**\_\_\_\_\_\_\_\_\_\_\_\_\_ County Moving Requirements**

**January 3, 2017**

**Preliminaries:**

**Application:** Permit forms are available from the Public Works Department. Allow 15 calendar days for processing of the permit.

**Roads Applicable:** The county is responsible only for the maintenance of the county roads outside of incorporated cities. If part of the move includes city maintained streets, contact the city to obtain a permit for that part of the move. Apply to KDOT for the part of the move on state highways.

**Exemptions:** Although required by KDOT on state highways, the county has elected not to require moving permits for the five categories listed below.

1. Overwidth if less than 16.5 feet wide
2. Over height if no utilities require adjustment
3. Over length if less than 80 feet
4. Farm equipment and custom combines

**Application Fee.** A non-refundable application fee of $100.00 shall be charged for all moving permits, and the fee shall be included as part of the application.

**Bond.** A cash or surety bond shall be delivered to the Director of Public Works prior to the issuance of a permit, in an amount as provided below:

Overheight or overwidth permits - $5,000

Overweight permits - $100,000

**Insurance.** A certificate of insurance shall be delivered to the Director of Public Works prior to the issuance of a permit, in an amount as provided below:

General Liability - $500,000

Auto Liability for bodily injury and property damage - $500,000

**Overweight Bridge Analysis:** Overweight or non-standard axle configurations may require culverts and bridges to be analyzed by a structural engineer for load carry capacity. If the Director of Public Works determines a structural analysis is required, the Director will obtain an estimate for the structural analysis. The applicant Mover will be advised of the cost of the structural analysis, and will have an option of withdrawing the permit application, revising the route, or paying for the analysis.

**Liability for Damages:** In accordance with K.S.A. 8-1913 the Mover shall be liable for all damage to the highway and other county property resulting from the move authorized by a Moving Permit. After the move the public works department will inspect the route for damage to county property. Damage that may affect traffic safety will be considered an emergency repair and may be immediately repaired by the public works department and the costs invoiced to the Mover. For non-emergency damages to county property, the Mover will be notified in writing and given 10 days to repair the damages. Failure to repair the damages within ten days shall be cause for the County to repair the damages. The public works department will then repair the damages and invoice the Mover for all costs related to those repairs. Failure of the Mover to pay the invoice amount within 14 days will be cause to enforce the bond. If the bond is forfeited, the Mover shall be notified in writing. If the Mover desires to contest bond forfeiture, the Mover shall file a written protest with the Board of County Commissioners within 10 days of receiving the forfeiture notice and the Board of County Commissioners shall hear the Mover's protest within 14 business days of receiving the protest and shall issue a decision within five working days of the hearing. The Mover shall only forfeit an amount on the bond sufficient to fully compensate the County for damages to its property by the Mover.

**Moving Requirements**

1. Mover is to notify public works department the day before move by calling:
2. A copy of the approved moving permit with all attachments shall be kept in the Mover’s truck during the move and shall be available for inspection by law enforcement officers and county officials.
3. The Mover shall comply with all traffic control, escort vehicles, flags, oversize warning signs, weather limitations, and time of day limitations as required on state highways by KAR 36 Article
4. Moving shall occur only between the hours of sunrise and sunset.
5. All moves are to be made during periods of good weather and road conditions.
6. On paved roads the move shall not be scheduled during morning and evening peak traffic periods
7. The Mover shall not deviate from the approved route without written approval from the public works department.
8. Movers shall make arrangements with the public works department before removing or relocating signs, object markers, or other property of the department.
9. Any trees or tree limbs cut to allow passage of load shall be properly disposed of.
10. If the Mover is not able to move on the approved date the Mover shall notify the Director of Public Works and a new moving date shall be negotiated with the Mover and approved by the Director of Public Works.
11. If the Mover is not able to complete the move within one single day or the Movers stop for any reason, the object being moved shall be pulled entirely off the public right-of-way.
12. In case of breakdown structure shall, if possible, be moved off the highway. Notify public works department for assistance in signing and traffic control.
13. The Mover shall promptly notify the Director of Public Works if any county property is damaged, or of any vehicle accidents or private property damaged during the move.