



## Spring Creek Association

401 Fairway Blvd.  
Spring Creek, NV 89815  
Phone: (775) 753-6295  
Fax: (775) 753-9539  
Email: [coa@springcreeknv.org](mailto:coa@springcreeknv.org)

**Committee of Architecture  
Consent to Proceed with Submittal of  
Elko County Public Right-of-Way Encroachment Permit  
Permit Application**

Spring Creek Association ROW Tracking Number: 2025-\_\_\_\_\_

Date: \_\_\_\_\_ Paid: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Owner(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purpose: \_\_\_\_\_

TRENCH \_\_\_\_\_ BORE \_\_\_\_\_ SQFT Total: \_\_\_\_\_

Contractor: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_ State Contractor License#: \_\_\_\_\_

Start Date: \_\_\_\_\_ Elko County Permit#: \_\_\_\_\_

The Committee of Architecture grants the above entity the approval to move forward with the project listed above.

Holders of Revocable Permits to Occupy the Right-of-Ways on projects within the Spring Creek Association Road System **will**:

1. The permittee must schedule a pre-bid inspection/evaluation with SCA and their Representative to review completion of the bid work. Contractor must understand these requirements will be required at time of final permit sign off **even if requirements are not included in the contractor bid with a separate entity.** These items include reconstruction of roadside drainages, driveway repairs, shoulders, slopes, spring creek facilities, culverts, etc. ***All new builds must have concrete end treatments/headwalls on culverts, all contractors are responsible for any damage done to culverts/headwalls done during construction including flushing plugged culverts.*** These may include bringing the items listed previously back up to standards and not the condition they are in at the time construction began.
2. Obtain a Right-of-Way Permit from the Spring Creek Association (SCA) before submitting to Elko County per the SCA and Elko County Memorandum of Understanding (MOU). Your submittal **MUST** include a traffic control plan and construction plan (water meters, mailboxes or other obstructions will need to be determined in the construction plans).

3. Work must be completed by a license contractor or supervised by one. This includes emergency repairs for water, power, communications, or sewer.
4. Liability insurance on file with the SCA/COA Secretary, \$1,000,000 minimum per occurrence and SCA named *additionally* insured.
5. Mark area of excavation in white and then call a minimum of 48-hours prior to any excavation the Underground Service Alert (USA Dig) at 811. This will allow utility companies to mark the area of excavation for possible exiting utilities.
6. Notify the SCA/COA Secretary of the construction start date and provide your issued Elko County Permit number before starting the project.
7. Notify SCA/COA Secretary of any road/street closures 48-hours in advance at (775) 753-6295 and Elko County Sheriff's Department at (775) 777-7300.
8. Place traffic control devices in place prior to commencing construction per your traffic control plan.
9. **SCA follows the current edition of the "Standard Specifications for Public Works Construction" referred to as the Orange Book for ROW occupation/construction, and the current edition of the MUTCD for traffic control plans.**
10. Proceed with excavation, installation of facilities or make repairs, backfill trench and have authorized testing firm verify compaction materials and density. Compaction testing report must be provided to SCA/COA Secretary. **In areas of existing pavement, landscaping, or other improvements the owner/contractor shall be responsible for the labor, equipment, and material costs for repairs.** All work and materials used for trench excavation and backfill shall be performed in conformance with Standard Details and Specifications for Public Works Construction (Orange Book).
11. PERMITTEE shall temporarily replace all removed pavement and chip seal daily with premix, cold mix, or type 2 base, and shall place the Type 2 Hot Mix Asphalt (75 below) on final paving course **within 7 days after completion of work.** All repairs need to have compacted subgrade and saw cut to make straight edges for the new asphalt to be jointed up to. This would include but is not limited to settlement, cracking, rutting, etc. Failure by the permittee to do so may result in necessary replacement and repairs by the SCA, or its authorized agents, in which case, the permittee shall pay the SCA for the actual direct and related indirect costs incurred by the SCA in performing the replacement or repairs. Off-season repairs can be completed later with approval of SCA/COA Secretary in the event the local asphalt provider is not open or making Hot Mix Asphalt. These would require a temporary cold mix repair and to be maintained by permittee until such time final patching can be completed.
12. Storage of materials, equipment and blue rooms must be stored onsite unless only doing Right-of-Way work.
13. The permittee shall assure that any pavement to be displaced is cut and removed in neat and straight lines. Trenching shall be performed in such a manner as to prevent breaking of the pavement edge adjacent to the trench. Any breakage of the edges of the pavement will be the responsibility of the permittee to replace. Paving shall be replaced by the permittee true to line and grade, and shall extend at least 12 inches on either side of the trench. The paving mix and thickness of permittee's mix shall abide by the Orange book and in no instance, shall the depth be less than 3 inches, or less than that of the existing asphaltic pavement, or chip seal, whichever is greater.
14. **At NO TIME** shall a permittee trench or cut any freshly chip sealed road surface aged three (3) years or less, as determined by SCA staff, without prior approval from the SCA Board of Directors. The BOD meets on the 4<sup>th</sup> Wednesday of each month. A request must be submitted in writing to the SCA Office no less than fourteen (14) days prior to the meeting. Unless such need is an emergency repair/un-avoidable, in which case it will not be permitted without prior written approval from SCA. Please notify within 24-hours after completion in emergency cases.

