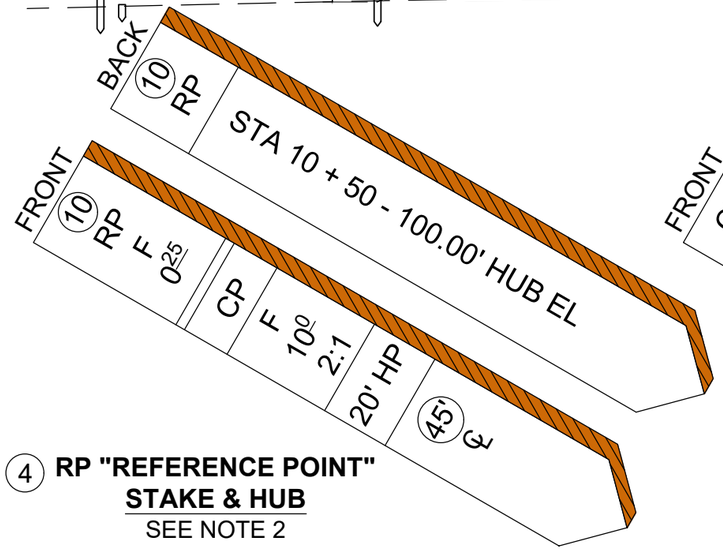


SECTION NOTE
ROADWAY SECTION AND MEASUREMENTS ARE SHOWN FOR ILLUSTRATIVE PURPOSES ONLY.

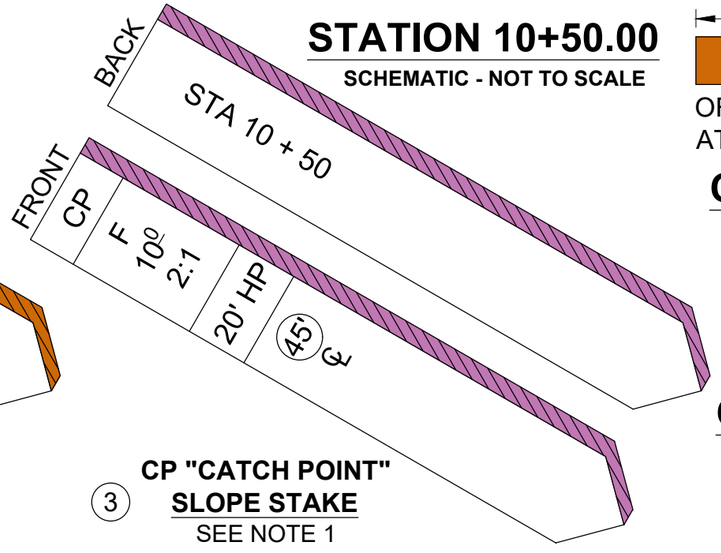
HUB
(SHOWN FOR EXAMPLE)

LATH / STAKE
(SHOWN FOR EXAMPLE)

STATION 10+50.00
SCHEMATIC - NOT TO SCALE



④ **RP "REFERENCE POINT" STAKE & HUB**
SEE NOTE 2



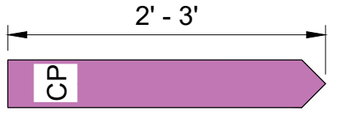
③ **CP "CATCH POINT" SLOPE STAKE**
SEE NOTE 1

4'

CLEARING LIMITS - STATION & OFFSET LT/RT

ORANGE PAINTED LATH MARKED LIMITS AT CLEARING LIMITS

CLEARING LIMITS STAKE



PINK PAINTED LATH MARKED CP ON THE TOP SET AT THE ACTUAL CATCH POINT OF THE SLOPE.

CATCH POINT STAKE

ABBREVIATIONS

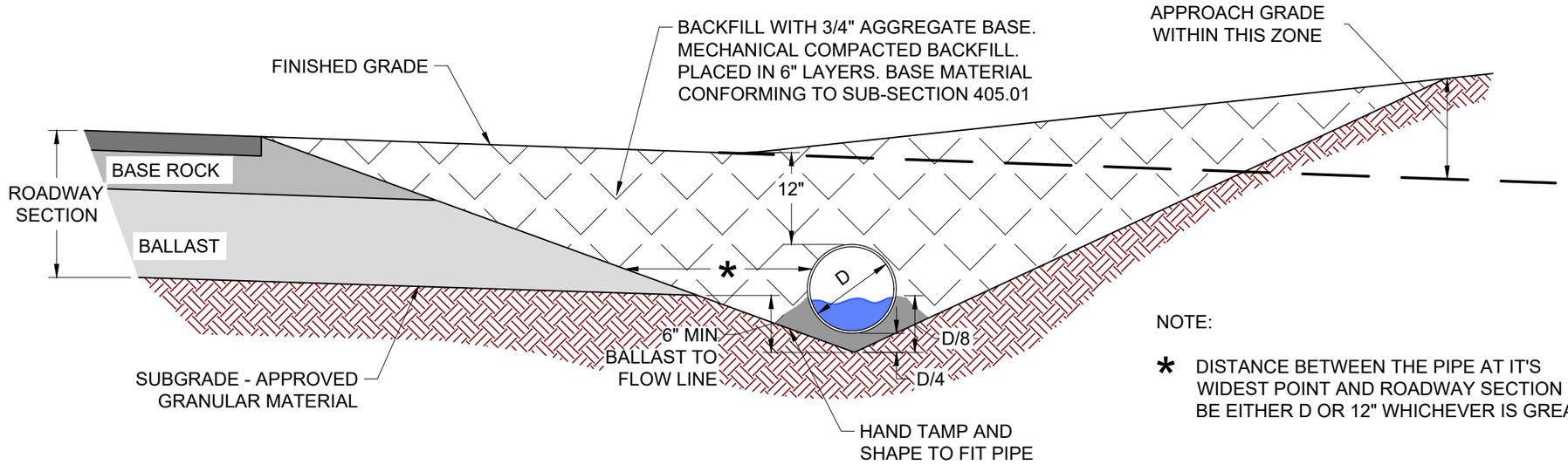
C	CUT
CL/℄	CENTERLINE
CP	CATCH POINT
DT	DITCH BOTTOM
F	FILL
HP	HINGE POINT
HUB EL	ELEVATION AT THE TOP OF HUB
LT	LEFT
OFF	OFFSET
RP	REFERENCE POINT
RT	RIGHT
STA	STATION
TC	TOP OF CUT

PUBLISHED - September 2026

ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

TYPICAL SLOPE STAKE INSTALL

DRAWING
SD-6

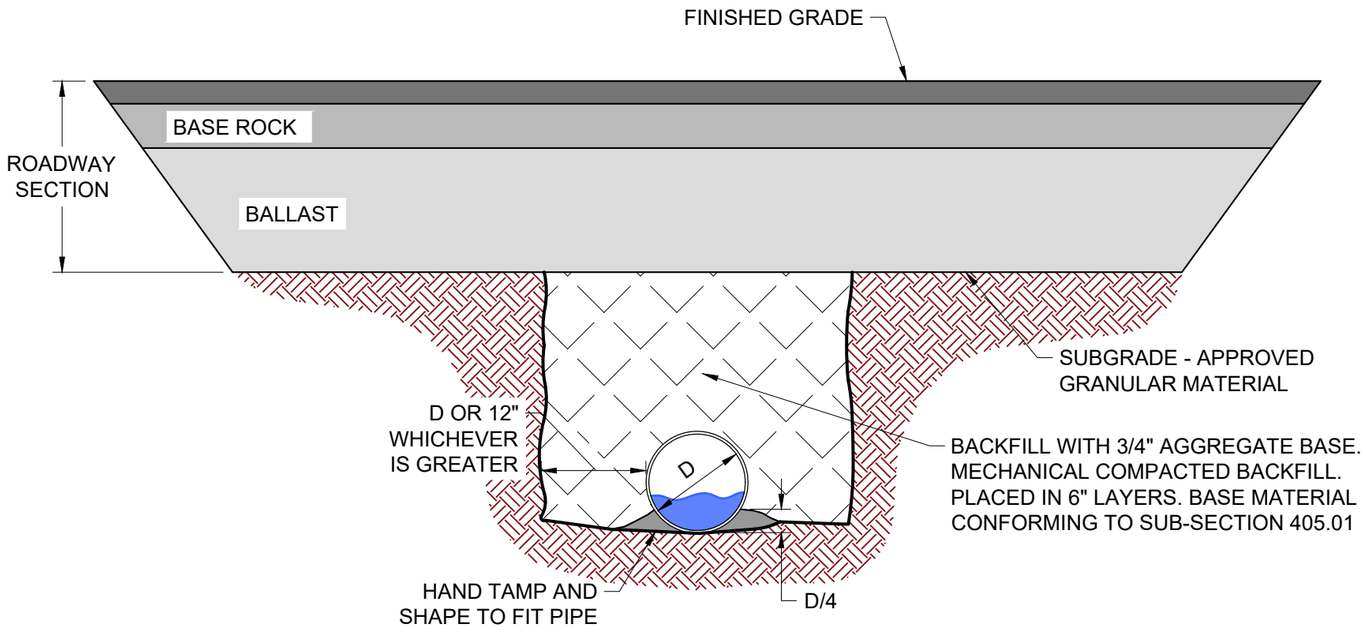


NOTE:

* DISTANCE BETWEEN THE PIPE AT IT'S WIDEST POINT AND ROADWAY SECTION TO BE EITHER D OR 12" WHICHEVER IS GREATER

APPROACH CULVERT

N.T.S.



CROSS CULVERT

N.T.S.

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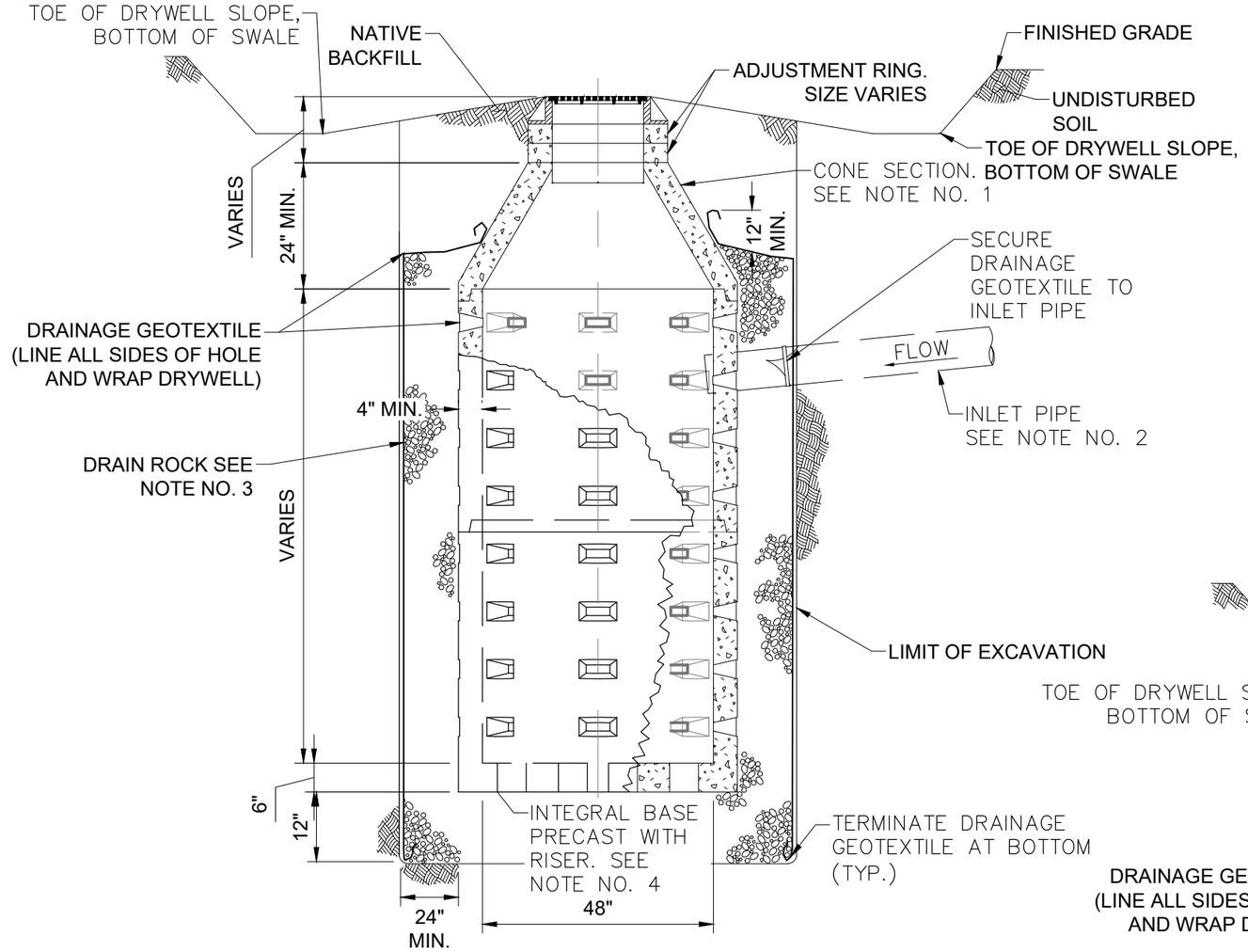
ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

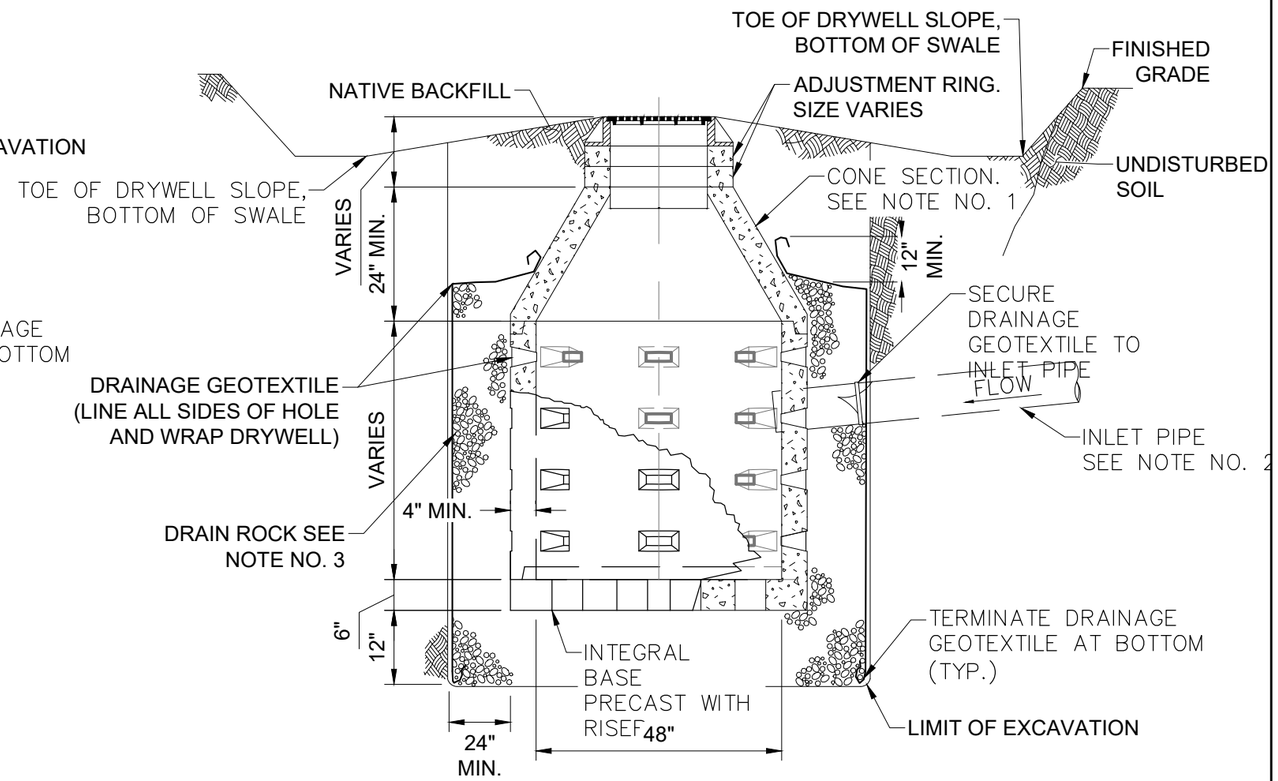
TYPICAL CULVERT INSTALLATION

DRAWING SD-7



DOUBLE DEPTH DRYWELL IN DRAINAGE FEATURE

N.T.S.



