



Alexis Pickering, President
Miranda Gold, Vice-President
Jim Hansen, Commissioner
Kent Goldthorpe, Commissioner
Dave McKinney, Commissioner

TO: Property Owner

FROM: Maintenance Department
Ada County Highway District

RE: **Release of responsibility for Right-of-Way Paving Improvements**

Paving improvements to the alley adjacent to your residence or business have been requested by an adjacent property owner. This program operates on a cost-sharing basis, Ada County Highway District will provide the asphalt but will not participate in the design of these improvements or any other construction costs associated. All construction costs will be the responsibility of adjacent property owner(s).

It's important to note that after reconstruction the alley's surface, drainage patterns may change. According to ISPWC SD-803A guidelines, alleys are paved with a 2% grade from the center, creating a crowned alley. Environmental run off that traditionally collected in the gravel or dirt alley, is now likely to drain towards any adjected properties and structures.

Furthermore, please be aware of Ada County Highway District Resolution #263, which prohibits any utility cuts in the new asphalt surface for 5-years after completion.

Considering the above statements, I, _____ owner of the property at _____ hereby release Ada County Highway District from any drainage or flooding responsibility or any other issues that may arise as a result of the right-of-way improvements to the alley adjacent to my residence or business.

Signed (owner)

Date

Signed (co-owner)

Date

connecting you to more

FOR NOTARY USE ONLY

STATE OF _____

COUNTY OF _____

On this _____ day of _____, _____.

Before me, the undersigned notary public, personally appeared _____
Name of Person Acknowledging

Proved to me through satisfactory evidence of identification, which was _____
Type of Identification

To be the person whose name is signed on the preceding document and acknowledged to me that he/she signed it voluntarily for its stated purpose.

(Seal)

Signature of Notary Public

Commission Expiration Date of Notary Public

connecting you to more



To facilitate your participation in this intricate program, we've outlined the behind-the-scenes process, including your role as the applicant, to guide you towards successful completion.

- BEFORE being considered, every adjacent property owner must sign off on the Right-of-Way Release form. No tenants or property management signatures will be accepted.
- After the submission of Right-of-Way Release forms and the verification of property owners, ACHDs Alley Paving Committee will conduct assessments of the alley to confirm its compliance with the qualifications outlined on the website.
- The city public works department will be contacted by ACHD to inquire about any scheduled plans for the mentioned alley. Plans within five years from the application date will result in rejection until after the project is completed by the city. In which case the applicant may reapply.
- Upon approval by the Alley Paving Committee, the ACHD Maintenance Senior Administrative Assistant will dispatch an approval packet to the property owner who completed page 3 of this packet.
- There may be construction costs to bring the alley up to ACHD and ISPWC specifications. The necessary alterations will be relayed in your approval packet by the ACHD Zone Inspector.
- ACHD Zone Inspector will be following the progress of the contractor and ensuring all specifications are met.
- At completion of the contracted work, ACHD Zone Inspector will either approve or require further modifications to meet specifications. Such modifications will be relayed to the contractor and primary point of contact.
- Following endorsement by the ACHD Zone Inspector, the contractor will provide ACHD with a cost estimate for the asphalt material needed. ACHD will cover the expenses for the asphalt material, while property owners will be responsible for the contractor's service charges to complete the paving project.

connecting you to more

- Once the entire process is complete, ACHD will maintain the asphalt alleyway going forward, to include pothole patching and repaving when the aged asphalt deteriorates beyond patch repair.
- Any utility or other cuts made into the asphalt alley are the responsibility of the contractor to patch repair. ACHD will not be responsible for repatching contractor projects.

Your checklist:

Obtain notarized signatures from every adjacent property owner & mail all the Right-of-Way Release forms with page 3 of this packet to:

Ada County Highway District
Attn: Sr. Administrative Assistant, Maintenance & Operations
3775 N Adams Street
Garden City, ID 83647

Approval packet or details of rejection received. All work must be completed within one calendar year of the date listed on the approval packet.

When approved, reach out to ACHD Permits office at permits@achdidaho.org and chose an ACHD bonded contractor. ***The inclusion of a company on this list does not in any way indicate a recommendation by ACHD.***

The chosen contractor must obtain a Right-of-Way Use Permit from ACHD Permit office before beginning any work.

Work with your contractor and ACHD Zone Inspector regarding your design plans.

ACHD ALLEY PAVING APPLICATION - CONTACT INFORMATION

The information provided below will serve as the primary point of contact for your ACHD Alley Paving application.

Personal Information:

Full Name: _____

Email Address: _____

Phone Number: _____

Mailing Address:

Mailing Address: _____

Property Address (if different from mailing):

Property Address: _____

Streets surrounding the desired alley for asphalt:

Streets surrounding the Alley: _____

For ACHD Use:

Right-of-Way Release Forms Received on: _____

Adjacent property owners verified: _____

Project Zone Inspector: _____
