



City of Ketchum
Public Works

Temporary Use of Right-of-Way Permit (TURP)

ONE-TIME ACTIVITY USE		
Fee	Example Usage	TURP Sections To Be Completed
\$20	<ul style="list-style-type: none"> • Closure of a street or sidewalk for construction for more than 30 minutes (i.e. using a crane or lift on a sidewalk or in parking spaces to lift materials or equipment onto a second floor) • Closure of a street for tree/landscape maintenance • Closure of alley to remove snow from a roof • Use of sidewalk or parking spaces on a short term basis. 	Section A Section B Section C Section F Attach a Temporary Traffic Control Plan (TTCP)
<p>Conditions</p> <ul style="list-style-type: none"> • Permits are valid only for the dates and times approved. • Permit must be kept at site of the closure so it is available to City officials upon request. • Site-specific Temporary Traffic Control Plan (TTCP) – Your TTCP should show streets proposed for closure and how you intend to redirect traffic around the closure. TTCP plans should comply with the Manual on Uniform Traffic Control Devices. Pedestrian access details, whether providing a covered walkway or a detour route, must be specified. Covered walkways require approval from the Division of Building Services. Contact City of Ketchum Streets Division at (208) 726-7831 for assistance. • The permittee is responsible for renting and placing all traffic control devices required on the final approved TTCP. The City of Ketchum does not provide traffic control or traffic control devices for street closure permits. • Temporary no parking signs must be posted a minimum of 24 hours in advance of the closure. The date and time no parking is allowed and a contact phone number for the closure must be listed on the sign. Additional public noticing may be required depending on the proposed closure. • For lane closures, refer to the Manual on Uniform Traffic Control Devices. If flaggers are required, only certified flaggers are permitted. All travel lanes on Main Street and Sun Valley Road shall remain open from 7 to 9 a.m. and 4 to 6 p.m. • Reflective cones or barricades shall be placed around large equipment or trailers parked in the right-of-way. • Notice must be provided at least three days prior to the closure for any business or residence that will be affected by the closure. Work may be approved earlier if all businesses and residences affected by the closure are provided the opportunity to review the application and sign-off on the requested TURP. • If parking spaces will be blocked for more than seven consecutive days a monthly parking space rental is required. • TURP approval does not mean that vehicles, trailers, or other objects can remain in the right-of-way overnight during winter months. Per city code 10.08.060.C, vehicles, trailers, or other apparatus cannot remain in the right-of-way from 2:00AM to 7:00AM from November 1st through May 1st. 		

MONTHLY PARKING SPACE RENTALS		
Fee	Example Usage	TURP Sections To Be Completed
\$10 Fee + \$50/200sf/month	Contractor would like to utilize the public right-of-way adjacent to a project for short-term material storage or for parking a construction trailer near the job site.	Section A Section D Section F Attach a diagram showing space(s) to be rented and location of any barricades or signs to be used. Attach proof of insurance (minimum of \$500,000 bodily injury and property damage).
<p>Conditions</p> <ul style="list-style-type: none"> • Permits are valid only for the dates approved. • Parking spaces adjacent to construction or remodel work may be rented on a monthly basis by completing a Parking Space Rental Application available from the Planning and Building Department. • Parking space rentals are limited to 1 parking spot per 1,000 sf of construction or remodel work. • Parking space rentals may not be used for dumpsters or portable restrooms. • The city requires written approvals from neighboring business for parking space rentals in commercial areas. • The city may reject an application based on vehicle or pedestrian traffic conditions at the time and location of the proposed closure. • Approval of parking space rental does not mean that vehicles, trailers, or other objects can remain in the right-of-way overnight during winter months. Per city code 10.08.060.C, vehicles, trailers, or other apparatus cannot remain in the right-of-way from 2:00AM to 7:00AM from November 1st through May 1st. 		

WINTER SEASON TEMPORARY SNOW STORAGE		
Fee	Example Usage	TURP Sections To Be Completed
\$20	Temporarily storing snow from private property in the public right-of-way.	Section A Section E Section F Attach a diagram/map showing the location where snow will be temporarily stored.
<p>Conditions</p> <ul style="list-style-type: none"> • TURPs for temporary snow storage are approved for the length of the winter season unless the permit is revoked. • The permit may be revoked if snow removal conditions are not met. • Snow stored in the right-of-way must be removed within 48 hours following the end of a storm. • Snow may not be stored in such a way that narrows the street width to less than 20-ft or within 3-ft of a fire hydrant. • A separate TURP is required for each location where snow will be temporarily stored. • The person moving snow into the ROW in accordance with a TURP must have a copy of the approved TURP with them. 		