SINGLE DEPTH DRYWELL IN DRAINAGE FEATURE

N.T.S.

NOTES

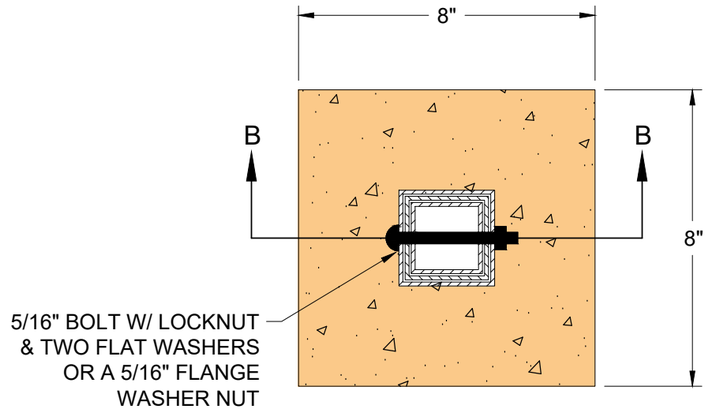
1. USE CONCENTRIC OR ECCENTRIC MANHOLE CONE SECTION.
2. IF INLET PIPE IS USED, CONNECT PIPE TO DRYWELL USING PRECAST HOLE OR CORE DRILLED HOLE AND FILL GAP BETWEEN PIPE AND DRYWELL WITH GROUT.
3. DRAIN ROCK; MIN. OF 2' OF 2" TO 4" WASHED ROCK AROUND TANK, CONE, AND AROUND TANK SIDES. VOLUME OF ROCK TO BE DETERMINED BY ENGINEERING ANALYSIS.
4. FOR DEPTHS OVER 16'-2", USE ALTERNATIVE PRECAST FOOTING.

PUBLISHED - September 2026

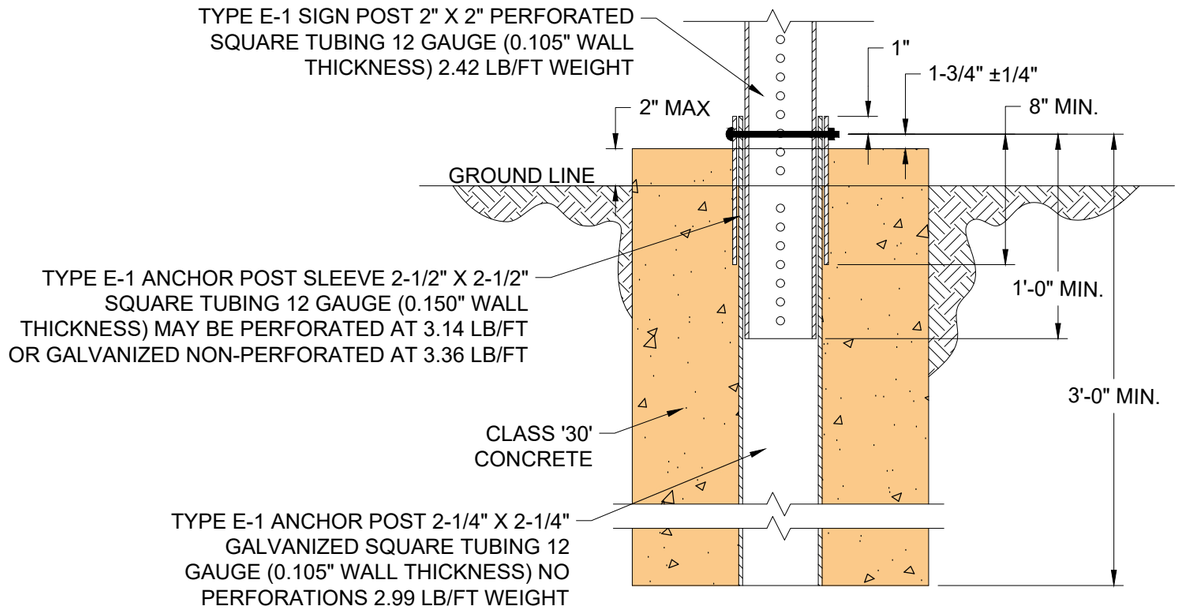
ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

DRYWELL DETAIL

DRAWING SD-8



TOP VIEW
N.T.S.



SECTION VIEW B-B
N.T.S.

NOTES

1. TYPE E-1 POST ANCHOR SLEEVES SHALL BE INSTALLED SO THAT THE HOLES WILL ALIGN AND THE TOP IS FLUSH WITH THE SIGN POST ANCHOR.

2. TYPE E-1 POST ANCHOR SLEEVES SHALL BE INSTALLED SO THAT THE TRAFFIC SIGN (ONCE MOUNTED) SHALL MEET ITS INTENDED INSTALLATION REQUIREMENT.

3. SEE MUTCD FIGURE 2A-2 FOR SIGN LOCATION AND HEIGHT.

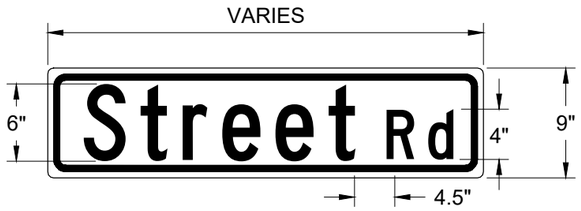
PUBLISHED - September 2026

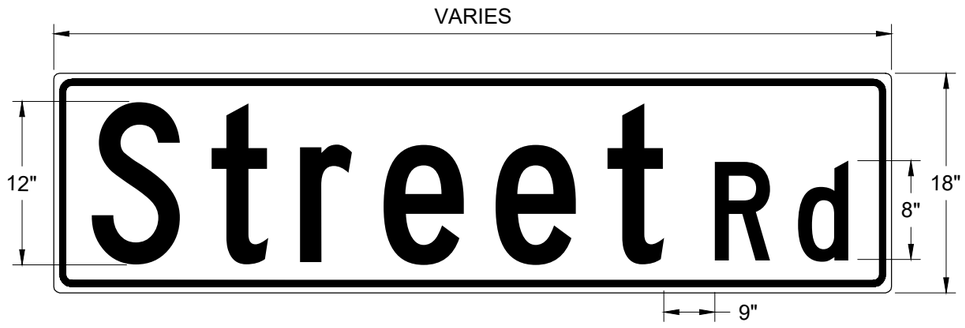
ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

TYPE E-1 SIGN POST BASE

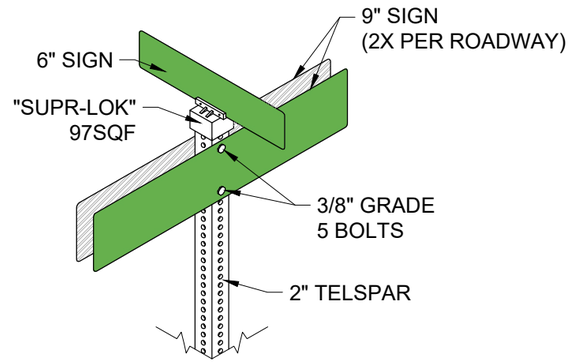
DRAWING
SD-9



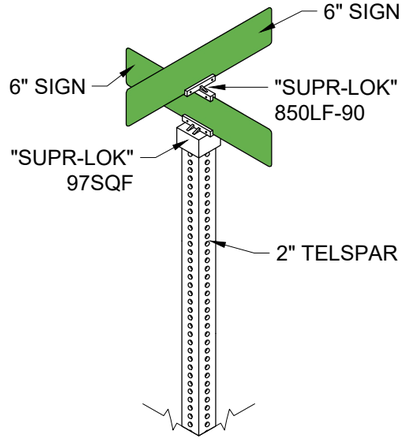




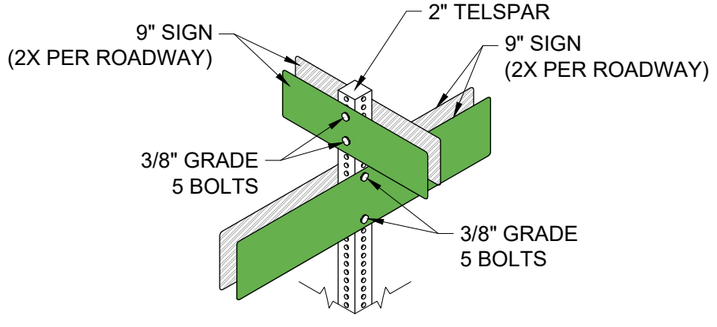
STREET NAME SIGN SIZE		
SIZE	SPEED	RETROREFLECTIVITY
6"	FACING ROADS LESS THAN 30 MPH	ASTM D4956
9"	FACING ROADS 30 MPH OR GREATER	ASTM D4956
18"	SIGNALIZED INTERSECTIONS	ASTM D4956



6" & 9" STREET NAME SIGN



DUAL 6" STREET NAME SIGN



DUAL 9" STREET NAME SIGN

NOTES:

1. ALL PUBLIC STREET SIGNS SHALL HAVE WHITE LETTERING ON A GREEN BACKGROUND. ALL BLADES SHALL HAVE A $\frac{1}{2}$" WHITE BORDER. PRIVATE STREET SIGNS SHALL HAVE WHITE LETTERING ON A BLUE BACKGROUND. LETTERING STYLE SHALL CONFORM TO FHWA SERIES C 2000/2002 AND CURRENT VERSION OF MUTCD.
2. ALL STREET NAME SIGNS SHALL UTILIZE FLAT BLADE ALUMINUM.
3. TEE MOUNTS SHALL NOT BE UTILIZED ON BLADES GREATER THAN 6".
4. SEE MUTCD FIGURE 2A-2 FOR SIGN LOCATION AND HEIGHT.

PUBLISHED - September 2026

ASSOCIATED HIGHWAY DISTRICTS OF KOOTENAI COUNTY
STANDARD DRAWINGS

STREET NAME SIGN

DRAWING
SD-10

APPENDIX 2
SUPPLEMENTAL INFORMATION

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POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

Legal Description Checklist



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

ITD 0130 (Rev. 4-22)

Legal Description Essential Requirements Checklist

Idaho Transportation Department – Right of Way

Project Number	Project Name	Key Number

Parcel Number	Parcel ID Number	Date

		Dist. Reviewer	
1.		_____	Heading: Project Number, Key Number, Parcel Number, Parcel ID Number and date prepared (not an autofill date.) Titled fee acquisition or permanent easement, etc.
2.		_____	Preamble: State, County name, Township and Range, ¼ ¼ sections or government lots designated, section, subdivision name, lots, blocks, and tracks
3.		_____	Points of commencement and beginning shown on plans (must be a found Public Land Survey System (PLSS) corner or a found Corner Perpetuation & Filing (CP&F) recorded point)
4.		_____	Multiple requirement areas within a parcel use the same point of commencement
5.		_____	Curve data contains: radius, arc length, delta/central angle, curve direction (right or left) long chord (bearing and distance)
6.		_____	Centerline stations for beginning and end of parcel
7.		_____	Closing tolerance within State Standard (minimum 1:5,000)
8.		_____	All calls and acreage match the plans exactly
9.		_____	Bearing expressed in degrees, minutes, and whole seconds
10.		_____	Acreages carried to four decimal places and rounded to three places
11.		_____	Distances carried to three decimal places and rounded to two places
12.		_____	Parcel requirement legal description lies within the boundaries of the property described within the title report
13.		_____	Existing non-fee title prescriptive highway RW described with separate acreage - can be described separately or encompassed within description of the new RW requirement parcel, with acreage data broken out for both existing RW and new RW
14.		_____	Stamped, dated, and signed by a professional land surveyor registered by the State of Idaho
15.		_____	Electronic and original (not a copy) of legal description, typed in font size 12

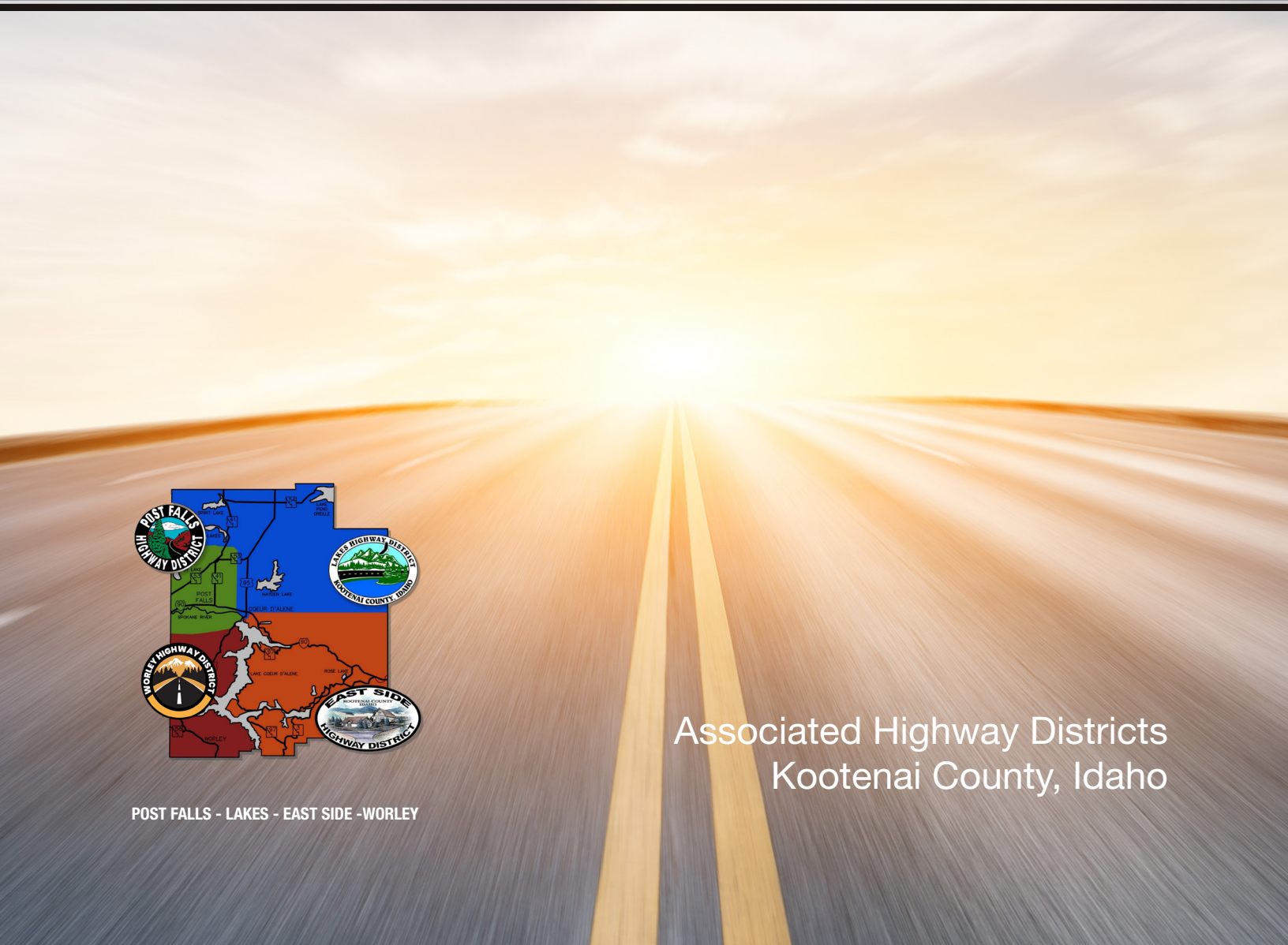
I have reviewed and accepted this legal description.

Design/Construction Engineer	Date

Headquarters Right-of-Way Signature		Date
Printed Name	Title	

Distribution:

Traffic Impact Study Guidelines



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

TRAFFIC IMPACT STUDY GUIDELINES

This section describes the traffic impact study requirements of the Associated Highway Districts of Kootenai County. Traffic impact study requirements will be identified by Highway District staff during the pre-application phase and acceptance of the traffic impact study will be required prior to project approval. Improvements or strategies identified by the traffic impact study to mitigate traffic and transportation impacts may be a condition of any approval or permit, and shall be constructed prior to the issuance of said permit; unless specified otherwise by the agency.

An applicant wishing to pursue a land use action within a Highway District shall first submit a trip generation and distribution letter for review. The Highway District will use this letter to help determine whether a traffic impact study should be required for the proposed land use action/project.