15. Ditch maintenance is required on any SCA maintained rights-of-way. Please reference the ditch specifications that are included in this packet. All ditch specifications must be included in permittee's bid which will be given during the pre-bid inspection with a SCA Representative.
16. If construction requires a "Road Cut," the SCA approved repair requires a saw-cut edge of roadway surface, the use of tack to bond joints, and HOT MIX material per the Orange book. Chip sealed will and must be replaced with asphalt per specifications. Please plan for this as a cost in any bids.
17. An owner/contractor must notify the COA Secretary within 24-hours of completion of the required work to schedule an inspection at [coa@springcreeknv.org](mailto:coa@springcreeknv.org).
18. All road repairs must be inspected and approved within 48-hours following completion of the project.
19. The contractor who repaired the site is responsible for its repairs of the site for a maximum period of five (5) years from repair or until further work is commenced on the site, whichever happens first.
20. All disturbed areas are required to be reseeded per the recommended seed mixture defined on the next page, "**Seeding cannot be done during the hot summer months, cool weather with adequate moisture is required**" (specific timeframes can be coordinated with the SCA). The contractor is held responsible for reseeding the job site. If reseeding is not complete; any future permits will be withheld; possible legal action may be taken.
21. Emergency repairs must have an application submitted within 24-hours of the repair and all of the above items must be complied with.
22. The permittee must be present with the SCA Inspector for all pre- and final inspections, during which pre- and post-construction photos of the roads, shoulders and other affected areas will be taken.
23. **ANY PERMIT MAY BE REVOKED AT ANY TIME AND FUTURE PERMITS HELD IF ANY OF THE ABOVE CONDITIONS ARE NOT MET OR IF SCA STAFF REQUESTS THESE TO BE HELD.**
24. It is the Permittee's responsibility to understand the rules and requirements of Spring Creek Association, including specifications for any restoration or specific work to be done. If Permittee fails to abide by or follow SCA specifications or requirements that were in place at the time the permit was issued, any excess cost to the contract for such restoration shall be borne by the Permittee. Should permittee fail to restore or finish any project to SCA specifications that were in place at the time that the permit was issued, SCA reserves the right to restore or finish the Permittee's work. Permittee agrees that should SCA be forced to complete any work on Permittee's behalf and because of Permittee's failure to abide by the terms and conditions of this permit, the Permittee shall be liable for reimbursement to SCA for any outstanding costs, expenses and fees resulting from such work, including attorney's fees and costs incurred in the collection of any amounts due and owing to SCA.
25. The Contractor shall be fully responsible for the condition of any portion of the right-of-way impacted by their work, operations, or presence. This includes, but is not limited to, activities such as parking equipment, staging or storing materials, excavation, grading, hauling, or any other disturbance.
  - **Mandatory Restoration:**  
If the right-of-way is disturbed in any manner, the Contractor shall restore the area to a condition better than its original state, at the Contractor's sole expense and to the satisfaction of the Owner/Engineer.

- **V-Ditch Requirement:**  
The Contractor shall construct or reconstruct V-shaped roadside drainage ditches (V-ditches) in strict compliance with the dimensions, slopes, and lining requirements specified herein and as required by SCA Standards.
- **Approval:**  
Restoration and V-ditch construction shall not be considered complete until inspected and approved by the SCA. Any failure to comply will result in the Contractor being directed to re-perform the work.

