



## CANYON HIGHWAY DISTRICT No. 4

15435 HIGHWAY 44  
CALDWELL, IDAHO 83607

TELEPHONE 208/454-8135  
FAX 208/454-2008

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### CANYON HIGHWAY DISTRICT NO. 4 Application for Special Use Permit (Revised July 1, 2015) HSDP § 2120.080

**Special Use Permit Requirements:** A Special Use Permit is required for any special use of a Highway District highway or right-of-way, unless otherwise provided for in Section 2120 of the Highway Standards and Development Procedures for the Highway Districts of Canyon County, Idaho [HSDP], in accordance with Section 2120.080.

#### Information to Applicant:

1. The Applicant must complete this form and pay the filing fee before the Highway District will process this form. Oversize/Overlegal permits are \$5.00 per trip, Event permits are \$75.00 each. The highway district may on request waive the permit fee for charitable events. Please allow a minimum of two weeks for review of the permit.
2. All relevant information and attachments must be supplied. Please mark non-applicable portions of the application form "N.A." No application shall be considered filed by the Highway District unless the application form is completed, any required maps, proof of insurance, or traffic control plans are included, and the application fees have been received by the Highway District's Secretary/Treasurer.
4. All applications provided in this form are filed with the Secretary of the Highway District at the administrative office located at 15435 Hwy 44, Caldwell, ID 83607.
5. Applicant, if a natural person, must be over the age of 18.
6. If Applicant is a legal entity, attach a certificate from the Secretary of State or Trust registration providing proof the entity is in good standing.
7. The Applicant is responsible for securing event or trip permits from other highway jurisdictions as may be required.
8. Applications (except for Overlegal Trip Permits) shall be provided to the Canyon County Sheriff's Office Traffic Division for review prior to submittal to the highway district. Contact Lt. Bill Adams at 454-6698 or by email at [badams@canyonco.org](mailto:badams@canyonco.org) a minimum of two weeks prior to the event.

# Special Use Permit Application- Canyon Highway District No. 4

## Applicant Information:

Applicant: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

*I hereby request a special use permit from Canyon Highway District No. 4 for the purpose stated below:*

Oversize/Overweight Permit     Event     Other (Please describe below)

Event or Use Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Highway Location(s) or Provide map]: \_\_\_\_\_  
\_\_\_\_\_

Trip Count/Anticipated attendance: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

## Insurance:

Attach a Certificate of Liability Insurance for the carrier, trip, or event, with Canyon Highway District No. 4 named as an "Additional Insured".  
Minimum coverage requirements are \$500,000 per occurrence/\$1,000,000 aggregate

## Temporary Traffic Controls:

For Oversize/Overweight Trip Permits: lighting, flagging, signage, and escort vehicles are required in accordance with IDAPA 39.03.12 (same as for an ITD permit).

For Events or other Special Uses, a temporary traffic control plan must be attached for review by the highway district.

## Public Safety Coordination:

For Events or other Special Uses (not including moving permits), review the proposed use with the Canyon County Sheriff's Office Traffic Division (Lt. Bill Adams, [badams@canyonco.org](mailto:badams@canyonco.org) )

*Canyon County Sheriff's Department:*

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended     Recommended with Conditions     Not Recommended

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**I certify that the information herein contained is true and correct on behalf of the Applicant:**

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Special Use Permit Application- Canyon Highway District No. 4

**THIS PAGE OF FORM FOR HIGHWAY DISTRICT USE ONLY**

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## Canyon Highway District No. 4 Actions:

Date received: \_\_\_\_\_

Filing Fee: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_ (Initial)

Surety Bond/Letter of Credit/Cash required to cover damage to Highway and/or signage:

Not Required                       Required and enclosed                      Amount: \$ \_\_\_\_\_

Temporary Traffic Control Plan Reviewed and Accepted                       TTC Not Required

Certificate of Liability Insurance Coverage in amount equal to District policy limits is included with CHD4 named as additional insured

Route reviewed for load/size restrictions or conflicts with District projects/utility work/other events

## Permit Conditions:

Letter of Conditions Attached                      Dated: \_\_\_\_\_

Other Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Issued and Accepted**                       **Denied**

Signed: \_\_\_\_\_                      Date: \_\_\_\_\_

Title: \_\_\_\_\_, Canyon Highway District No. 4

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*Original Permit/License together with this Applications form is retained in the official Records of the Canyon Highway District No. 4 by Secretary and a copy provided to applicant and anyone demanding notice of the decisions.*

Signed: \_\_\_\_\_  
Secretary Canyon Highway District No. 4