Trip Generation and Distribution Letter

A Trip Generation and Distribution (TG&D) letter may be required of an applicant wishing to pursue land use actions. This includes actions for both new and redevelopment land use actions. The purpose of the TG&D letter is intended to help the staff determine whether a traffic impact study will be required for the development. The letter should be submitted shortly following pre-application discussions/interviews, as to provide the applicant sufficient time to develop a traffic impact study, if required by the Highway District, prior to project approval. The information provided within a TG&D letter should include:

- **Project Location.** A written description of the project location in relation to state highways, major, and/or minor arterials located within the vicinity of the project site. The site should also be displayed graphically on an attached figure.
- **Project Action.** A written description of the land use actions should be provided. The description should include: use and size of the project (both site area and, as available, building area); existing and proposed zoning; project access locations; and development/phasing and completion schedules. A graphical site plan is desired as an attached figure, when possible.
- **Trip Generation.** The study should identify the number of trips anticipated with project development. Trip generation should be determined based upon the methodologies of the most current, Institute of Transportation Engineers (ITE) Trip Generation Manual (current edition); unless trip generation data more applicable to the proposed land use can be presented by the applicant. The Highway District staff will determine whether supplemental trip generation data can be utilized. When relevant, total project trips will be separated into trip types (i.e. new, pass-by, diverted, and shared) to better describe the traffic characteristics of retail and commercial developments. Trip types shall also be identified using ITE resources or some other means acceptable to the Highway District staff. Project trip generation shall be provided for the typical weekday, weekday AM peak hour, and weekday PM peak hour only; unless the Highway District staff specifies some other time period for analysis (i.e. Saturday or Sunday peak hours).

- **Trip Distribution and Assignment.** A description of project trip distribution and assignments will be provided in the study. The methodologies used to distribute and assign project trips will be discussed/provided in the TG&D letter. As a guide, trip assignments should be provided for site access and key intersections located within the direct vicinity of the site, and for those key intersections projected to support more than 25 peak hour trips beyond the immediate site vicinity during the typical weekday or other time period specified by the Highway District staff.

Traffic Impact Study

A Traffic Impact Study (TIS) is intended to forecast and, as needed, provide improvements to mitigate the transportation and traffic impacts of a proposed land use development or redevelopment project. A TIS will be required at the discretion of the Highway District; however, the Highway District may typically require a TIS when one or more of the following conditions are met:

- Project is projected to generate more than 50 trips during the AM and/or PM peak hours (or some other time period specified by the Highway District).
- Project is projected to generate more than 1,000 or more trips per day.
- The Highway District anticipates that project driveway trips will significantly impact traffic operations on adjacent arterials.
- The project is proposed along a route(s) that historically experiences or is projected to experience traffic safety issues.
- The project is proposed within the vicinity of a school, community park, or some other area with high levels of pedestrian and neighborhood activity.

The scope and extent of the TIS is also established at the discretion of the Highway District. Generally, the TIS will address traffic conditions/operations during the single hour of peak traffic activity during the typical weekday (i.e. peak “rush hour”) on adjacent streets. In some instances, adjacent street activity will not vary significantly throughout the day, thus requiring the analysis of multiple peak hour conditions. Similarly, the project may generate significant levels of traffic during multiple periods of the day; thus, requiring additional analysis periods. The Highway District also may request an analysis of other time periods such as peak hours during the typical Saturday or Sunday, when relevant.

For those land use projects that generate between 50 and 99 peak hour trips, the Highway District will typically require the TIS to address traffic operations/conditions at site driveways and at key intersections located immediately upstream/downstream of the project site. For those projects that generate greater than 100 peak hour trips, the Highway District may elect to include additional intersections that experience a net increase of more than 25 peak hour trips.

The TIS, if required, will be developed and submitted prior to project approval. Any improvements/mitigations required of a project will be completed prior to the issuance of a building and/or occupancy permit as project phasing thresholds are realized or the project is completed and ready for occupancy. Project mitigations will be required at the discretion of the Highway District; however, the Highway District will work to assure that improvements are proportionate to the level of the project’s impact. Typically, the applicant can expect one or more of the following:

- **Frontage Improvement:** Frontage improvements provide the Highway District the opportunity to progress road, drainage, and pedestrian/bicycle accommodations in a manner consistent with current Associated Highway Districts Highway Standards. Frontage improvements would extend along roadways within, or along, project boundaries and can include, but would not be limited to, half-road improvements, sidewalk/pathway construction, bike lanes, parking lanes, drainage areas, and landscape buffers.

- **Direct Mitigation:** The Highway District may require a project to directly improve a street or intersection that experiences a proportionate increase of traffic, as the result of project development. Typical improvements may include, but are not limited to, channelization/turn lane construction/extension, signal implementation, road widening, sidewalks, bike lanes, parking lanes, drainage areas, etc.

- **Partial Mitigation.** The Highway District may allow an applicant to participate proportionately with other applicants and/or other public entities to construct improvements that are not exclusively the responsibility of any single applicant or entity. The applicant could share a proportionate percentage of the costs associated with turn lane construction, signal implementation, road widening, sidewalks, bike lanes, parking lanes, drainage areas, etc. The project's proportionate share of an improvement is typically determined by dividing project trip assignments along a roadway section or at an intersection by total projected volumes.

In addition to the project location, project action, trip generation, and trip distribution/assignment information required of the TG&D letter, a TIS report must also include the following:

- **Introduction.** The introduction must define the purpose of the TIS, provide a project description, discuss the scope and extent of the study, and discusses methodology and assumptions. The introduction should also provide the site location and description information, as highlighted by the TG&D section, for the TIS. Site location and site plan figures are required with the TIS.

- **Roadway Inventory.** A TIS must provide a description of the transportation network located within the project study area, as established by the Highway District. These descriptions include roadway classifications, roadway channelization, speed limits, intersection controls (signal, stop-controlled, traffic calming techniques, etc.), intersection channelization (includes turn lane storage), etc. A figure highlighting roadway characteristics (class, lanes, and speeds) and intersection channelization and controls is recommended.

- **Traffic Counts**. Recent weekday and peak hour traffic counts must be secured for study of arterials and intersections. Average daily traffic/24-hour (weekday) counts must be secured for at least one location on primary study arterials. Intersection turn movement counts must be obtained for study of intersections identified by the Highway District for peak study hours. Counts conducted 2 years prior to study initiation cannot be used in the TIS and must be updated. A figure that summarizes existing turn movement counts is required in the TIS. Weekday counts can either be summarized graphically or in a table within the TIS. Raw count data should be included in an appendix to the TIS.

- **Crash Histories (Discretionary).** The Highway District requires collision histories for roadways and intersections located within the study area. Typically, the most current 3-year period of collision activity is requested from ITD and/or local officials. The data is examined to summarize accident and severity activities; highlight the reoccurrence of particular accident types; and sometimes to examine accident frequency/rates as compared with Idaho State averages.

- **Programmed Improvements.** The TIS must describe any improvements that are programmed by agencies or other developments, as they may influence travel patterns or capacity within the study area. Programmed improvements must be factored, as necessary, within traffic forecasts and the future operations analysis. A figure highlighting programmed improvements is recommended. Kootenai County, ITD District 1, local transportation improvement program documentation, Kootenai Metropolitan Planning Organization, and other TIS traffic studies are typical resources to identify future improvements. The source for each improvement must be identified within the TIS.

- **Baseline (Without-Project) Forecasts.** Baseline traffic volumes should be developed for the forecast build-out year of the proposed project. Forecast traffic volumes will be developed by using a specific annual growth rate, as identified through historical traffic counts and confirmed by the Highway District staff or as obtained directly from the Highway District. As necessary, the trips generated by recently approved, concurrently developing projects should be included into baseline forecast projections. The Highway District will identify these “pipeline” projects and should typically be able to provide trip assignments from other relevant TIS studies. In some instances, pipeline trip assignments may need to be assumed for the study area. A figure that summarizes pipeline project locations and pipeline project trip assignments is required with the TIS. A figure that highlights future baseline traffic volumes is also required.

- **Future Project Volumes.** Project trip generation, distribution, and assignment must also be summarized in the TIS, as specified by the TG&D section. Future ‘with-project’ traffic volumes will be developed by combining project trip assignments with baseline traffic volumes. Figures that highlight project trip assignments and future ‘with-project’ traffic volumes are required with the TIS.

- **Traffic Operations.** Traffic operations shall be gauged according to the intersection/driveway level of service (LOS) methodologies of the most current Highway Capacity Manual (HCM), as developed by the Transportation Research Board. A range of software options is acceptable for LOS calculations so long as methodologies are consistent with the HCM. LOS worksheets providing summary assumptions (channelization, controls, peak hour factors, heavy vehicle assumption, etc.) must be provided in the appendix to the TIS. The LOS analysis will be provided for the existing, future build-out year with and without project conditions, and horizon year (build-out plus 5 years) with and without project at site driveways and at study intersections. Volume to capacity ratios (v/c) shall also be reported in the TIS. Note that LOS C is the threshold for traffic operations at signalized intersections, unsignalized intersections, and at project driveways unless specified otherwise by the Highway District.

- **Turn Lane Warrant Analysis.** Dedicated left and right-turn lanes are to be provided in situations where traffic volumes and speeds are relatively high and turning conflicts are likely to develop at public road intersections and driveways. Auxiliary lanes are used to decrease conflicts and improve traffic flow. Turn lane storage and tapers shall be based on the projected volume at the proposed site access (public roadway or driveway) and shall be calculated based on AASHTO standards. Right turn lanes are typically 100-feet in length and left turn lanes are typically a minimum of 300-feet in length (exclusive of taper lengths). See section 306.06.01 to determine when left and/or right turn lanes may be required. The TIS should identify where existing turn lanes are not sufficient for projected volumes. The TIS may also need to include a turn lane analysis of future roadway conditions (i.e. an existing 2-lane road that is planned for 5-lanes).

- **Capacity Improvements.** As needed, improvements shall be recommended to mitigate capacity issues within the study area (those intersections/driveways projected to operate below LOS C). The estimated project's responsibility towards improvements should be provided based upon the general criteria summarized previously by this document. MUTCD (Manual on Uniform Traffic Control Devices) warrants should be utilized to support the need for 4-way stops and signals, as needed. AASHTO (American Association of State Highway and Transportation Officials, current edition) and/or ITD (Idaho Transportation Department) standards should be used to support the need for acceleration/deceleration lanes.

- **Queuing Analysis.** 95th-percentile queues should be summarized for existing and proposed intersection turn lanes based upon the future project and improved/mitigated conditions. Per the discretion of the Highway District staff, turn lanes would be extended, as necessary, to accommodate forecast traffic volumes with the development of the project. The horizon project plus 5-year analysis is only required for those lanes or intersections that are proposed for improvement.

- **Additional Analysis (Discretionary).** The Highway District may require additional analyses with the TIS that may include, but would not be limited to, weekday traffic forecasts, turn lane warrants, sight distance assessment, heavy vehicle characteristics (forecasts, operating times, turning pathways, etc.), special analysis conditions, pedestrian/bicycle facilities, air quality, noise, etc.

- **Summary and Conclusion.** The TIS must contain a summary section that clearly highlights the conclusions and recommendations of the study. This summary section should, if separated from the document for cursory review by members of the public or a public agency, provide sufficient detail to convey a description of the project, provide a summary of trip generation and study results, and provide a clear understanding of proposed improvements and requirements/conditions of the project.

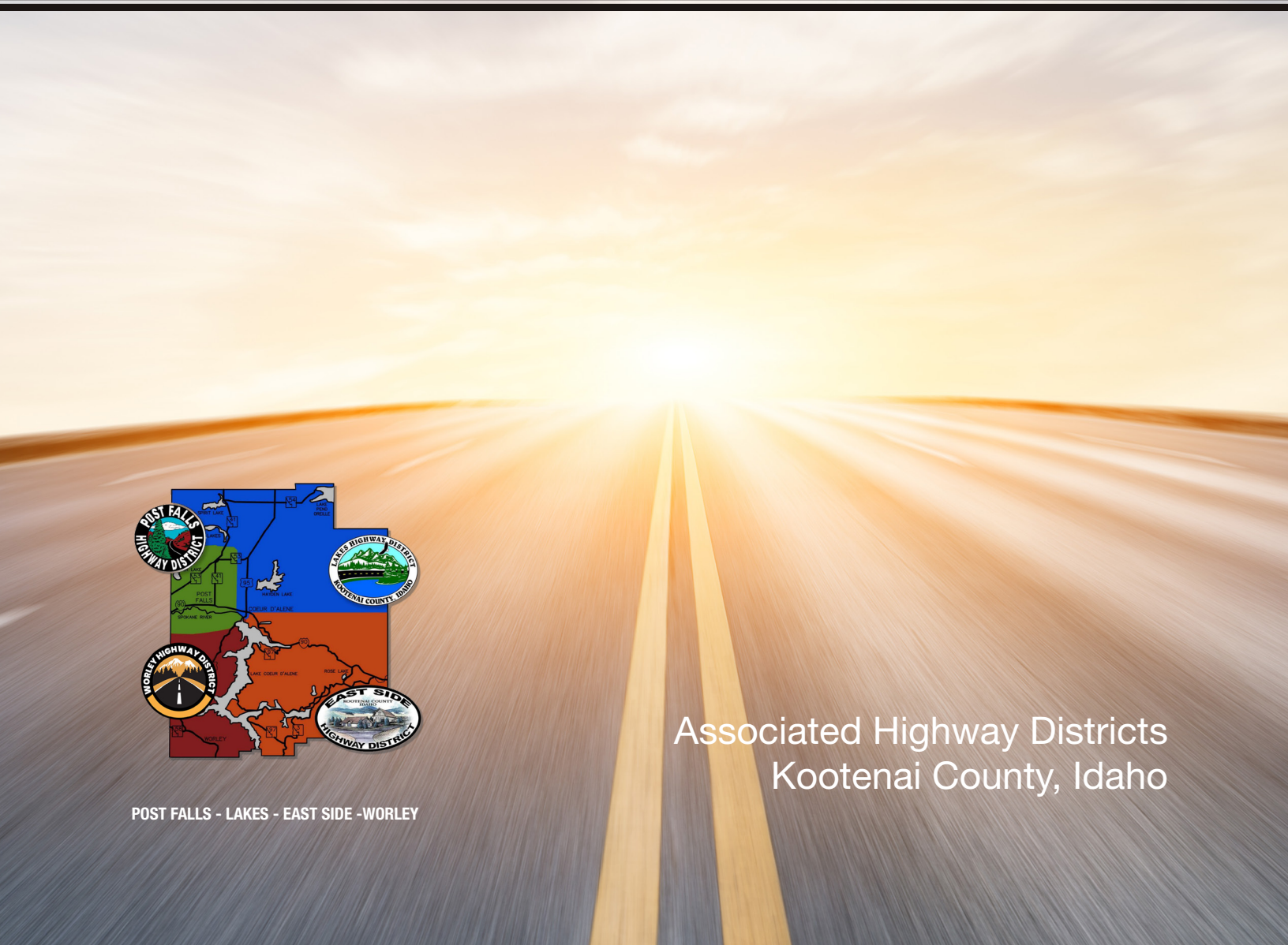
The attached spreadsheet summarizes the primary checklist that will be used for reviewing TIS reports. The spreadsheet also shows the preferred contents of a TIS.

Additional requirements to consider:

- **Preparer Qualifications:** The TIS shall be prepared by a professional engineer registered in the State of Idaho. All work shall be stamped and signed. The applicant is responsible for hiring the engineer to perform the TIS.

- **Initial Meeting:** It is recommended that the applicant of a proposed development that may require a TIS, review the project with District staff before submitting the development application to the lead land use agency. The initial meeting may need to include staff from the lead land use agency, KMPO, and the Idaho Transportation Department, (if ITD roadways will be impacted), and other agencies as appropriate. The District will review the requirements for the TIS with the applicant and set the general parameters for the study. It is recommended that the applicant submit the TIS directly to the District prior to the submittal of a development application to the lead land use agency (Submitting the TIS before the development application will allow time for the TIS review which will help to expedite approval of the development.) If the assumptions in the TIS do not match the development application, the TIS may need to be revised. It will be determined at the Initial Meeting which agencies and/or parties shall continue to be involved in the review of the TIS.
- **District Review**
    - Completeness review within 10 business days. If a TIS submittal is deemed incomplete, the District will not initiate a review until all components are submitted. The engineer and applicant will be notified of the deficiencies in the submittal. This notification shall in no way constitute a review of the TIS.
    - Once the TIS submittal is deemed complete, the District will provide, in writing to the engineer, applicant, and lead land use agency, an estimated timeline and fee for the review. The review time needed will vary depending on the number of traffic studies in the “queue” and the complexity and accuracy of the submitted study.

