



**106 South 4th Street  
Parma, ID 83660**

**Phone: (208) 722-5343**

**NOTUS-PARMA HIGHWAY DISTRICT NO. 2  
Application for Special Permit to Move Structure/  
Manufactured Home/Other Buildings on Highway  
HSDP § 2120**

*[This is a 3-page form]*

**Information to Applicant:**

1. The Applicant must complete this form and pay the filing fee before the Highway District will process this form.
2. All relevant information and attachments must be supplied. Please mark non-applicable portions of the application form "N.A." The information on the application for completeness shall be determined by the Secretary of the Highway District, which shall include a determination of the application/s fee/s. No application shall be considered filed by the Highway District unless the application form is completed, and the application/s fee/s has been received by the Highway District's Secretary/Treasurer.
3. This form includes relevant initial routing information which is completed by Highway District staff.
4. All applications provided in this form are filed with the Secretary of the Highway District at the administrative office located at 106 South 4th Street, Parma, ID 83660.
5. Applicant, if a natural person, must be over the age of 18.
6. In the event Applicant is a legal entity, attach Certificate of Secretary of State. [Applicant must be, if not a natural person, an entity in good standing in the State of Idaho; or a registered trust.]

Certificate of Secretary of State attached \_\_\_\_

Trust Registration Statement attached \_\_\_\_

**Name of Applicant** *[must be mover of building]:* \_\_\_\_\_

**Address:** \_\_\_\_\_

Date: \_\_\_\_\_ Filing Fee: \_\_\_\_\_ Paid: \_\_\_\_\_  
[Hwy District Secretary to initial and date fee paid]

**REGULATION PERMIT REQUIREMENTS**

In accordance with Section 2120 of the *Highway Standards and Development Procedures for the Association of Canyon County Highway Districts (ACCHD) Manual* [May 2007] and Section 13.4.2.4 of the Notus-Parma Highway District Policy Code, which provides:

- 13.4.2.4** Moving a Structure/Manufactured Home/Other Buildings upon a Highway requires a Highway District permit in accordance with the following:
  - 13.4.2.4.1** The Applicant and permit holder shall be the mover; and
  - 13.4.2.4.2** The Applicant shall make application for a permit, under this section, upon a form adopted by the Board of Commissioners which shall include information regarding the Applicant and Applicant contact information, Structure/Manufactured Home/Other Buildings to be moved, date and time and the route; and
  - 13.4.2.4.3** In the event there is reasonable risk that there may be damage to the highway and/or signage the District may require, as a condition of the issuance of the permit, that the Applicant post a Bond/Letter of Credit/ Cash as surety for the performance of the move without damage to District Highway and/or signage; and
  - 13.4.2.4.4** The time and date of the move is subject to determination by Highway District considering Highway District staff availability and traffic safety and congestion; and
  - 13.4.2.4.5** The Highway route of the move should be the shortest distance depending upon highway conditions; and
  - 13.4.2.4.6** Any change in the route and/or time of the move as herein permitted and stated in the Application will invalidate the Permit, unless 24 hours Written Notice of any such change is provided to the Highway District and the District approves any such change in writing, which must be appended to the permit; and
  - 13.4.2.4.7** Applicant will notify the Highway District by phone when the move is commenced and will coordinate the move with the Canyon County Sheriff's office, and will maintain the Permit in the vehicle moving the Structure/Manufactured Home/Other Building at all times during the move.

**Describe the structure/manufactured home/ other building to be moved:**

Height: \_\_\_\_\_ Type: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

**Present location of building:**

**Future location of building:**

**Moving Route:**

**Description of Vehicle used to move building:**

**Date and time building is to be moved:**

NOTUS-PARMA HIGHWAY DISTRICT NO. 2

Application for Special Permit to Move Structure/Manufactured Home/Other Buildings on Highway HSDP § 2120

**CONTACT INFORMATION OF PERSON IN CHARGE OF THE MOVE**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

I certify that the information herein contained is true and correct on behalf of the Applicant:

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICIAL USE ONLY: APPLICANT DOES NOT COMPLETE ANYTHING BELOW THIS LINE**

All blanks are to be initialed and dated by the appropriate Highway District officials as indicated. D. H. means Director of Highways, S. means Secretary. If a blank is not appropriate the Highway District official shall indicate N.A. and their initials.

This application Request Process is in chronological order and the stage of the process is evidenced by the official's initials. Highway District officials shall not process this Petition Request unless all the steps preceding the official's action have been completed on this form.

**Completed by District Secretary:**

Above Application form has been submitted  
Fee: \_\_\_\_\_ Paid by: \_\_\_\_\_

Application Request form and routed to Director of Highways:  
Date: \_\_\_\_\_ Initialed by S. \_\_\_\_\_

**Completed by Director of Highways:**

Application Request reviewed by Director of Highways:  
Date: \_\_\_\_\_ Initialed by D.H. \_\_\_\_\_

**Verify information with Applicant:** Initialed by D. H. \_\_\_\_\_

**Determination if Surety Bond/Letter of Credit/Cash required** to cover damage to Highway and or signage is:

Required: \_\_\_ [\$\_\_\_\_\_] Not Required \_\_\_

**Permit issued and accepted:** Date: \_\_\_\_\_ Initialed by D.H. \_\_\_\_\_

**Original Application form is retained in the official Records of the Notus-Parma Highway District No. 2 by Secretary** and a copy provided to Applicant and anyone demanding notice of the decisions

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary, Notus-Parma Highway District No.2

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