By signing this form, you understand and agree to all SCA rules and regulations that are in place at the time of signing this contract. SCA may amend the rules and regulations for road repairs, right of way or easement work at any time without prior notification. This may require you to incur additional expense and encourage proper contingency funds in your bid. By signing this form, you also understand and agree that you will abide by these rules and regulations and hold SCA harmless for any added expenses accrued. This permit shall be valid for a period of six (6) months from the date of issue. Should Permittee's work not be completed within six (6) month of issuance of this permit, Permittee shall apply for an extension of said permit. Permittee understands that any extension issued many have new rules and conditions that have been enacted by SCA since the issuance of this permit and that Permittee shall be liable for any additional expenses due to changes in regulations.

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SCA/COA Secretary

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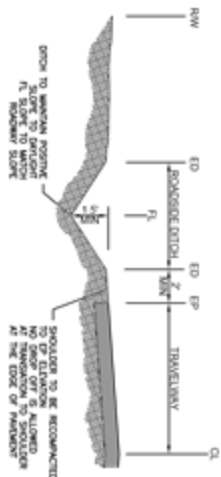
Date

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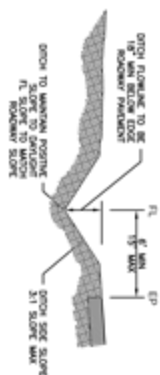
Contractor/Project Owner (Permittee)

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Date



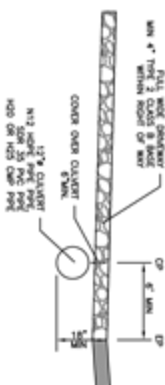
TYPICAL ROADSIDE DESIGN



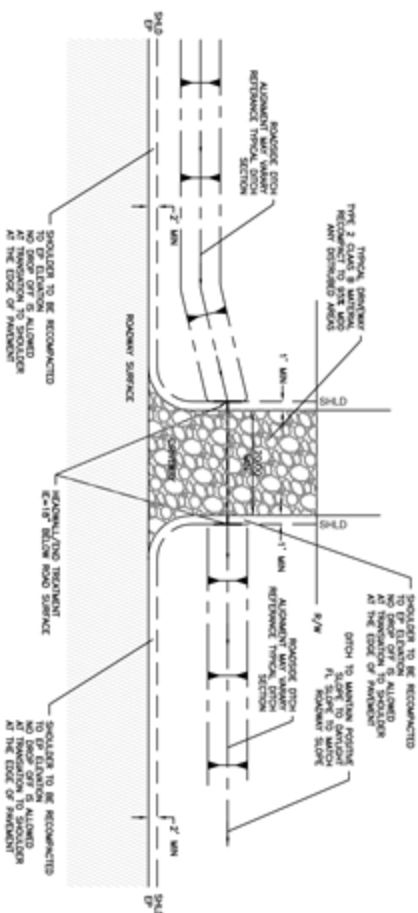
TYPICAL DITCH REQUIREMENTS



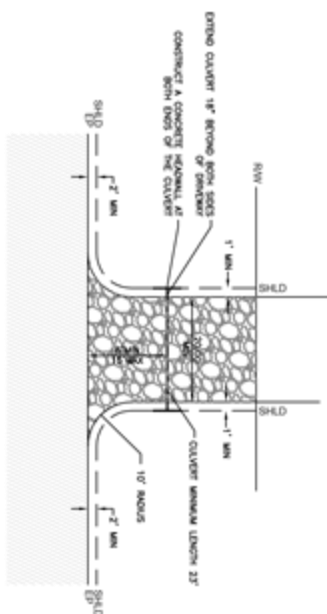
EP = EDGE OF PAVEMENT  
ED = EDGE OF DITCH  
RW = RIGHT OF WAY  
CL = CENTER LINE  
FL = FLOWLINE  
SH = SHOULDER  
CP = CENTER PAVE



CULVERT LOCATION



TYPICAL DRIVEWAY



DRIVEWAY GEOMETRICS

**SUMMIT**  
ENGINEERING  
CORPORATION  
1150 LAMAR AVENUE, SUITE 100  
PHOENIX, ARIZONA 85006  
PHONE: (602) 998-8888 FAX: (602) 998-8887

SCALE: N.T.S.	DESIGNED BY:
JOB #:	CHECKED BY:
DRAWN BY:	