Memorandum with Kootenai County



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

MEMORANDUM OF UNDERSTANDING

Kootenai County and Eastside Highway District, Lakes Highway District, Post Falls Highway District and Worley Highway District ("the Districts") enter into this Memorandum of Understanding (MOU) in a cooperative effort to enhance compliance with the requirements of the Kootenai County Land Use and Development Code, Title 8, Kootenai County Code, effective June 14, 2016 ("the Land Use Code"), with respect to those provisions requiring private roads to be built in compliance with the *Highway Standards for the Associated Highway Districts of Kootenai County, Idaho* ("the *Standards*").

WHEREAS, the Districts do not have statutory jurisdiction over private roads; and

WHEREAS, Kootenai County has statutory jurisdiction over subdivisions, including private roads contained therein and private roads connecting a subdivision to the nearest existing public or private road; and

WHEREAS, the parties to this MOU recognize that the Districts have the expertise and are better situated to determine if private roads have been built in compliance with the *Standards* whenever the Land Use Code so requires; and

WHEREAS, the Districts are routinely requested to take private roads into their highway systems but are unable to do so when those roads have not been constructed in compliance with the *Standards*; and

WHEREAS, the Districts are willing to assist Kootenai County in the enforcement of the above-referenced provisions of the Land Use Code so long as fees collected by the Districts from applicants cover increased costs or staffing requirements for the Districts resulting from this assistance;

NOW THEREFORE, in consideration of the mutual interests and benefits to be derived from the cooperative efforts of the parties in enforcing compliance with the Land Use Code, the parties agree as follows:

1. The County will require applicants to coordinate inspection of private roads with the respective District and to pay the fee required by the District for the inspection.

2. The District may assign its inspection responsibilities under this MOU to its agents or independent contractors, as the District deems appropriate.

3. The District will notify Kootenai County Community Development that it has inspected the roads and the results of the inspection.

4. Any party hereto has the right to terminate its participation in this MOU for any reason by giving thirty (30) days' notice in writing to each party to this MOU.

5. This MOU may be amended or supplemented by mutual agreement effectuated in writing and duly executed by the parties.

6. This MOU shall be in full force and effect when signed by all parties.

7. Each party warrants that its participation and execution of this MOU has been duly approved by its governing board.

8. All notices, requests and other communications under this MOU shall be in writing, and shall be (a) delivered personally; (b) sent via FedEx or similar private express mail service (hereinafter "FedEx"); (c) sent via facsimile; (d) sent via email, or (e) mailed, postage prepaid, and addressed as follows:

Kootenai County
Attn: Director of Community Development
P.O. Box 9000
Coeur d'Alene, ID 83816

Eastside Highway District
Attn: Road Supervisor
6095 E. Mullan Trail Road
Coeur d'Alene, Idaho 83814

Lakes Highway District
Attn: Director of Highways
PO Box 460
Hayden, Idaho 83835

Post Falls Highway District
Attn: Road Supervisor
5629 E. Seltice Way
Post Falls, ID 83854

Worley Highway District
Attn: Road Supervisor
12799 W. Ness Road
Worley, Idaho 83876

9. Each party agrees to indemnify, defend and hold harmless the other parties, their officials, agents, officers, and employees against any and all liabilities, obligations, lawsuits, administrative writs, claims, judgments, or penalties arising as a result of the party's actions conducted in performance of its duties under this MOU.

10. This MOU supersedes and replaces that Memorandum of Understanding dated October 31, 2005 between the County and the District.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding this 19 day of December, 2016.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Daniel H. Green, Chairman

Marc Eberlein, Commissioner

David Stewart, Commissioner

ATTEST:
JIM BRANNON, CLERK

By: _____
Deputy Clerk

CLERK OF 1ST DISTRICT COURT
FIRST JUDICIAL DISTRICT KOOTENAI COUNTY
OFFICE AUDITOR AND RECORDER
STATE OF IDAHO

EASTSIDE HIGHWAY DISTRICT

Terry Sverdsten, Chairman

ATTEST

By: Rosie Leake
Rosie Leake, Secretary Treasurer

LAKES HIGHWAY DISTRICT

Rodney Twete, Chairman

ATTEST

By: Bonny A. Flagg
Bonny A. Flagg, District Clerk

POST FALLS HIGHWAY DISTRICT

Lynn Humphreys, Chairman

ATTEST:

By: Shirley Walson
Shirley Walson, District Clerk

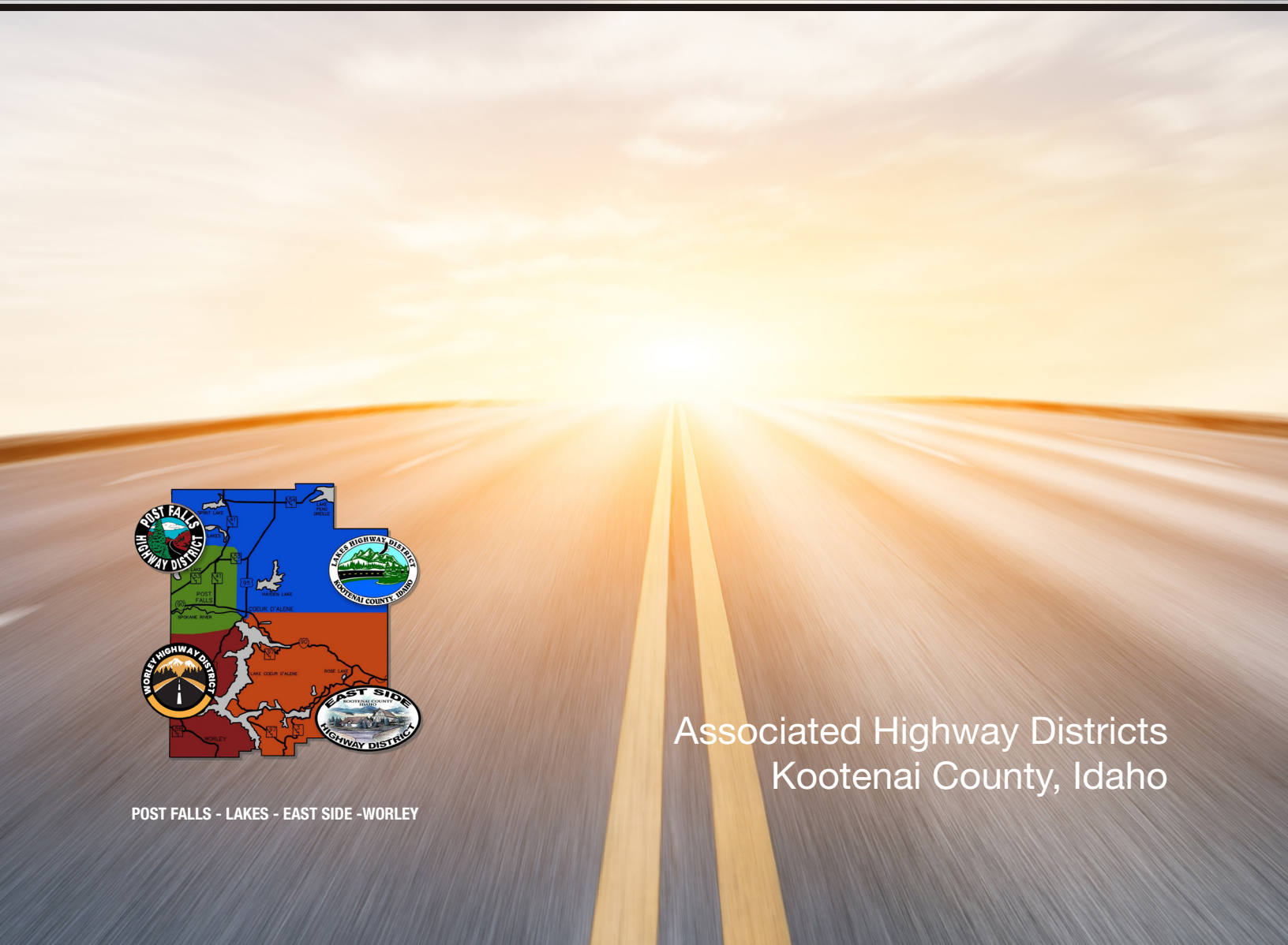
WORLEY HIGHWAY DISTRICT

James Mangan, Chairman

ATTEST

By: Susan Kuykendall
~~Carol Richel, District Clerk~~
SUSAN KUYKENDALL, DEPUTY CLERK

Minimum Testing Requirements



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

MINIMUM TESTING REQUIREMENTS

Item or Material	Qualifier	Test Type	Test Method or Reference	Minimum Acceptance Criteria	Minimum Testing Frequency
Top 12 inches of Subgrade	Material is not too granular to test	Compaction	AASHTO T 310	95 percent AASHTO T 180 95 percent Idaho T 74	1 test per each 300 linear feet per lane of roadway.
	Material is too granular to test to test	Compaction	See Note	Lift Thickness and Minimum Passes Specified	Observation
Crushed Aggregate	None	Compaction	AASHTO T 310	95 percent AASHTO T 180 95 percent Idaho T 74	1 test per lift per each 300 linear feet per lane of roadway
	None	Sampling	AASHTO T 2	Samples meet specified requirements for gradation, LA Abrasion, sand equivalency, and fractured faces.	1 sample per each 1,000 tons delivered to the jobsite Minimum once per project
Plant Mix HMA	None	Sampling	AASHTO T 308	Samples meet specified requirements for asphalt cement content and gradation	1 sample per 750 tons produced or fraction thereof. Minimum 1 sample per day
In-Place Plant Mix HMA	Acceptance by cores	Compaction Testing	AASHTO T 166	92.0 to 97.0 percent of AASHTO T 209	Randomly at one core per 300' per lane of roadway and 1 12 inches from joints. Not required for plant mix leveling course or temporary pavement
	Acceptance by correlated nuclear densometer.	Compaction Correlation	WAQTC TMB/ AASHTO T 166	None	1 core for every 5 density tests performed, but not less than 3 cores per project. Not required for plant mix leveling course or temporary pavement.
		Compaction Testing	WAQTC T M8	91.0 to 96.0 percent of AASHTO T 209	Randomly at 1 test per 100 linear feet per lane of roadway and 12 inches from joints
Road Mix Aggregates	None	Sampling	AASHTO T 2	Samples meet requirements for gradation, sand equivalency, and fractured faces	1 sample for each 700 cubic yards or 1,000 tons of mix produced
In-Place Plant Mix HMA	None	Smoothness	Idaho IR 87	0.25 inches in 10 feet	Randomly

Note: Method Specification for Compaction - Material Too Granular to Test

a. Construct emabankments with material too granular to test by AASHTO T-99 or Idaho Method IT-74 in horizontal layers no thicker than outlined below unless otherwise permitted. Distribute large rocks evenly and fill the voids between them with smaller rock and/or earth. Also, provide adequate water to facilitate compaction

b. Compaction 18 inches or less below roadbed: Place material in lift thicknesses of 9 inches or less and uniformly compact each layer with a minimum of 12 full coverages using a vibratory roller meeting the requirements outlined below. Vibratory rolling requirements may be reduced 1 coverage for each increase of 5,000 pounds per impact above the specified minimum. In no case shall less than 6 full coverages for each 9 inch lift, or fraction thereof be allowed.

c. Compaction more than 18 inches below roadbed: Place material in lift thicknesses of 18 inches or less and uniformly compact each layer with a minimum of 3 full coverages for each 6 inches of lift thicknesses or fraction thereof using rollers meeting the requirements outlined below. Rolling requirements may be reduced 1 coverage for each increase of 5,000 pounds per impact for vibratory rollers or 1,000 pounds/foot drum width for grid rollers. In no case shall less than 1 full coverage for each 6 inches of lift, or fraction thereof, be allowed.

d. Vibratory rollers having a rated dynamic force of 30,000 pounds per impact and at least 1000 vibrations/minute.

e. Grid rollers having a static weight of at least 20,000 pounds and 4,000 pounds/foot of drum width.

f. Limit the speed of grid rollers to no more than 4 mph and the speed of vibratory rollers to no more than 1.5 mph.

Engineers Statement



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

ENGINEER'S STATEMENT

_____

Name of Project

_____

Developer/Applicant

_____

Engineer

I hereby state the following:

1. Observation was performed substantially to at least the basic minimum construction observation intervals established by the Highway District.
2. Construction practices and materials observed were in compliance with the approved plans and specifications.
3. Construction was performed substantially to the lines and grades shown on the approved plans or as approved by the Highway District.
4. Based on tests performed, the asphalt pavement meets the Highway District's Standards.
5. A Record Drawing has been submitted to the Highway District.
6. A copy of the construction diary has been submitted to the Highway District.

Any of the above items, which cannot be fully satisfied, shall be explained on a separate sheet of paper and attached hereto.

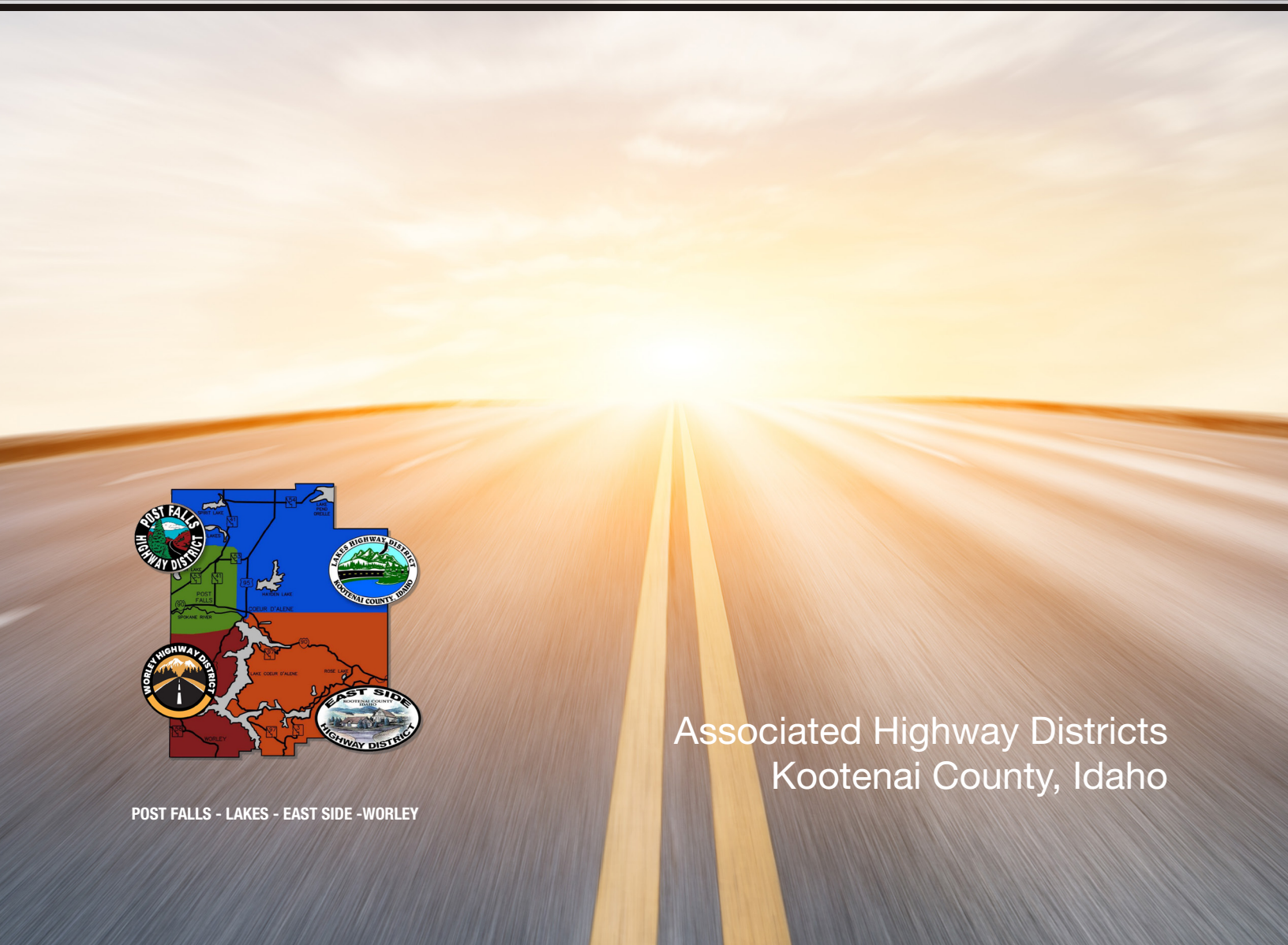
Attachments: _____ yes _____ no

_____ _____

Signature of Engineer Date

SEAL OF ENGINEER

Financial Guarantee Agreement



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

FINANCIAL GUARANTEE AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20____, by and between _____ _____, (hereinafter referred to as "Developer or Applicant") and the _____ _____ Highway District (hereinafter referred to as "District").

