

SECTION 30- PERMIT ISSUANCE

Permit Template and Signatures

Encroachment permits shall be prepared by Area staff on a Department template. The Area Manager or designee shall sign one (1) original encroachment permit.

Contents

The permit shall state the encroachment number; the permittee's name and address; the site's county; legal description and address (if different); the type of encroachment (single-family, community dock, nonnavigational, etc); a description of the activity or activities being permitted; and the name of the water body.

Terms and Conditions

All permits shall have appropriate provisions and conditions for the activity permitted. The first ten (10) terms and conditions of all permits shall be the same ([Attachment 15](#)). Additional provisions and conditions may be applied. Most conditions or stipulations have been identified and are included in [Attachment 15](#). It may be necessary to create a new provision or condition. New conditions or provisions should be discussed with the Program Manager prior to issuing a permit. Granted variances and specifications outside those normally allowed should be specifically described in the encroachment permit.

Preexisting Permits

If the permit will replace a preexisting permit, then the following term must be included: "This permit replaces all previous permits, which are hereby null and void."

Dock Dimensions

The written permit description shall provide the waterward dimensions and total square footage of the encroachment being permitted. The measurements paralleling the shoreline are stated first (width), the measurements extending waterward are stated second (length), such as "A 700 square foot single-family dock consisting of 3'x13' ramp, 6'x20' approach, and 30'x25' floating single-slip dock or pier." From the example, the length of encroachment is fifty-eight (58) feet waterward and less than seven hundred (700) square feet of deck surface area.

Permit Expiration

All activities authorized within the scope of an encroachment permit shall be completed within three (3) years of the issuance date. If the activities

authorized are not completed within three (3) years, the permit shall expire, unless previously revoked or extended by the Department ([IDAPA 20.03.04.060.04](#)).

Notary Public

Each encroachment permit shall be notarized by the Department upon issuance.

Document Distribution

Upon completion of the permit process, the Area shall:

- Forward to the permittee the original permit, a copy of the encroachment application package, and attachments; and
- Forward to LMR Document Exchange an electronic (scanned) copy of the permit, the application package, and a copy of any significant correspondence and receipt of required fees. Blank work completion reports and assignment forms shall not be included in the electronic submittal. Files too large for e-mail can be placed in the following location on the Boise8 pool drive: P:\NavWaters\Encroachment Permits, with an e-mail to the Program Manager alerting him of the permit. The Bureau should not receive any of this information prior to permit issuance unless a hearing is being held or other circumstances require it. Copies of permits shall be sent to other agencies or other interested parties, at the areas discretion.