OVERSIZED COMMERCIAL VEHICLE PARKING		
Fee	Example Usage	TURP Sections To Be Completed
\$20	Storing an oversized commercial vehicle, such as a commercial tour bus, in the public right-of-way.	Section A Section E Section F Attach a diagram/map showing the location where snow will be temporarily stored.
<p>Conditions</p> <ul style="list-style-type: none"> • Any person may obtain a TURP to park a designated oversized commercial vehicle on a public street, for a limited period of time. • Vehicles will only be permitted for the location specified on the permit. • Vehicles may not be occupied overnight. • Per city code 10.08.060.C, vehicles, trailers, or other apparatus cannot remain in the right-of-way from 2:00AM to 7:00AM from November 1st through May 1st. Commercial vehicles with approved TURPs to park in the public right-of-way may park overnight during this period however, operators must have the ability to move the vehicles in the event of snow removal operations or the vehicle would be subject to towing. • Vehicles may not idle for greater than three minutes per city code 		



**City of Ketchum
Public Works**

OFFICIAL USE ONLY
Date Received:
By:
Fee Paid: \$

Temporary Use of Right-of-Way (TURP)

Submit complete application to City of Ketchum, Public Works Department, P.O. Box 2315, Ketchum, ID 83340 or hand deliver to Ketchum City Hall, 480 East Ave., N., Ketchum. If you have questions, please contact Street Superintendent Brian Christiansen at (208) 726-7831 or email bchristiansen@ketchumidaho.org.

TYPE OF TURP (check one)		
<input type="checkbox"/> One-Time Activity (\$20) Sections A, B, C & F Attach TTCP	<input type="checkbox"/> Monthly Parking Space Rental (\$10 + \$50/month/200sf) Sections A, D & F Attach diagram & proof of insurance	<input type="checkbox"/> Winter Season Snow Storage (\$20) Sections A, E & F Attach diagram
SECTION A – PROJECT INFORMATION		
Company Name:	Mailing Address:	Property Address:
Contact Name (please print):		
Phone:		
Email:		
Project Description:		
SECTION B - STREET CLOSURE LOCATION, DATE & TIME		
Street: _____	Date(s) of Closure: _____	
Between cross streets _____ and _____	Times(s) of Closure (include set-up/clean-up time): _____ to _____	
SECTION C - STREET CLOSURE CHECKLIST		
Will traffic control be necessary? <i>If yes, attached TTCP.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will the sidewalk be closed? <i>If yes, pedestrian detour is required, show on TTCP.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the street to be closed on a Mountain Rides bus route? <i>If yes, you are required to notify Mountain Rides and obtain their approval.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Public notification required? <i>If unsure, contact the Street Division 208-726-7840</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will parking spaces be blocked? <i>If yes, how many? _____</i> <i>If blocked for more than 7 days complete Section D below</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION D – PARKING PERMIT APPLICATION

Start Date: _____ Expiration Date: _____

- 1) Attach a diagram identifying streets and/or alleys, total width of right-of-way, dimension of right-of-way to be used, how the area to be used will be separated from the rest of the right-of-way (i.e. barricades, cones, etc.), and any signs to be posted (i.e. no parking signs, etc.).
- 2) Attach proof of insurance (minimum of \$500,000 bodily injury and property damage).
- 3) All surfaces shall be returned to the same or better condition than prior to use.

Per city code no overnight parking of vehicles or other apparatus in the right-of-way from 2:00AM to 7:00AM from November 1st through May 1st.

SECTION E – SNOW STORAGE

Applicaton for Winter Season: 20__ / 20__

I have read and understand the conditions of this permit for snow storage _____ (initial)

SECTION F – APPLICANT SIGNATURE

The applicant agrees to comply with all applicable City, State and Federal ordinances, laws and conditions related to this permit. Applicant further agrees to indemnify, save and hold harmless the city of Ketchum, city officials, agents and employees from and for any and all losses, claims, actions, inactions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by applicant, its servants, agents and employees. Applicant agrees to communicate the terms of this indemnity and waiver to all of its employees, agents, contractors, volunteers and clients. Access for emergency vehicles must be allowed at any time, and the public right-of-way may be ordered to be cleared or the permit revoked by the City. Any violation of this permit or violation of applicable City, State for Federal ordinance, law, rule or regulation may result in the City’s immediate revocation of this permit. Applicant certifies that s/he has read and examined this application and that all information contained therein is true and correct.

Applicant Signature

Date

Upon approval of this permit, applicant agrees to abide by its terms.

ACTION (this section to be completed by City)

Approved Denied Reason for denial _____

Administrators Signature _____ Date _____

Director of Planning & Building _____ Date _____

(monthly parking rentals only)

Scan copies to S: ROW/TURPs with file name: YEAR.MO.COMPANY NAME.pdf