IT IS AGREED:

1. APPLICANT agrees to complete, or cause to be completed, the improvements as shown on Drawing(s) No. _____, Sheet(s) _____ through _____, for _____ (hereinafter referred to as "Project") in accordance with special provisions and conditions as set forth by the District, on or before the _____ day of _____, 20_____, or such latter time as may be extended, in writing, by the District, including the installation of all necessary utility lines, structures and service connections directly associated with the project within the public rights-of-way and easements.

2. APPLICANT agrees to pay for all labor and material costs for completion of the improvements, and the improvements are to be completed free and clear of all liens, encumbrances, assessments, or unpaid obligations.

3. APPLICANT agrees that all improvements listed herein shall be completed according to standard specifications adopted by the District and to pay, when due, all fees incurred or charged by the District in connection with this project.

4. APPLICANT has furnished the District with a cash deposit, Surety Bond, or other form of credit issued by a financial institution authorized to do business in the State of Idaho, in a form approved by the District in the amount of $_____ (equal to 150% of the estimated cost of the "public or special improvements" included in the project). Said cash deposit, Surety Bond or other form of credit shall be in force for a minimum term of two (2) years after acceptance of the improvements by the District, assuring performance of Applicant's obligations under this agreements operated and maintained by the Highway District; and others as follows:

In the event Applicant fails to complete the improvements or conditions as herein set out, District, at its option, may complete the project, or cause it to be completed, and the cost thereof in labor and material costs, or for the District to perform any observations, tests, or retests, whereby test results of the materials to be used and/or installed are shown not to conform to District detailed specifications, shall be the amount of liquidated damages, plus court costs and reasonable attorney fees incurred by the District in relation thereto, which amounts shall be a charge against the cash deposit, Surety Bond, or other form of credit. The Applicant shall be liable for any deficiency incurred over and above the amount of the bond or other form of credit furnished.

5. DISTRICT agrees that upon satisfactory completion of the improvements listed herein, in accordance with the specifications and requirements of said District, the District, upon acceptance by the Board, will be responsible for continuous maintenance of the public street within the District's boundaries.

6. APPLICANT further agrees neither the final certificate of completion nor any provision within this agreement nor partial or entire use of the improvements embraced in this agreement by the District or the public shall constitute an acceptance of work not done in accordance with said approved drawings and District Standards and Specifications or relieve the Applicant of liability in respect to any or all warranties or responsibility for faulty materials or workmanship. The applicant shall remedy or shall cause to be remedied promptly any defects in the work and to pay for any damage to other work resulting therefrom which shall appear within a period of two (2) years from the date of final acceptance of the improvements. The District will give notice of defective materials and work with reasonable promptness.

7. APPLICANT agrees that he shall retain an Idaho licensed, Professional Engineer who shall supervise the construction and certify that all improvements are constructed in accordance with the District's "Construction Observation Policy Statement" a copy of which is attached and hereby made a part of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written above.

_____
Developer/Applicant

_____
Highway District

_____
CHAIRMAN

ATTEST:

_____
CLERK

State of Idaho)
)ss
County of Kootenai)

This record was acknowledged before me on _____ by _____ as _____ of _____.

_____
Notary Public
Commission Exp.: _____

State of _____)
)ss
County of _____)

This record was acknowledged before me on _____ by_____.

_____Notary Public

Commissioner Exp.:_____

Utility Accommodation Policy



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

UTILITY ACCOMMODATION POLICY

1. General Purpose and Intent

The purpose of this Utility Accommodation Policy is to provide consistent standards for installing, relocating, adjusting, operating, and maintaining utility facilities within the rights-of-way (ROW) controlled by the Associated Highway Districts (AHDs).

AHDs recognize that roadway rights-of-way are primarily for transportation purposes but may accommodate utilities when such use does not compromise safety, future roadway needs, or the integrity of the roadway system.

2. Authority

This policy is enacted under the AHDs' statutory authority to regulate public rights-of-way within their jurisdictions.

3. Definitions

Terms used in this policy include:

1. **Utility** – Any facility providing electricity, communications, water, sewer, gas, broadband, or other services.
2. **Permittee** – Any utility owner or operator seeking authorization to install, adjust, or maintain facilities within AHD ROW.
3. **Right-of-Way (ROW)** – Land or property interests held by AHD.
4. **Associated Highway Districts (AHD)** – Joint standardization entity represented by East Side Highway District, Worley Highway District, Lakes Highway District, and Post Falls Highway District. Current contact information for each entity can be found here:
    - East Side Highway District – (208) 765-4714
    - Worley Highway District – (208) 664-0483
    - Lakes Highway District – (208) 772-7527
    - Post Falls Highway District – (208) 765-3717

4. Applicability and Scope

This policy applies to:

1. All utility installations, relocations, adjustments, repairs, replacements, operations, and maintenance activities within AHD ROW, regardless of the entity performing the work.
2. Adjustments or relocations resulting from AHD, utility, or other capital projects.
3. Emergency repairs and aerial utility work that affect AHD ROW or require traffic control review.

5. Permit Requirement

5.1 Permit Required

1. Utilities must obtain a written permit from the AHD before any installation, relocation, or earth or roadway disturbing maintenance activity.
2. Issuance of a utility permit constitutes a warranty period of 2 years from the date of installation by the utility to repair trench or pavement settlement as directed by AHD at no cost to AHD.

5.2 Permit Application Components

Applications shall include:

1. Plans, drawings, and profiles, drawn to scale, showing facility type, location, site features, right-of-way limits, offsets from traveled way, depth of cover, crossings, trench limits, bore or receiving pits, and pavement restoration details.
2. Traffic control plans consistent with MUTCD standards, including proposed dates and duration of traffic changes, lane restrictions, and closures.
3. Construction timeline, construction methods, and any requested deviations from these standards.
4. Contact information for responsible utility personnel and emergency contacts.

5.3 Emergency Repairs

Utilities may proceed with emergency repairs without prior permitting but must notify AHD immediately and follow with a permit application as soon as practical.

6. Design and Installation Requirements

6.1 General Standards

Utility installations must:

1. Ensure the safety of the traveling public.
2. Not impair roadway function or maintenance.
3. Not conflict with planned roadway improvements.
4. When utilities are installed within the Area of City Impact (ACI), AHD approval and permit are still required, and the installation must comply with either AHD standards or City standards, whichever is more stringent.
5. It is the utility company's responsibility to research and document public right of way limits and install facilities within the public right of way. Utility companies must obtain private easements for installations outside the public right of way on private property.

6.2 Location Standards

1. Utilities should be placed outside the clear zone as defined by the AASHTO Roadside Design Guide .
2. When right of way does not exist to locate the utility outside the clear zone, above ground obstructions should be placed as far away from the traveling public as possible, and behind the roadside ditch. Above ground utility facilities should not be installed within 10 feet of the traveled way, unless approved by the Director.
3. Where feasible, underground utilities shall be installed so as to not disturb the roadway and traffic flow to perform maintenance or expansion operations.
4. Utility providers shall coordinate opportunities for joint trenching where practical and mutually acceptable.

6.3 Crossings

1. Utility crossings should be installed perpendicular to the roadway, except where engineering justification supports an alternate alignment.
2. Unless specifically authorized by the utility permit, all underground crossings of roadways and approaches must be installed using trenchless methods. If, due to site conditions, a trenchless method is found to be unconstructable, the permittee must document the issues and receive approval from the Director to proceed.

6.4 Longitudinal Installations

1. Longitudinal placement within the ROW is allowed when it does not interfere with roadway function or planned expansions of the roadway and/or utility.
2. Install longitudinal utilities outside the roadway prism and as near to the right of way as possible. When utility type or site conditions justify installation within the roadway prism, the permittee shall document the reason in the permit application and minimize impacts to future maintenance and operations.
3. Adequate service lines or points of connection shall be provided to limit future connections within the travelway.

6.5 Depth of Bury

Minimum utility depth of cover shall be at least 4 feet within the roadway prism, and no less than 3 feet outside the roadway prism, unless approved by the Director.

7. Construction Requirements

7.1 General Construction Practices

1. Construction must follow standard engineering practices and minimize disturbance to AHD ROW.
2. All utility companies, or contractors working for utility companies, are required to identify the

name of the utility company at the work site.

3. Utility trench/backfill patches will match the existing roadway section as to the type of material used and thickness or dimensions.
4. Trenches / splice pits shall not be left open or exposed overnight without proper traffic control and safety devices in place.
5. Tracer wire is required to be installed for all gas main and water main installations.
6. AHD may require clay cutoff “dams” around conduits and in the trenches when groundwater flow, seepage, or spring development along the utility line is anticipated. This applies to both bored and open cut installations.

7.2 Protection of Public and Property

1. Permittee must maintain safe work zones, restore any disturbed areas, and protect existing utilities.

7.3 Inspection

1. AHD reserves the right to inspect all utility work before, during, and after construction. If utility installations deviate from this code and/or the approved permit, the utility company shall relocate their facility to comply with the code and/or approved permit before resuming other utility installations. AHD reserves the right to hold utility permits until a utility compliance issue is resolved.

8. Relocation and Adjustment

8.1 Required Relocation

1. If AHD roadway projects require utility relocation, utilities must relocate at their own expense unless otherwise governed by separate agreements or state law. AHD may issue a written relocation notice establishing a required relocation schedule. Failure to meet the required schedule may result in withholding future utility permits until the relocation obligation is satisfied, to the extent allowed by law.

9. Fees, Insurance, Bonds, and Indemnification

9.1 Adopted Fee Schedule

1. Permit fees, inspection fees, roadway closure fees, and other fees shall be governed by the applicable AHD adopted fee schedule.

9.2 Utility Permit General Provisions

1. Bonding, insurance, indemnification, warranty security, and related permit conditions shall be governed by the applicable AHD utility permit general provisions.
2. Applicants shall comply with all bonding, insurance, and indemnification obligations stated

in the issued permit.

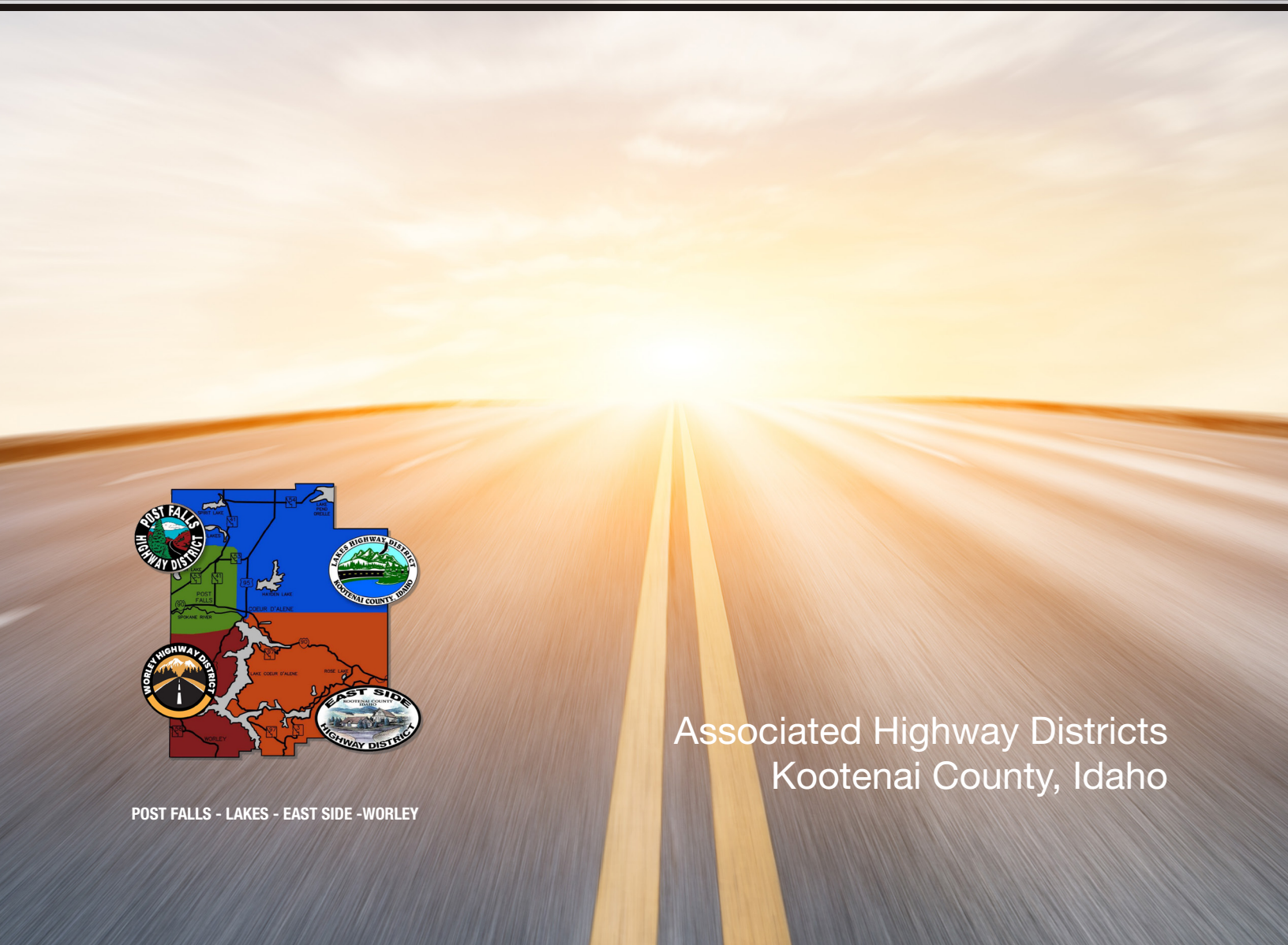
10. Changes or Updates to this Policy

1. AHD reserves the right to revise or update this policy to align with state and federal regulations. If this policy conflicts with state or federal regulations, the state or federal regulation shall be held.

11. Appendices

1. Utility Permit Application Templates
2. Utility Plan Sheet Examples

Pavement Cut Policy



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

PAVEMENT CUT POLICY

1. Purpose and Intent

This section establishes uniform requirements for roadway cuts, excavation, and pavement restoration performed within Associated Highway District rights-of-way (ROW). The intent is to preserve pavement integrity, reduce lifecycle maintenance, and maintain safe and functional roadways. Standards herein are based on the AHD Highway Standards and the Idaho Standards for Public Works Construction (ISPWC).

2. Applicability

These requirements apply to all utility owners and contractors installing, maintaining, or modifying facilities located within AHD ROW. All work must conform to the latest AHD Standards and the ISPWC, which govern trenching, backfill, and surface restoration.

3. Pavement Cut Moratorium Periods

To protect roadway investments, pavement cuts are prohibited between October 15 and April 15. Further, pavement cuts are prohibited for a defined period following surface treatments:

- 5 years after roadway construction or reconstruction.
- 3 years after asphalt overlay, chip seal, seal coat, or other wear surface applications.

Utility work may proceed only if it meets the exceptions outlined in Section 4. During permit review, AHD will determine whether the requested cut falls within an applicable moratorium period and will notify the applicant accordingly. Directors retain authority to approve exceptions when the public interest is served and no practical alternative exists.

4. Exceptions to Moratorium Periods

Pavement cuts may be allowed within the moratorium window only for:

1. Emergency repairs required to address risks to public health, safety, or service continuity (e.g., gas leaks, water/sewer main failures, power/communication outages).
2. Public agency utility projects where no feasible alternative exists.
3. Trenchless installations (boring, HDD) where surface disturbance is limited to approved bore/receiving pits outside the roadway prism.

5. Permitting and Submittal Requirements

Before any excavation or pavement disturbance, utility owners must obtain an AHD Right of Way Use Permit. Permit packages must include:

- Detailed plans showing utility location and cut limits;
- A Traffic Control Plan meeting MUTCD standards;
- A restoration plan demonstrating compliance with AHD and ISPWC details;
- Contractor licensing and insurance documentation;

- Bonding or security as required by the issuing AHD.