TYPICAL DETAILS  
RECONSTRUCTION/NEW CONSTRUCTION  
DITCHES/DRIVEWAYS



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To all Contractors/Owner Builders and Property Owners,

The Committee of Architecture would like to remind you that when you clear cut a lot or disturb the easement areas of any right-of-way there is an ecological control requirement in the Declaration of Reservations. It reads as follows:

**SCA DOR's Item #7: Ecological Control:**

*Under no circumstances shall the owner of any lot or parcel of land disturb the natural soil, trees, or grasses unless the owner immediately thereafter, constructs improvements thereon, or paves, gravels, or re-plants such disturbed areas, with ground cover approved by the Committee of Architecture.*

It is therefore recommended that you only clear cut the necessary area for construction. Listed below is the SCA recommended seed mix for treating all disturbed areas that were cleared and not built upon.

All disturbed areas are **required to be reseeded** per the recommended seed mixture defined on the next page **"Seeding cannot be done during the hot summer months, cool weather with adequate moisture is required" (specific timeframes can be coordinated with the SCA).** The contractor is held responsible for reseeding the job site.

We ask that you sign and return this form to the SCA/COA Secretary when the reseeding is completed for all disturbed areas not constructed upon or for any right-of-way construction areas reseeded.

Job Location: \_\_\_\_\_ Job Type: New Home \_\_\_\_ Utility \_\_\_\_ Other \_\_\_\_

If "Other" please list type: \_\_\_\_\_

Date Job Completed: \_\_\_\_\_ Date Job Site Seeded: \_\_\_\_\_

\_\_\_\_\_  
Contractor/Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of SCA Representative

\_\_\_\_\_  
Date



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## SCA Seed Mix for Right of Way Reclamation – updated 01/27/2022

**Table 1**

### Seed Mix for SCA Right of Way Reclamation

Will be available at Boss Tanks - known as “SCA R-O-W seed mix”

COMMON NAME	SCIENTIFIC NAME	SEED RATE PLS POUNDS PER ACRE	
		DRILL	BROADCAST
“Hycrest” Wheatcrest	Agropyron fragile spp. Sibericum	4.0	8.0
“Anatone” Bluebunch Wheatgrass	Agropyron Spicatum	2.0	4.0
Sandberg Bluegrass	Poa Sandbergii	0.8	1.5
Pubescent Wheatgrass “Luna”		4.0	8.0

This seed mixture is for treating all disturbed areas and areas cleared for fuels reduction purposes. Seeding application rates are specified on a “pure live seed” (PLS) basis.

Drill seeding is recommended where feasible. Drill rows should be spaced 12 inches apart and seed should be planted at a depth of ½ inch.

Broadcast seeding is recommended for rocky, steep, or small treatment areas. The seed can be broadcast using handheld seeders or a broadcast seeder mounted on an ATV. Following broadcast seed application, seeded areas should be lightly raked to assure seed placement at an average depth of ½ inch. This can be done with handheld rakes, or by pulling a harrow implement or piece of chain link fencing behind a truck or ATV in areas that are less rocky.

## **Checklist**

Please read, initial and date when each of these are complete.

### **Before:**

- \_\_\_\_\_ Pre- Bid walk-thru has been scheduled and completed
- \_\_\_\_\_ Liability insurance is on file with SCA/COA.
- \_\_\_\_\_ Application is complete and submitted to SCA/COA with pre photos.
- \_\_\_\_\_ Traffic Control plan and Construction plan have been given to SCA/COA with application.
- \_\_\_\_\_ Notified SCA/COA Secretary of start date and given EC permit#.
- \_\_\_\_\_ Notify SCA/COA and Elko County of any road/street closures.
- \_\_\_\_\_ Call USA DIG.
- \_\_\_\_\_ I have read this permit in its entirety and fully understand all requirements.

### **During:**

- \_\_\_\_\_ Daily replacement of pavement/chip seal.
- \_\_\_\_\_ Progress photos have been turned in.
- \_\_\_\_\_ Store materials and equipment onsite.

### **Post:**

- \_\_\_\_\_ Notify SCA/COA 24-hours after completion.
- \_\_\_\_\_ Post inspection has been scheduled within 48-hours.
- \_\_\_\_\_ Post inspection complete.
- \_\_\_\_\_ Reseed Property.
- \_\_\_\_\_ Ditch Maintenance finalized.
- \_\_\_\_\_ Post pictures turned in.