



**United States Department of the Interior
Bureau of Indian Affairs
Navajo Regional Office**

***Application for Permission to work within BIA Road Right-of-Way for
other than driveways or utility installations***

(Authorization: 23 USC Part 111, 23 CFR SubChapter A, Part 1.23, 25 CFR Part 169.15)

Rev:05/07/2014

Background: *(to be filled out by Agency DOT Office)*

Agency: _____

Route No: _____

Project No: _____

Date: _____

Permit No: _____

(Assigned by NRDOT Office)

Section (A): *to be filled out by applicant*

APPLICATION is hereby made by: _____, Mailing Address: _____

Phone: _____ to **install E9-1-1 signs on**

BIA System route location at the following location(s):

adjacent to or on BIA Route Station/Mile Posts: **Varies (See Attached Map)** Street: for the purpose of
(access to): residence Business: _____ School: _____

Other: _____. The work shall be carried out by
the applicant on or by (date) _____ and shall take _____ calendar days to complete. The work
involves: **to install E9-1-1 signs on BIA Routes/Junctions**. The applicant further agrees to comply
with all the conditions, restrictions, and regulations of both the BIA Navajo Division of Transportation
(NRDOT) and the Navajo Nation including the requirements of Section (B) thru (E) below.

Section (B): *to be filled out by the Agency DOT Engineer*

The above work shall require the following appurtenances which the applicant agrees to install in
accordance with the BIA NRDOT design and construction standards or approved equivalent. By
signing this permit, the applicant assumes all costs and liability for the work carried out. The applicant
further agrees to maintain (at his/her entire expense) these appurtenances in good repair for the safety
of the traveling public unless otherwise specified herein.

The above location(s) shall require: a work area of: _____ with: Unit
cattle guard; with gate no gate; fencing Type: 5 strand barb wire woven wire chain
link Other: **signs and/or other traffic control in accordance with the MUTCD manual, latest edition
and NRDOT traffic control installation standards.**

culverts in accordance with BIA NRDOT standards enclosed. The work area(s) shall require
construction of PCC curbing PCC gutter PCC sidewalk gravel plating of shoulder other

specify: _____ in accordance with BIA
NRDOT standards enclosed.

The Applicant shall further comply with the following (*please type*):

Section (C): (*to be filled out by the NRDOT Manager*)

The above described work requires (*entirely at the applicant's expense*) a:

- drainage analysis
- traffic impact analysis
- geotechnical analysis & surfacing recommendations
- Archeological compliance
- NEPA compliance
- Containment system for hazardous waste
- Construction Yard Detailed Plans
- Copies of Required Permits (i.e. COE, USEPA, Tribal)
- Traffic control Plan
- Sign placement Details & Plan
- Weekly Maintenance of existing haul routes with a Plan submitted to the Agency Road Engineer for review and approval prior to commencement of any work

The drainage and/or traffic analysis shall be performed by a registered professional engineer licensed in the field for which the analysis is required. The analysis required above shall conform to the NRDOT design standards which shall be furnished upon request. The recommendations furnished in the analysis report(s) shall be implemented by the applicant at the time the work is started. **In no case shall any work involving paving be structurally less than the adjoining roadway surfacing unless specifically waived or otherwise addressed in Section (E) below.**

Section (D): (*general construction requirements*)

The applicant shall (*at his/her entire expense*) carry out any construction or other work in a safe manner without any undo delays in the traffic. The work shall conform to the Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects (FP), **latest edition** (or equivalent industry standards) including the following:

1. Once the work is completed, the subgrade shoulder and ditch lines shall be reshaped to the design slopes and grade with proper compaction as directed by the Agency DOT Engineer.
2. Any damage to existing roadway pavement shall be repaired to its original condition at the permit tee's expense.