6. Work Notification and Coordination

- Notify AHD at least 48 hours before starting work.
- Notify affected utilities via 811 prior to excavation, consistent with Idaho Code requirements.
- Lane or road closures require advance approval per AHD procedures and must follow MUTCD guidelines.
- Work must maintain safe public access unless specifically approved otherwise.

7. Construction Requirements

7.1 Temporary and Permanent Patching

- Temporary patches must be placed within 24 hours of excavation and maintained in safe condition.
- Permanent pavement restoration must be completed within 7 calendar days, unless seasonal conditions prevent paving.

7.2 Pavement Cut Geometry and Limits

All pavement cuts must meet the following standards:

- Asphalt must be removed to a minimum of 3 ft beyond the trench limits.
- If subgrade sloughing extends beyond the original cut, edges must be re cut to re establish the required offset.
- Sawcut edges shall be straight, clean, and perpendicular/parallel to roadway alignment.
- Cuts shall not terminate in wheel paths; patches must extend to lane edge, lane center, or curb where appropriate.
- Patches within 15 ft of one another must be combined into a single patch.
- Areas containing four or more existing patches within 200 ft, or five or more existing within 350 ft, may require full width or lane width restoration.

7.3 Backfill and Compaction

- Backfill shall comply with ISPWC Sections 306 and 307, including material type, lift thickness, and compaction.
- Minimum compaction: 95% of AASHTO T99/T180.
- Flowable fill may be required in specific situations such as narrow trench zones or under high traffic roadways.

7.4 Asphalt Paving Standards

- Asphalt materials and placement must conform to ISPWC and AHD Standards.
- All joints must be tacked with approved emulsion prior to paving.
- Finished patches must meet these tolerances:

- ≤0.03 ft per 10 ft deviation in profile
- ≤0.05 ft per 10 ft deviation in cross-slope

- Restored surfaces must not pond water.

7.5 Trenchless Construction

Where feasible, trenchless methods (boring, jacking, HDD) are preferred and must comply with ISPWC Sections 308 and 309.

8. Inspection, Testing, and Acceptance

- AHD inspectors may require density tests, asphalt cores, or other quality verification testing.
- Work not meeting standards must be removed and replaced at the utility's expense.
- All restored areas carry a two-year warranty, during which the permittee must correct settlement, cracking, or performance issues.

9. Fees, Bonds, and Degradation Charges

- Permit fees, inspection fees, roadway closure fees, chip seal restoration fees, and other degradation charges shall be assessed in accordance with the adopted AHD fee schedule.
- Bonding, warranty security, and other financial assurances shall be governed by the applicable AHD utility permit general provisions.

10. Coordination With Future Roadway Improvements

Utilities must coordinate with AHD when planned overlays, reconstructions, or chip seals are scheduled. AHD may deny pavement cut applications that conflict with upcoming projects when feasible alternatives exist.

Permit Applications

The permit forms included herein are for reference only.
Contact the applicable Highway District website for current permit application forms.



POST FALLS - LAKES - EAST SIDE -WORLEY

Associated Highway Districts
Kootenai County, Idaho

ASSOCIATED HIGHWAY DISTRICTS

of Kootenai County

Public Utility Permit Application

Permit for public agency (non-regulated) utility encroachments review and construction in AHD Right of Way.

AHD USE ONLY

Permit #	*Assigned by district*
Received	*MM/DD/YYYY*
District	*HD*

READ FIRST	Permit Path: Phase 1 and Phase 2 provide design approval based primarily on the construction plans submitted by the utility agency. Phase 3 is required after contractor selection and before construction; Phase 3 includes final contractor information, traffic control plan (TCP), bonding, and insurance naming the Highway District.		
1 **AGENCY DESIGN SUBMITTAL** Utility Owner submits application, construction plans, standard drawings, restoration approach, and agency contacts.	**2** **DISTRICT DESIGN APPROVAL** District reviews ROW location, roadway impacts, utility placement, restoration, and design conditions. No construction authorized.	**3** **CONTRACTOR AUTHORIZATION** After contractor selection, submit GC, subs, TCP, bonds, insurance, schedule, and start notice for construction authorization. AHD approval of this phase of the permitting process authorizes construction.	
APPLICABILITY AND REVIEW BASIS	Use this form for publicly regulated utilities with statutory, franchise, or other independent authority to occupy public right-of-way. This permit also serves as the encroachment authorization for approved utility facilities in AHD ROW. The review is intentionally plan-based: the District needs sufficient plan detail to verify utility location, roadway impacts, traffic control, restoration, and compliance with AHD standards.		

SECTION 1 Utility Owner & Design Submittal Information

Highway District	☐ East Side HD ☐ Lakes HD ☐ Post Falls HD ☐ Worley HD	**Submittal Type**	☐ Standard ☐ Emergency ☐ Revision / Resubmittal
Utility Owner / Agency	*Utility owner / agency name*	**Authorized Representative**	*Name and title*
Representative Email	*name@example.com*	**Representative Phone**	*Primary phone*
Project Name / Number	*Project name or agency project no.*	**24-Hour Utility Contact**	*Name and after-hours phone*
Engineer / Plan Preparer	*Name and firm, if applicable*	**Plan Set Date / Revision**	*Date / revision*

SECTION 2 Utility Work Summary

Work Type	☐ New Installation ☐ Maintenance of Existing Infrastructure ☐ Repair / Replacement ☐ Relocation ☐ Removal / Abandonment ☐ Other	**Utility Type**	☐ Water ☐ Sewer / Force Main ☐ Electric ☐ Gas ☐ Fiber / Telecom ☐ Other
Facility Configuration	☐ Overhead ☐ Underground ☐ Longitudinal Installation ☐ Roadway Crossing(s) ☐ Appurtenances / Structures ☐ Within ACI	**Installation Method**	☐ Bore / Jack ☐ HDD ☐ Open Trench ☐ Pavement Cut ☐ Plow ☐ Aerial / Pole Work
Construction Plan Sheet(s)	*Plan sheets showing ROW work*	**AHD Standard Drawing(s)**	*Drawing number(s) or attached details*
Design Deviations	*Requested exception or N/A*	**Restoration Approach**	*Pavement, shoulder, ditch, or surface restoration*

SECTION 3 Work Location & Plan Reference

Road Name(s)	*Road or street where work is located*	**Project Limits**	*From / to limits or plan sheet reference*
Nearest Address / Intersection	*Address, intersection, or landmark*	**City / Area**	*City, area, or neighborhood*
ROW / Property Line Basis	*Survey, GIS, plans, or known ROW*	**ACI / Other Jurisdiction**	*City / agency coordination or N/A*

Plan-Based Review Checklist

	Construction plans show utility location relative to the roadway, ROW, property lines, existing features, and known utilities.
	Plans identify crossings, longitudinal runs, depth/clearance, pits, structures, appurtenances, and affected ROW features.
	Plans or details show pavement, shoulder, ditch, drainage, and surface restoration requirements.
	Design deviations, non-standard work, pavement cuts, and traffic impacts are identified for District review.

SECTION 4 Required Phase 1/2 Design Submittals

	Construction Plans / Plan Set: Submit the plan sheets that define the proposed utility work in AHD ROW. The plans are the primary basis for District design review.

	Site Plan / Vicinity Sketch: Show project limits, adjacent roads, ROW, affected features, and access points when not already clear in the construction plans.
	Standard Drawings & Details: Provide applicable utility details, trench/bore details, appurtenance details, and AHD/utility standard drawings.
	Restoration / Pavement Cut Details: Show pavement, shoulder, ditch, drainage, sidewalk/pathway, and surface restoration requirements.
	Traffic Control Approach: Provide anticipated traffic impacts and available TCP information. Final TCP is required in Phase 3 before construction authorization.
	Agency / ACI Coordination: Provide city, ACI, railroad, drainage, or other agency coordination information when applicable.

PLAN REVIEW

SECTION 5 Utility Owner Design Certification

By signing below, the Utility Owner certifies that the submitted construction plans and supporting documents are complete for District review; that the Utility Owner has independent legal authority to occupy the ROW; that this permit also authorizes the approved utility encroachment; and that no construction will begin until Phase 3 contractor authorization is issued.

Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**Utility Owner**	*Utility owner / agency name*

SECTION 6 Highway District Phase 2 Design Approval (AHD Use Only)

Design Review Disposition	☐ Approved to Proceed to Phase 3 ☐ Approved with Design Conditions ☐ Revise & Resubmit ☐ Denied		
Design Conditions / Notes	*District conditions, required plan revisions, restoration notes, traffic control expectations, or denial reason*		
Permit Number	*Assigned by District*	**Review Date**	*MM/DD/YYYY*
Reviewer	*Name and title*	**District**	*District name*
District Design Approval Signature	*Signature*	**Date**	*MM/DD/YYYY*
Phase 3 Requirement	Construction is not authorized until the Utility Owner and/or General Contractor completes Phase 3 and the District issues construction authorization.		

GENERAL CONDITIONS Attorney-Prepared General Conditions

[Attorney to insert District-approved general conditions, indemnification, insurance, bonding, surety, warranty, relocation, revocation, and related legal provisions.]

PHASE 3 Contractor Construction Authorization & Start Notice

Complete After Phase 2 Design Approval

AFTER DESIGN APPROVAL

Complete Phase 3 after the utility agency selects a General Contractor and before construction begins. Phase 3 is the standard construction authorization step and must include contractor information, final traffic control, bonding, surety, and insurance naming the Highway District as required.

Approved Permit #	*Permit number*	**Utility Owner / Agency**	*Utility owner / agency name*
General Contractor	*Company name*	**GC Contact**	*Name, phone, email*
On-Site Superintendent	*Name and mobile phone*	**24-Hour Emergency Contact**	*Name and phone*
Requested Start Date	*MM/DD/YYYY*	**Estimated Completion**	*MM/DD/YYYY or duration*
Working Hours / Closure Window	*Working hours or closure window*	**811 Ticket No. / Date**	*Ticket number and date*
Traffic Control Contractor	*Company / responsible party*	**Restoration Responsibility**	*GC, utility owner, or contractor responsible*

Contractors / Subcontractors	*List all contractors involved with the work and their role*

PHASE 3 Required Contractor Submittals

Submit Before Construction

	Final Contractor List: Utility Owner or General Contractor lists all contractors and subcontractors involved with the work.
	Final Traffic Control Plan: Submit final TCP for all traffic, shoulder, sidewalk, pathway, driveway, or public travel impacts.
	Bond / Surety: General Contractor provides required bond or surety covering all contractors involved with the work.
	Insurance Certificate: Provide insurance certificates and endorsements naming the issuing Highway District as required.

	Schedule and Notification: Submit start date, work hours, 811 information, field contacts, and required District notice / pre-con information.

PHASE 3	Contractor Acknowledgement & District Construction Authorization (AHD Use Only)		
By signing below, the General Contractor acknowledges responsibility for construction execution, traffic control, site safety, restoration, and required bond, insurance, and surety covering all contractors involved with the work. No work may begin until District construction authorization is issued.			
GC Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**General Contractor**	*Company name*
District Construction Authorization	☐ Authorized ☐ Authorized with Conditions ☐ Hold / Do Not Start		
Construction Conditions	*District notes, pre-con requirements, traffic restrictions, inspection hold points, restoration reminders, or utility-specific conditions*		
District Representative	*Name / signature*	**Date / Contact**	*MM/DD/YYYY / phone or email*

End of Application Form

Encroachment Permit General Provisions

1 Acceptance

By signing the permit or commencing authorized work, Permittee accepts the permit provisions and conditions and is responsible for compliance by its employees, agents, contractors, and subcontractors.

2 Scope of permission

The permit authorizes only the encroachment, location, and work described in the permit and approved plans. Changes require prior written District approval. The permit is nonexclusive and, by its issuance, creates no easement, ownership interest, franchise, or right to continued occupancy beyond its terms. It does not authorize work outside the District's jurisdiction or interference with the rights of others. Independent property rights are neither adjudicated nor extinguished by issuance or acceptance of this permit.

3 Right of way and existing facilities

Permittee shall verify right-of-way limits and the authorized work location before beginning work. Permit issuance does not warrant the width, boundaries, ownership, or absence of other interests in the right-of-way.

4 Responsibility for construction and safety

Permittee is responsible for construction methods, contractor supervision, jobsite safety, and protection of the traveling public and affected property. District review, inspection, directions concerning compliance, or failure to identify a deficiency does not relieve Permittee of these responsibilities or constitute District control of construction methods. Permittee shall promptly correct unsafe conditions and notify the District of incidents affecting the highway, public safety, or District facilities.

5 Traffic control and access

Permittee shall provide and maintain traffic control consistent with an approved traffic control plan. Work shall minimize interference with public travel and preserve safe pedestrian access where affected by the work.

6 Excavation

Excavations shall be secured, protected, backfilled, and compacted in accordance with the approved plans and applicable District standards. Permittee shall provide testing and results when required by District.

7 Inspection and District representatives

Permittee shall provide access for District inspection and give notice for required inspections before covering work. District may require noncompliant work to be exposed, tested, corrected, or replaced at Permittee's expense. Approvals and directions under this permit may be given only by a District representative acting within delegated authority. Permittee shall pay review, inspection, and testing charges identified in the permit or imposed under an adopted District fee schedule.

8 Restoration and damage repair

Permittee shall repair damage caused by the permitted work and restore all affected portions of the right-of-way, including pavement, shoulders, ditches, culverts, slopes, vegetation, and other facilities, to their pre-work condition or the restoration standard expressly required by the permit.

9 Completion and correction of defects

Permittee shall notify the District when work is ready for final inspection and provide completion records required by the permit. Written approval of completed work confirms compliance only to the extent observed and does not transfer ownership or maintenance responsibility to the District. For twenty-four (24) months after written approval of final restoration, Permittee shall correct settlement, pavement failure, drainage deficiencies, and other restoration defects attributable to the work at its expense. This period does not limit continuing maintenance obligations or liability otherwise imposed by law. If final restoration has not been approved, Permittee remains responsible for completing and correcting it.

10 Continuing maintenance

Permittee shall maintain the encroachment at its expense in compliance with this permit and applicable safety requirements. The encroachment shall not interfere with travel, sight distance, drainage, highway maintenance, or other lawful right-of-way uses. Permittee shall promptly correct deterioration or unsafe conditions attributable to the encroachment.

12 Highway operations

In accepting this permit, the Permittee, on his behalf and on behalf of his successors and assigns, agrees that any damage or injury done to the encroachment by District or any expense incurred by him related to the encroachment shall remain the sole expense of the Permittee, his successors or assigns. District has no obligation under this permit to modify ordinary operations solely to protect the encroachment.

13 Relocation and removal

Upon written notice from District, Permittee shall relocate, modify, or remove the encroachment when notified by District to do so. If Permittee fails to remove the encroachment, District may remove the encroachment without liability to District. If removed by District, there is no right to reinstall the encroachment.

14 Indemnification and defense

To the fullest extent permitted by law, Permittee, and his heirs, successors and assigns, shall indemnify, defend, and hold harmless the District and its commissioners, officers, employees, and agents from third-party claims, actions, damages, liabilities, judgments, and reasonable defense costs, including attorney fees, arising out of installation, placement or repair of Permittee's encroachment.

16 Reservation of authority and severability

The District reserves its lawful authority over the highway and right-of-way, including the right to perform highway work and authorize other compatible uses. Permit issuance, inspection, or final approval does not constitute acceptance of a private encroachment for public maintenance. No provision waives governmental immunity, statutory defenses, or other District rights under Idaho or federal law. If a provision is held invalid or unenforceable, the remaining provisions remain effective to the extent permitted by law.

ASSOCIATED HIGHWAY DISTRICTS

of Kootenai County

Right-of-Way Encroachment & Private (Regulated) Utility Permit Application

AHD USE ONLY

Permit #	*Assigned by district*
Received	*MM/DD/YYYY*
District	*HD*

1	2	3
APPLICATION SUBMITTAL Owner, agent, utility, or engineer submits location, plans, methods, restoration, and required documents.	**DISTRICT REVIEW & APPROVAL** District reviews the site/design, utility impacts, restoration, and conditions before permit authorization.	**FIELD EXECUTION** Work proceeds only after approval and required start notice; notification, inspection, restoration, and warranty apply.

APPLICABILITY AND REVIEW BASIS	Use this form for **private or non-regulated improvements occupying public right-of-way, property-owner utility service laterals, within AHD right-of-way (ROW).** Examples include landscaping, retaining walls, fences, irrigation, private water/sewer/power service connections and/or roadway crossings, and related repair or maintenance work. Incomplete applications will delay review. Permit approval does not create ownership, easement, franchise, or permanent occupancy rights in the right-of-way.

SECTION 1 Applicant, Property, Utility & District Information

Highway District	☐ East Side HD ☐ Lakes HD ☐ Post Falls HD ☐ Worley HD	**Submittal Type**	☐ Standard ☐ Emergency ☐ Revision / Resubmittal
Owner Name	*Owner name*	**Applicant Name**	*Name and title*
Applicant Email	*name@example.com*	**Applicant Phone**	*Primary phone*
Mailing Address	*Street or mailing address*	**City / State / ZIP**	*City, State ZIP*
Site Address / Parcel	*Site address or parcel no.*	**24-Hour Contact**	*Name and after-hours phone*
Design Engineer / Preparer	*Name and firm, if different*	**Engineer Contact**	*Phone and email*

SECTION 2 Permit Scope, Encroachment & Utility Details

Permit Category	☐ Private Encroachment / Feature ☐ Private Utility Service Lateral ☐ Removal / Abandonment ☐ Other	**Work Type**	☐ New Installation ☐ Modify / Upgrade ☐ Relocation ☐ Emergency Repair ☐ Maintenance ☐ Other
Encroachment / Feature Type *Check all that Apply*	☐ Landscaping ☐ Retaining Wall ☐ Fence / Gate ☐ Irrigation / Drainage Feature ☐ Other / N/A	**Utility Type** *Check all that Apply*	☐ Water ☐ Sewer ☐ Electric ☐ Gas ☐ Fiber / Telecom ☐ Cable ☐ Irrigation ☐ Other ☐ N/A
Encroachment Configuration *Check all that Apply*	☐ Overhead ☐ Underground ☐ Within Area of City Impact (ACI) ☐ Utility Roadway Crossing(s) ☐ Earth / Roadway Disturbing Work	**Installation Method** *Check all that Apply*	☐ No Excavation ☐ Hand Excavation ☐ Bore / Jack ☐ HDD ☐ Open Trench ☐ Pavement Cut ☐ Plow ☐ Aerial / Pole Work ☐ Structure / Pole Attachment ☐ Equipment in ROW
Feature Size / Dimensions	*Height, length, width, pipe/conduit size*	**Depth / Clearance**	*Depth of cover or vertical clearance*
Material / Finish	*Wall material, plantings, surfacing, pipe material*	**Pressure / Voltage**	*PSI, V, or kV if applicable*
Casing / Encasement	*Describe if required*	**Design Deviations**	*Requested exception or N/A*

SECTION 3 Work Location & Site / Utility Placement Information

Road Name(s)	*Road or street where work is located*	**Nearest Address / Parcel**	*Site address, parcel no., or owner property*
Nearest Cross Street / Landmark	*Nearest intersection, driveway, or landmark*	**City / Area**	*City, area, or neighborhood*
Work Side of Road	*N / S / E / W side, left / right, or describe*	**Section / Township / Range**	*STR, if known*
Approx. Distance from Roadway	*Feet from edge of pavement, shoulder, or ditch*		

Site, Design & Utility Placement Checklist

	Location information and attached site plan show where the proposed work will be placed relative to the road, property, and right-of-way.
	Known nearby features are shown or described, including driveways, ditches, culverts, sidewalks/pathways, signs, mailboxes, and visible or known existing utilities.
	For utility work: roadway crossings are generally perpendicular to the road, and trenchless methods are proposed for roadway and approach crossings unless infeasibility is documented.

SECTION 4 Project Description & Schedule

Describe Proposed Work	*Summarize the proposed encroachment or utility work, purpose, location, dimensions, construction limits, affected ROW features, and major work activities.*		
Planned Start Date	*MM/DD/YYYY*	**Estimated Duration**	*Calendar days*
Working Hours / Closure Window	*Work hours, lane restriction hours, or closure window*	**Restoration Completion**	*Planned restoration completion date*
Traffic Control Need	*Lane/shoulder/sidewalk closure? Describe or N/A*	**District Inspection Request**	*Requested inspection timing*

SECTION 5 Required Submittals

	Site Plan: Show the proposed work relative to the road, right-of-way, property lines, driveways, ditches, culverts, signs, sidewalks/pathways, and other nearby features. Public GIS information may be used as a base when sufficient for review.
	Utility Plans and Profiles: Show facility type, horizontal location, ROW limits, offsets from road centerline or edge of pavement, depth of cover, crossings, trench/bore limits, pits, and any standard details. This is applicable to utility companies installing mains or trunk lines in the right of way or at the discretion of the district.
	Construction Method and Sequencing: Describe proposed work methods, construction sequencing, open cut/trenchless methods, excavation limits, and requested deviations from District standards or policies.
	Traffic Control Plan: Provide a traffic control plan meeting MUTCD requirements for any work affecting traffic
	Utility / Agency Coordination: For private service laterals, provide coordination or approval from the owner/operator of the receiving utility. For public utilities, provide utility owner authorization, franchise/statutory authority if requested, and applicable city/ACI coordination.
	Bonding, Insurance, Fees, and Other Documents: Provide evidence of bond/surety, insurance, additional insured endorsement, permit fee receipt, photos, 811 information, easements, or other documents requested by the District.

SECTION 6 Applicant Acknowledgement & District Permit Approval

Applicant Acknowledgement

By signing below, the Applicant/Permittee certifies that the submitted information is accurate to the best of their knowledge; that the proposed encroachment or utility work is shown on the submitted plans or site sketch; that no work in Highway District right-of-way will begin until written permit approval is issued and required start notice, insurance, bond, traffic control, or District conditions are satisfied; that all work will comply with approved plans, District standards, special provisions, and applicable ISPWC requirements; that the permit does not create property, easement, franchise, or permanent occupancy rights in the public ROW; and that the Permittee is responsible for maintenance, repair, relocation, removal, restoration, inspection, bonding, insurance, indemnification, and warranty obligations required by the District. The District may require modification, relocation, or removal when needed for safety, drainage, maintenance, utility conflicts, or future roadway needs.

Applicant Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**Applicant / Utility Company**	*Owner / company name*

SECTION 7	Highway District Permit Review & Final Disposition (AHD Use Only)		
Final Permit Disposition	☐ Approved - ROW Work Authorized ☐ Approved with Conditions ☐ Denied ☐ Revisions Required ☐ Approved - Start Notice Required		
Special Conditions / Notes	*District conditions, location limitations, utility requirements, traffic control requirements, restoration requirements, or denial/revision reason.*		
Permit Number	*Assigned by District*	**Fee / Bond / Insurance Status**	*Initials / date / notes*
District Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**District**	*District name*
Inspection / Closeout Notes	*Inspection hold points, restoration acceptance, as-built requirements, maintenance obligations, utility closeout requirements, or follow-up items.*		
START NOTICE	**Before Work Begins:** When contractor, start date, 811, traffic control, bond, insurance, or final field-contact information is not available at application, the Permittee must submit the Construction Start Notice at the end of this form and satisfy District conditions before working in the ROW.		

REFERENCE Key Permit Requirements & Field Expectations

This page summarizes baseline expectations for encroachments, private service laterals, and public utility installations in District right-of-way. District-specific conditions, adopted standards, or special provisions may impose additional requirements.

Requirement	Field Expectation
Permit Required	Written authorization is required before any private feature, service lateral, or utility facility is constructed, placed, installed, maintained, modified, relocated, repaired, or allowed to occupy public right-of-way.
Applicability	This permit path may be used for private encroachments, property-owner utility service laterals, and when accepted by the issuing District.
Private Encroachments	Examples include landscaping, retaining walls, irrigation, fences, gates, private drainage or surface improvements, and similar private features.
Private Service Laterals	Private utility items are intended for property-owner service laterals connecting to public or third-party utility mains, such as water service, sewer lateral, irrigation service, or private power service.
No Property or Franchise Right	Permit approval does not convey ownership, easement rights, franchise rights, or a permanent right to occupy the ROW. Separate legal authority must exist where required.
Crossings	Underground crossings of roadways and approaches should be installed by trenchless methods unless specifically authorized otherwise. If trenchless construction is not feasible, document the reason and request approval.
Location / Clear Zone	Above-ground facilities and private features should avoid clear-zone, sight-distance, drainage, and maintenance conflicts and should be as far from the traveled way as practical.
Depth of Cover	Utility cover is generally expected to be a minimum of 4 feet within the roadway prism and 3 feet outside the roadway prism unless specifically approved otherwise by the District.
Restoration / Warranty	Temporary patches must be kept safe, and permanent restoration must follow District and applicable ISPWC requirements. Settlement, defects, drainage issues, or damage attributable to the work remain the Permittee's responsibility.
Traffic Control	Traffic, shoulder, sidewalk, pathway, driveway, or access impacts require appropriate traffic control consistent with MUTCD principles and District conditions.
Bond / Insurance	Bonding, surety, insurance, additional-insured documentation, fees, and securities must be provided when required by the issuing District.
Maintenance / Relocation / Removal	The Permittee is responsible for maintenance, repair, relocation, removal, and restoration. The District may require modification, relocation, or removal when needed for safety, drainage, maintenance, utility conflicts, or future roadway work.
Inspection / Closeout	The District may inspect before, during, and after construction and may require closeout documentation, as-built information, restoration acceptance, or additional corrective work.

START NOTICE	Construction Start Notice & Roadway Protection	*Complete After Permit Approval and Before Work Begins*
AFTER APPROVAL	Use this page when contractor, start date, 811, traffic control, or final field-contact information was not known or has changed after the initial permit review. Submit this notice to the District before beginning work in the ROW and keep a copy with the approved permit.	

Approved Permit #	*Permit number*	**Site Address / Road**	*Site address or road name*
Property Owner / Utility Owner	*Owner, applicant, or utility company name*	**Requested Start Date**	*MM/DD/YYYY*
Estimated Completion	*MM/DD/YYYY or duration*	**Working Hours**	*Working hours / closure window*
Contractor / Owner-Builder	*Contractor name or owner-builder*	**Field Contact**	*Name and mobile phone*
811 Ticket No. / Date	*Ticket number and date*	**Traffic Control Needed?**	*Yes / No / N/A*
Traffic Control Contact	*Name, company, phone*	**District Notice Given**	*Date/time and method*
Emergency Contact	*Name and 24-hour phone, if utility work*	**Restoration Responsibility**	*Contractor, owner, or utility responsible*

Start-of-Work Checklist

	Approved permit, approved plans/site plan, and District conditions will be available on-site during work.
	Idaho 811 has been contacted and allowed appropriate time to mark facilities before excavation, if excavation is proposed.
	Traffic, shoulder, sidewalk, driveway, and pedestrian impacts will be protected as approved or as directed by the District.
	Public utility or private service-lateral work will follow approved location, depth, construction method, and restoration requirements.
	Disturbed pavement, shoulder, ditch, drainage, landscaping, or roadside areas will be restored as shown on the approved permit or as directed by the District.

District Start Authorization	☐ Authorized ☐ Authorized with Conditions ☐ Hold / Do Not Start	**Date**	*MM/DD/YYYY*
District Start Conditions	*District notes, required inspector notification, pre-con requirements, traffic restrictions, utility-specific conditions, or restoration reminders.*		
District Representative	*Name / signature*	**Contact**	*Phone / email*
End of Application Form			

Encroachment Permit General Provisions

1 Acceptance

By signing the permit or commencing authorized work, Permittee accepts the permit provisions and conditions and is responsible for compliance by its employees, agents, contractors, and subcontractors.

2 Scope of permission

The permit authorizes only the encroachment, location, and work described in the permit and approved plans. Changes require prior written District approval. The permit is nonexclusive and, by its issuance, creates no easement, ownership interest, franchise, or right to continued occupancy beyond its terms. It does not authorize work outside the District's jurisdiction or interference with the rights of others. Independent property rights are neither adjudicated nor extinguished by issuance or acceptance of this permit.

3 Right of way and existing facilities

Permittee shall verify right-of-way limits and the authorized work location before beginning work. Permit issuance does not warrant the width, boundaries, ownership, or absence of other interests in the right-of-way.

4 Responsibility for construction and safety

Permittee is responsible for construction methods, contractor supervision, jobsite safety, and protection of the traveling public and affected property. District review, inspection, directions concerning compliance, or failure to identify a deficiency does not relieve Permittee of these responsibilities or constitute District control of construction methods. Permittee shall promptly correct unsafe conditions and notify the District of incidents affecting the highway, public safety, or District facilities.

5 Traffic control and access

Permittee shall provide and maintain traffic control consistent with an approved traffic control plan. Work shall minimize interference with public travel and preserve safe pedestrian access where affected by the work.

6 Excavation

Excavations shall be secured, protected, backfilled, and compacted in accordance with the approved plans and applicable District standards. Permittee shall provide testing and results when required by District.

7 Inspection and District representatives

Permittee shall provide access for District inspection and give notice for required inspections before covering work. District may require noncompliant work to be exposed, tested, corrected, or replaced at Permittee's expense. Approvals and directions under this permit may be given only by a District representative acting within delegated authority. Permittee shall pay review, inspection, and testing charges identified in the permit or imposed under an adopted District fee schedule.

8 Restoration and damage repair

Permittee shall repair damage caused by the permitted work and restore all affected portions of the right-of-way, including pavement, shoulders, ditches, culverts, slopes, vegetation, and other facilities, to their pre-work condition or the restoration standard expressly required by the permit.

9 Completion and correction of defects

Permittee shall notify the District when work is ready for final inspection and provide completion records required by the permit. Written approval of completed work confirms compliance only to the extent observed and does not transfer ownership or maintenance responsibility to the District. For twenty-four (24) months after written approval of final restoration, Permittee shall correct settlement, pavement failure, drainage deficiencies, and other restoration defects attributable to the work at its expense. This period does not limit continuing maintenance obligations or liability otherwise imposed by law. If final restoration has not been approved, Permittee remains responsible for completing and correcting it.

10 Continuing maintenance

Permittee shall maintain the encroachment at its expense in compliance with this permit and applicable safety requirements. The encroachment shall not interfere with travel, sight distance, drainage, highway maintenance, or other lawful right-of-way uses. Permittee shall promptly correct deterioration or unsafe conditions attributable to the encroachment.

12 Highway operations

In accepting this permit, the Permittee, on his behalf and on behalf of his successors and assigns, agrees that any damage or injury done to the encroachment by District or any expense incurred by him related to the encroachment shall remain the sole expense of the Permittee, his successors or assigns. District has no obligation under this permit to modify ordinary operations solely to protect the encroachment.

13 Relocation and removal

Upon written notice from District, Permittee shall relocate, modify, or remove the encroachment when notified by District to do so. If Permittee fails to remove the encroachment, District may remove the encroachment without liability to District. If removed by District, there is no right to reinstall the encroachment.

14 Indemnification and defense

To the fullest extent permitted by law, Permittee, and his heirs, successors and assigns, shall indemnify, defend, and hold harmless the District and its commissioners, officers, employees, and agents from third-party claims, actions, damages, liabilities, judgments, and reasonable defense costs, including attorney fees, arising out of installation, placement or repair of Permittee's encroachment.

16 Reservation of authority and severability

The District reserves its lawful authority over the highway and right-of-way, including the right to perform highway work and authorize other compatible uses. Permit issuance, inspection, or final approval does not constitute acceptance of a private encroachment for public maintenance. No provision waives governmental immunity, statutory defenses, or other District rights under Idaho or federal law. If a provision is held invalid or unenforceable, the remaining provisions remain effective to the extent permitted by law.

ASSOCIATED HIGHWAY DISTRICTS

of Kootenai County

Approach / Driveway Permit Application

AHD USE ONLY	
Permit #	*Assigned by district*
Received	*MM/DD/YYYY*
District	*HD*
Bldg Permit #	*If applicable*

1	2	3
APPLICATION SUBMITTAL	**TEMPORARY APPROVAL & CONSTRUCTION**	**FINAL INSPECTION & ACCEPTANCE**
Property owner, applicant, or agent submits location, approach type, drainage, site sketch, and required documents.	District reviews the application, sets conditions, and may authorize construction subject to inspection.	Applicant requests inspection after construction; final permit acceptance occurs after District approval.

APPLICABILITY AND REVIEW BASIS	
	Use this form for new, modified, repaired, reconstructed, temporary, or removed driveway approaches and private access connections to public roads. Examples include single-residence approaches, multiple-residence approaches, business approaches, field approaches, temporary logging approaches, culvert-related approach work, mailbox turnouts, and related right-of-way restoration. Incomplete applications will delay review.