3. Reseeding and mulching of the area may be required by the Agency DOT Engineer if the area disturbed is ½ acre or greater. The Agency DOT Engineer will provide the specifications on the type of seeding and rate of application.
4. No work shall be carried out without a safety plan in place with a copy provided to the Agency DOT Engineer
5. The applicant shall notify the Agency DOT Engineer at least 3 days prior to start of work and upon completion of work within the BIA right-of-way.
6. The applicant shall be responsible for developing and implementing a Traffic Control Plan that meets the requirements of the Manual on Uniform Traffic Control Devices (*latest edition with supplements*) and properly maintain this plan for all work within the BIA road right-of-way.
7. Applicant shall coordinate the final inspection of the work within the BIA road right-of-way with the Agency DOT Engineer at least (3) working days before final completion. The applicant shall make any and all necessary corrective work at its own expense based on the inspection made by the DOT Engineer and staff.
8. The applicant agrees to assume, in perpetuity, or until such time as the work is completed and accepted, or features and appurtenances are removed, all liability and maintenance for the work, features, or appurtenances installed within BIA right-of-ways; and any traveling public accidents resulting from such work, features, or appurtenances placed within the BIA right-of-way.

The applicant shall further comply with the following (*please type*): _____

Section (E): *to be filled in by Regional DOT Manager*

The NRDOT hereby grants the following exception to this work permit request (*please type*):

RRE (*initials*): _____

Signed:

Recommend for Approval:

Applicant (owner) Date

Agency DOT Engineer Date

Applicant Title

Concurred by:

Approved by:

NRDOT Manager Date

Navajo Regional Director Date



Work Permit Instructions

rev:09/20/2012

Background Section:

At the time the applicant requests for a work permit application, the Agency DOT Engineer shall fill in this section with the appropriate agency office name, project number (if applicable), and BIA route number.

The Date and permit number will be filled in by the NRDOT Office when the permit has been reviewed and approved by the Regional Director.

Section (A):

When the applicant receives the driveway permit application, the applicant shall fill out this section (preferably typed) in print and attach any and all documents that may help in the processing of the permit such as:

- *sketches (with pertinent dimensions) of the proposed turnout*
- *details of proposed construction*
- *compliance documents*
- *engineering analysis*
- *cover letter with explanation of extenuating circumstances that may warrant a waiver of general permit requirements (see Section D)*

If the applicant needs assistance in filling out this section, they are to contact the appropriate Agency Road Engineer for assistance.

Section (B):

Once the applicant submits the permit application (along with supporting documentation) to the Agency Road Engineer, the Agency DOT office will review the application, fill out this section of

the permit and forward to the Regional DOT Engineer, by memo, with any special recommendations to be considered by the Regional Office. A copy of the submission will be forwarded to the applicant for their records by the Agency DOT Engineer.

*The Agency DOT Engineer then signs the application as “**Recommending for Approval**” on page III of the application if the Agency Road Engineer is satisfied with the application and information provided by the applicant.*

If the Agency DOT Engineer is not satisfied with the application package, then the package shall be forwarded back to the applicant for corrections, additions, or other pertinent information with a written explanation as to why the application cannot be further processed for approval. This includes engineering analysis if the permit application is for a commercial establishment or large housing development as outlined in Section (C) below and as indicated by the applicant in Section (A) of the application.

The applicant can then review the package and resubmit with the appropriate information needed to complete the review and approval process.

Section (C):

Once the application package is sent into the NRDOT office, the package will be logged in and submitted to the Planning & Design Section for further review and recommendations. It is at this level of review that the applicant may be required to submit additional information (i.e. engineering analysis, compliance documents, engineering drawings, etc.) in which case the NRDOT office will send out a notice to the applicant requesting such information in order to complete the review.

In determining whether engineering analysis will be required, the most current Average Daily Traffic (ADT) volumes are reviewed in the area of the proposed work. If the current ADT's are ≥ 1000 vpd or the adjoining property (for which the driveway is to be built) may generate ≥ 250 vpd of traffic into and out of the driveway, then a traffic analysis will be required under a separate driveway permit.