SECTION 1 — Owner information, Property & District Information

Highway District	☐ East Side HD ☐ Lakes HD ☐ Post Falls HD ☐ Worley HD	**Site Assessor Identification Number (AIN)**	
Property Owner Name	*Owner name*		
Owner Email	*name@example.com*		
Mailing Address	*Street or mailing address*		
Site Address	*Site address or parcel no.*		
Owner Contact Number	*Name and after-hours phone*		

EXPIRATION	
	Permit Timing: The application / temporary approval expires 90 days from issuance if the approach work is not completed to District standards. A 90-day extension may be requested before expiration; otherwise, the application may be considered void.

SECTION 2 — Approach Scope & Specifications

Type of Approach	☐ Single Residence ☐ Multiple Residence ☐ Business ☐ Temporary ☐ Field Approach ☐ Other _____	**Work Type**	☐ New Approach ☐ Modify / Upgrade ☐ Repair / Reconstruct ☐ Temporary Access ☐ Removal ☐ Other
Approach Use / Description	*Number served, business type, field use, temporary logging use, or other description*	**Temporary Removal Date**	*MM/DD/YYYY or N/A*
Culvert Required	☐ Yes ☐ No ☐ District to Determine	**Culvert Size**	☐ 12 in ☐ 18 in ☐ Other
Culvert Type	*Corrugated metal, PVC, HDPE*	**Mailbox Turnout Required**	☐ Yes ☐ No ☐ District to Determine
Approach Width	*Width at road / throat width, if known*	**Surfacing**	*Gravel, asphalt*
Drainage / Sight Notes	*Ditch, culvert, swale, slope, sight distance, obstructions, or N/A*	**Design Deviations**	*Requested exception or N/A*

SECTION 3 — Location of Work & Site Conditions

Application Submittal

Subdivision	*Subdivision name, if applicable*	**Lot / Block**	*Lot and block, if applicable*
Street / Road Name	*Road or street where approach is located*	**Street Address**	*Site address*
Nearest Cross Street / Landmark	*Nearest intersection, driveway, or landmark*	**City / Area**	*City, area, or neighborhood*

Approach Location & Site Review Checklist

☐	The attached sketch or plan shows the proposed approach location relative to the road, parcel, existing driveway(s), property lines, and right-of-way when known.
☐	Nearby features are shown or described, including ditches, culverts, sidewalks/pathways, signs, mailboxes, utilities, drainage structures, and obstructions when visible or known.
☐	Drainage, culvert needs, sight distance, roadway maintenance, and safe access have been considered or noted for District review.
☐	Traffic control needs have been described if the work may restrict traffic, shoulder use, pedestrian access, or driveway access.

SECTION 4 — Project Description & Schedule

Application Submittal

Describe Proposed Work	*Summarize the proposed approach work, use, location, dimensions, culvert/drainage work, construction limits, affected ROW features, and major work activities.*		
Planned Start Date	*MM/DD/YYYY*	**Estimated Duration**	*Calendar days*
Working Hours / Closure Window	*Work hours, lane restriction hours, or closure window*	**Restoration Completion**	*Planned restoration completion date*
Traffic Control Need	*Lane/shoulder/sidewalk closure? Describe or N/A*	**District Inspection Request**	*Pre-surfacing or final inspection timing*

SECTION 5	**Applicant Required Submittals**	*Application Submittal*
	Site Plan: Show the proposed approach relative to the road, right-of-way, property lines, existing driveways, ditches, culverts, mailboxes, signs, sidewalks/pathways, and other nearby features.	
	Approach Details: Provide width, surfacing, grade/slope, dimensions, materials, photos, and notes needed to evaluate the access connection and future ROW impacts.	
	Drainage / Culvert Information: Identify whether a culvert is proposed or required; show culvert size, length, type, ditch flow direction, and backfill/restoration approach when known.	
	Traffic Control Information: Provide appropriate traffic control information for work affecting traffic, shoulder, sidewalk, pathway, driveway access, or public travel.	
	811 / Utility Coordination: Contact the one-call utility locating service before excavation and show or describe known utilities when visible or known.	
	Fee / Receipt / Other Documents: Provide permit fee, receipt number, building permit number, owner authorization, photos, or other supporting documents requested by the District.	
NOTICE	**Applicant Responsibility:** District review may require additional information or revisions. The applicant is responsible for determining right-of-way limits, obtaining any private property rights needed outside the ROW, protecting existing utilities, managing drainage, and restoring disturbed areas to District satisfaction.	

SECTION 6	**Applicant Acknowledgement**	*Temporary Permit / Construction Authorization*

By signing below, the Applicant/Permittee certifies that the submitted information is accurate to the best of their knowledge; that the applicant is the owner or authorized representative of the owner of the proposed facility or property to be served; that no work in Highway District right-of-way will begin until written temporary approval is issued and required traffic control, notice, fee, and District conditions are satisfied; that all work will comply with District standards, special conditions, approved plans, applicable general provisions, and applicable Idaho Code requirements; that the District makes no representation as to right-of-way width; and that the Permittee is responsible for construction, maintenance, repair, restoration, inspection, indemnification, and any corrections required by the District.

Applicant Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name	*Printed name and title*		
Applicant Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name	*Printed name and title*		
Applicant Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name	*Printed name and title*		

NOTARY ACKNOWLEDGMENT

State of Idaho

County of Kootenai

On this _____ day of _____, 20_____, before me _____ a Notary Public, personally appeared _____, who provided to me the person(s) whose name(s) is/are subscribed to this document and acknowledged that he/she/they executed the same.

WHITNESS my hand and official seal.

Notary Public Signature:_____

Printed Name:_____

SECTION 7	Highway District Disposition (AHD Use Only)		District Use
Temporary Approval Disposition	☐ Approved - Temporary Permit / Construction Authorized ☐ Approved with Conditions ☐ Denied ☐ Revisions Required		
Special Conditions	*District conditions, approach width/location limits, culvert requirements, traffic control requirements, restoration requirements, or denial/revision reason.*		
Permit Number	*Assigned by District*	**Fee / Receipt**	*Current District fee / receipt number*
Approach Complete By	*MM/DD/YYYY*	**Extension Date**	*MM/DD/YYYY or N/A*
District Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
District Notes	*Inspection hold points, pre-surfacing inspection requirements, culvert notes, drainage notes, or follow-up items.*		
CALL BEFORE YOU DIG	**Utility Locates:** The applicant must contact the one-call utility locating service and comply with applicable excavator requirements before excavation.		

REFERENCE	Key Approach Permit Requirements & General Provisions	Applicant / Contractor / Inspector Quick Guide

This page summarizes baseline expectations from the approach permit application and general provisions. District-specific conditions, standards, or special provisions may impose additional requirements.

Requirement	Field Expectation
Permit Required	Written authorization is required before constructing, modifying, repairing, removing, or maintaining an approach or driveway connection within District right-of-way.
Expiration / Extension	The application or temporary approval expires 90 days from issuance if the work is not completed to District standards. A 90-day extension may be requested before expiration.
Temporary vs. Final Permit	District temporary approval authorizes construction subject to conditions. Final permit acceptance occurs only after completion, inspection, and correction of any deficiencies.
One-Call Utility Locates	The applicant must contact the one-call utility locating service before excavation and make every reasonable effort to have utilities located.
Traffic Control	Traffic control devices must be installed and maintained as necessary or as directed by the District and must conform to the current MUTCD.
Right-of-Way Limits	The District does not represent right-of-way width. The Permittee is responsible for determining ROW limits by retaining a Professional Land Surveyor licensed in the State of Idaho at their own costs. The applicant is fully responsible for actions outside the ROW affecting abutting property owners.
Drawings / Sketches	Adequate drawings or sketches must show existing and planned highway improvements, traveled way, ROW lines, and proposed access location.
Drainage / Culvert	The approach must not interfere with highway drainage. Culverts, ditches, slopes, and related drainage provisions must be installed or restored as directed by the District.
Restoration / Settlement	Roadway, roadside, ditches, structures, and appurtenances disturbed by the work must be restored to District satisfaction. Settlement or damage must be corrected by the Permittee.
Inspection / Completion	The Permittee must notify the District when the work is complete and ready for final inspection. The District may require inspection before surfacing.
Maintenance / Removal	The Permittee must maintain the approach, structure, or object in a condition satisfactory to the District. The District may require change, relocation, or removal when necessary.
Indemnification / Responsibility	The Permittee has primary responsibility for safety of the traveling public and agrees to protect and hold the District harmless from claims arising from the work, except as limited by law.

PHASE 3	Construction Start, Completion & Final Acceptance	*Complete After Temporary Approval*
AFTER APPROVAL	**Use this page after District temporary approval and before starting work if contractor, start date, 811, traffic control, or final field-contact information was not known or has changed.** Use the completion section to request final inspection and permit acceptance after construction.	

Temporary Permit #	*Permit number*	**Site Address / Road**	*Site address or road name*
Property Owner / Applicant	*Owner or applicant name*	**Requested Start Date**	*MM/DD/YYYY*
Estimated Completion	*MM/DD/YYYY or duration*	**Working Hours**	*Working hours / closure window*
Contractor / Owner-Builder	*Contractor name or owner-builder*	**Field Contact**	*Name and mobile phone*
811 Ticket No. / Date	*Ticket number and date*	**Traffic Control Needed?**	*Yes / No / N/A*
Traffic Control Contact	*Name, company, phone*	**District Notice Given**	*Date/time and method*
Culvert / Drainage Responsibility	*Contractor, owner, or District-directed*	**Restoration Responsibility**	*Contractor, owner, or applicant responsible*

Start-of-Work Checklist

☐	Approved temporary permit, approved site plan/sketch, and District conditions will be available on-site during work.
☐	Idaho 811 has been contacted before excavation, if excavation is proposed.
☐	Traffic, shoulder, sidewalk, driveway, and pedestrian impacts will be protected as approved or as directed by the District.
☐	Culvert, drainage, approach grade, surfacing, and restoration work will follow District conditions and approved details.
☐	Applicant will call for District inspection before concrete or asphalt surfacing when required and after work is complete for final sign-off.

District Final Inspection & Permit Acceptance

Final Permit Disposition	☐ Approved - Final Permit Accepted ☐ Rejected / Corrections Required ☐ Reinspection Required	**Final Inspection Date**	*MM/DD/YYYY*
Corrections Required	*List corrections, restoration items, drainage issues, surface repairs, or N/A.*		
Pre-Surfacing Inspection	☐ Complete ☐ N/A	**Culvert / Drainage Accepted**	☐ Yes ☐ No ☐ N/A
District Final Signature	*Signature*	**Inspector / District Rep.**	*Name*
Closeout Notes	*Final acceptance notes, maintenance reminders, future correction items, or follow-up items.*		

End of Application Form

ASSOCIATED HIGHWAY DISTRICTS

of Kootenai County

Special Use Permit Application

Permit for events, temporary activities, and use or occupancy of District right-of-way

AHD USE ONLY	
Permit #	*Assigned by District*
Received	*MM/DD/YYYY*
District	*HD*

READ FIRST	**Permit Path:** Phase 1 is the permittee application. Phase 2 is District review and approval. Phase 2 approval authorizes right-of-way (ROW) occupancy only for the approved event date(s), time(s), location, route, traffic control plan (TCP), insurance, and conditions. Date, time, route, or traffic-control changes require resubmittal of the application.

1	2	AUTHORIZED USE
EVENT APPLICATION	**DISTRICT REVIEW & APPROVAL**	Approved events may occupy ROW only during the approved dates, times, route, and conditions.
Permittee submits event information, site plan or route map, TCP, insurance, and contacts.	District reviews ROW use, traffic control, emergency access, insurance, and permit conditions.	

APPLICABILITY AND REVIEW BASIS	**Use this form for special events, temporary activities, or organized uses that occur in, occupy, close, or affect District right-of-way.** Examples include parades, races, walks, bicycle events, community events, filming, temporary activities, staging, road/lane/shoulder/pathway impacts, and related traffic control. Incomplete applications will delay review. Approval is event-specific and date-specific.

SECTION 1 Permittee, Event & District Information

Phase 1: Application Submittal

Highway District	☐ East Side HD ☐ Lakes HD ☐ Post Falls HD ☐ Worley HD	**Submittal Type**	☐ Standard ☐ Revision / Resubmittal
Permittee / Sponsor	*Organization or applicant name*	**Authorized Representative**	*Name and title*
Representative Email	*name@example.com*	**Representative Phone**	*Primary phone*
Event Name	*Event name*	**24-Hour Event Contact**	*Name and mobile phone*
Event Date(s)	*Approved dates requested*	**Event Time / ROW Impact**	*Start/end time and ROW impact window*

SECTION 2 Event Type & Right-of-Way Use

Phase 1: Application Submittal

Event Type	☐ Parade / Procession ☐ Run / Walk ☐ Bicycle Event ☐ Community Event ☐ Filming / Temporary Activity ☐ Other	**ROW Use**	☐ Full Road Closure ☐ Lane Closure ☐ Shoulder / Parking Use ☐ Sidewalk / Pathway Impact ☐ Staging in ROW ☐ Traffic Control Devices
Estimated Participants	*Number of participants / vehicles / spectators*	**Event Description**	*Brief event purpose and activity*
Event Route / Site	*Route, site, or staging location*	**Emergency Access Plan**	*Emergency/local access approach*
Setup / Teardown Times	*Setup, teardown, and ROW reopening times*	**Date / Time Changes**	*Changes require full resubmittal*

SECTION 3 Location, Route & Traffic Control Reference

Phase 1: Application Submittal

Road Name(s)	*Roads affected by event*	**Event Limits / Route Map**	*From/to limits or route map reference*
Nearest Address / Landmark	*Address, intersection, or landmark*	**City / Area**	*City, area, or neighborhood*
Traffic Control Plan Sheet(s)	*Plan sheet(s) or attachment reference*	**Detour / Closure Notes**	*Detour route, closure points, or N/A*

SECTION 4 Required Submittals *Submit with Special Use Permit Application*

☐ **Route Map:** Show event route, event area, staging, parking, start/finish, road closures, affected intersections, and adjacent access points.

☐ **Traffic Control Plan:** Submit a traffic control plan for any lane, road, shoulder, sidewalk, pathway, driveway, or public travel impact.

☐ **Insurance Certificate:** Provide insurance documentation naming the issuing Highway District as additional insured as required by the District.

☐ **Event Schedule:** Provide setup, active event, traffic control, teardown, and ROW reopening times. Date/time changes require resubmittal.

☐ **Agency Coordination:** Provide coordination with law enforcement, fire/EMS, city, school, transit, or other affected agencies when applicable.

☐ **Other Supporting Documents:** Provide notification plan, volunteer/flagger information, permit fee receipt, or other documents requested by the District.

REVIEW FOCUS: District review focuses on whether the event can be safely accommodated in the right-of-way with approved traffic control, emergency access, insurance, cleanup, restoration, and District conditions. Approval is limited to the approved event date(s), time(s), route, and conditions.

SECTION 5 Permittee Certification *Phase 1: Application Submittal*

By signing below, the Permittee certifies that the submitted information is accurate; that the event will not occupy or affect Highway District right-of-way until written approval is issued; that the event will be conducted only on the approved date(s), time(s), route/location, traffic control plan, insurance, and District conditions; that any date, time, route, or traffic-control change requires resubmittal; and that the Permittee is responsible for event safety, traffic control, cleanup, restoration, insurance, and compliance with District conditions.

Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**Permittee / Sponsor**	*Organization or applicant name*

SECTION 6 Highway District Special Use Permit Approval (AHD Use Only)

Permit Disposition	☐ Approved - ROW Occupancy Authorized ☐ Approved with Conditions ☐ Revise & Resubmit ☐ Denied		
Approved Event Date(s) / Time(s)	*Approved dates, times, route/location, and ROW impact window*		
Special Conditions / Notes	*District conditions, traffic control requirements, insurance requirements, access restrictions, cleanup/restoration requirements, or denial/revision reason.*		
Permit Number	*Assigned by District*	**Insurance / TCP Status**	*Accepted / notes*
District Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Reviewer	*Name and title*	**District**	*District name*
RESUBMITTAL	If event date(s), time(s), route, location, traffic control, or ROW impacts change after approval, the applicant must resubmit the full application for District review and approval before occupying the right-of-way.		

GENERAL CONDITIONS Attorney-Prepared General Conditions *Insert Final Legal Provisions*

[Attorney to insert District-approved general conditions, insurance, indemnification, traffic-control, cleanup, revocation, enforcement, and related legal provisions.]