If the driveway is part of a major construction work/project (i.e. housing developments, shopping centers, convenient stores, gas stations, hospitals, schools, commercial establishments, etc.) then detailed drawings will be required to review for compliance with drainage, traffic, and other safety related requirements under a separate driveway permit.

All major construction projects shall require a drainage analysis. Smaller adjoining developments may or may not require a drainage analysis depending upon the development use, and the size of the development.

Section (D):

Once the additional information is provided under Section (C), and accepted, the NRDOT Office will complete this section with any additional requirements such as standard details to be used, typical sections, special provisions, and/or other pertinent stipulations necessary to insure the

proper carrying out of the work and the safety of the traveling public.

The Regional Planning & Design Section shall make a recommendation to the NRDOT Manager to Approve/Disapprove the permit application with written justification (as necessary) pointing out any extenuating circumstances to be considered by the NRDOT Manager during his final review.

Section (E):

In reviewing the final permit package, the NRDOT Manager will determine if portions of the permit requirements are to be waived. If so, the NRDOT Manager shall indicate in this section and initial off on such waivers. If this section is left blank, then all requirements as shown in the permit shall apply and be enforceable (i.e. no waivers are to be allowed).

Once this section is completed, the NRDOT Manager signs the permit application and forwarded the package to the Regional Director for signature.

Once the permit is approved and signed by the Regional Director, the NRDOT office dates the permit and assigned a permit number. Then copies are distributed to the Regional office, Agency office, and Applicant by mail. (note: it is important that the applicant provide an accurate address)

AGENCY	AGENCY ROAD ENGINEER	AGENCY MTN. SUPV.
2N370-SHIPROCK AGENCY Division of Transportation P. O. Box 3538 Shiprock, NM 87420	Mr. Robert Montoya <i>BIA Cell No. 505/486-5345</i> 505/368-3347 Secretary-VACANT -3341 FAX No. 505/368-3348	Mr. Harris Benally 505/368-3360
3N370-WESTERN NAVAJO Division of Transportation P.O. Box 127 Tuba City, AZ 86045	Mr. Roland Becenti <i>Cell No. 928/707-4798</i> 928/283-2298 Secretary-Lucy Giago – 2290 FAX No. 928/283-2227	Mr. Lloyd Secody 928/283-2299 Clerk-Alberta M. - 2300 FAX No.
4N370-EASTERN NAVAJO Division of Transportation P.O. Box 328 Crownpoint, NM 87313	Supervisor – Barry Lytle 505/786-6039 Secretary-Myrtle Moffett-Wilson - 6183 FAX No. 505/786-6111	Mr. Sampson Sloan <i>BIA Cell No. 505/593-3359</i> 505/786-6181 (Office) 505/786-6198 (Shop)
5N370-CHINLE AGENCY Division of Transportation P.O. Box 7-H Chinle, AZ 86503	Garrett Silversmith - 928/674-5176 Secretary- VACANT – 5175 FAX No. 928/674-5184	VACANT 928/674-5170 Clerk-VACANT -5171
6N370-FT. DEFIANCE AGENCY Division of Transportation P.O. Box 619 Ft. Defiance, AZ 86504	Mr. Calvin Castillo <i>BIA Cell No. 928/206-9675</i> 928/729-7222 Secretary- VACANT - 7221 FAX No. 928/729-7225	Mr. Franklin Sandoval <i>BIA Cell No. 928/206-9676</i> 928/729-7332 Clerk-Kathy F. -7334
N370F-FARMINGTON SECTION Division of Transportation P.O. Box 2206 Farmington, NM 87499	Mr. Norman Yazzie <i>Cell No. 505/860-7077</i> 505/325-8806/8807 Secretary-Julie Skeet FAX No. 505/325-4620	Supervisor - VACANT 505/327-2783