COUNTY OF LEAVENWORTH
Public Works Department
300 Walnut, Suite 007
Leavenworth, Kansas 66048-2815
(913) 684-0470
Facsimile (913) 684-0473

PERMIT FOR HOUSE MOVING

Below is a list of items that need to be done and obtained by this office before a permit can be issued. Also, please make sure that the complete permit and all its forms are filled out in its entirety.

☐ Map Showing Proposed Route to: _____

☐ Name of company moving house: _____

☐ Expected date of house move: _____

☐ Load diagram of entire machinery and load:

☐ Does owner have a building permit from the Leavenworth County Planning & Zoning Office?
_____

☐ Utility Notification Forms-signed by all affected utilities. We must have these from all utilities involved.
(If no utilities are affected, please indicate.)

☐ $50.00 permit fee included with application- $25.00 refunded if permit denied. Please send check to above address.

☐ Surety or cash bond in the amount of $10,000. (Resolution No. 1999-44, the policy is attached, see section III. FEES, BOND AND INSURANCE FOR MOVING PERMIT). If you are sending a check for the bond, please mail to the above address. We will deposit the check. The check and or bond must be made out to the Leavenworth County Public Works office. Once the move is completed, we will inspect the haul roads and if there is no damage to County property, the amount will be refunded.

☐ We will also need a copy of your insurance information. The applicant shall provide a certificate of general liability insurance in the minimum amount of $500,000 to the County when applying for a permit. Said insurance shall include at least $25,000 bodily injury to one person and $50,000 bodily injury to any one accident and at least $100,000 property damage insurance.

☐ Have you filled out the entire permit packet and reviewed the resolution? Please sign below showing that you have reviewed the packet.

_____
Signature

See Leavenworth County Resolution No. 1999-44 for complete policy

Leavenworth County, Kansas
Moving Permit

PERMIT NO.

1. Name of mover:	2. Address:	3. Date:
4. Phone number:	5. Dimension of vehicle & load:	6. Width Height
7. Length	8. Gross Wt. Of Load	9. No. of Wheels:
10. State Permit No.	11. Effective Date of House move:	12. Possible Route:
13. Name of Liability Insurance Co.	14. Amount of Liability Coverage:	15. Vin # vehicle hauling:
16.Licesen (tag #):	17. State vehicle is licensed in:	18. Notes:

19. No hazard markers will be cut on any bridge, but will be dug up and removed from the ground and put back in place.

20. The removal of bridge handrails or guardrails will not be permitted.

21. The moving contractor will assume full responsibly for any damages done to the roads and bridges.

22. Leavenworth County assumes no liability for the load carrying capacity of any bridges.

23. In case it is necessary to clear the road for an emergency vehicle, such as an ambulance or fire truck, the moving contractor agrees to move far enough to one side to allow sufficient clearance. This must be done immediately.

24. The moving contractor will contact all utility companies involved on his route. This includes KPL, R.E.A., S.W. Bell, and United Telephone. Use Utility Notification Form.

25. Permits should be obtained from affected utility companies and copies of these permits should be furnished to the County Engineer's Office.

26. Moving house or large structure must be escorted by a lead vehicle and a following vehicle. Also, contractor must have some communications with the Sheriff's Department on route (Radio and/or telephone. If the escort or communications requirement cannot be met, moving contractor must contact with the Sheriff's Department. Mover must notify Sheriff's Department of move.

27. Moves will be permitted on weekdays and on Saturdays between sunrise & sunset. No moves will be permitted on Sundays or on holidays.

I certify that the above statements are true, and that I will not violate any rules or regulations by the Federal, State, or County.

Your signature: _____

Permit Issued By: _____ Date: _____

(Leavenworth County Signature)

ROUTE INFORMATION

This section **must** be filled out and must include a map which shows what route is being taken.

ORIGIN: _____ DESTINATION: _____

Entry Point	Highway	Crossroad	NSEW	Exit Point

LEAVENWORTH COUNTY MOVING PERMIT
for moving of Oversize Loads

UTILITY NOTIFICATION FORM
For
ALL AFFECTED UTILTIES (to be filled out by utility companies)

Permit No._____ Expected Date and Time of Move: _____

Owner of Record:	Moving Company:	Insurance Co.& Policy No.

Name of Utility Company: _____

Please check all that apply:

- ☐ This utility has been provided a **MAP** of the route for this permit.
- ☐ This permit does **NOT AFFECT** this utility.
- ☐ Permit route has been **APPROVED** for areas where this utility is affected.

Utility Representative:

_____
Signed Date

**PLEASE FAX A COPY OF THIS SIGNED FORM TO: LEAVENWORTH COUNTY PUBLIC WORKS AT 913-684-0473.

RESOLUTION

No. 1999-44

A RESOLUTION ESTABLISHING A POLICY, INCLUDING FEES, FOR THE MOVING OF BUILDINGS, STRUCTURES OR OTHER OVERWEIGHT OR OVERSIZED LOADS ON COUNTY ROADS, AND ESTABLISHING POLICY ON COUNTY ROADS TO BE USED AS A HAUL ROUTE.

WHEREAS, Leavenworth County, Kansas is a county municipal government with the power of home rule pursuant to K.S.A. 19-101 et seq.; and

WHEREAS, K.S.A. 17-1914 et seq. Sets forth certain requirements for moving buildings or structures on public roads, including requiring that movers obtain permits from the Public Works Department and authorizing local governments to assess reasonable fees for said permits; and

WHEREAS, K.S.A. 8-1911 authorizes local authorities to issue special permits for oversized or overweight vehicles for roads under local jurisdiction; and

WHEREAS, K.S.A. 8-2002 authorizes local authorities to prohibit or regulate the use of heavily traveled roads by any class or kind of traffic found to be incompatible with the normal and safe movement of traffic for roads under local jurisdiction; and

WHEREAS, the moving of buildings, structures or other overweight or oversized loads on County roads and bridges may endanger the structural integrity of said County property, as well as the public's safety, when load limits and traffic patterns are ignored and signs and roadbeds damaged.

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEAVNEWORTH COUNTY, KANSAS that the following regulations and rules shall be adopted and implemented to insure that K.S.A. 17-1914 et seq., K.S.A. 8-1901 et seq. and 8-2002 et seq. are complied with and the public safety and welfare is protected from damage to public roads and bridges.

IT IS FURTHER RESOLVED BY SAID BOARD this Resolution shall become effective upon publication in the official county newspaper.

LEAVENWORTH COUNTY BUILDING MOVING REGULATIONS

I. APPLICABILITY

This resolution shall apply to the movement of all houses, buildings, other structures or loads that are overweight or oversized over all public highways, roads, streets and other public right of ways outside the boundaries of the incorporated cities of Leavenworth County, Kansas, Leavenworth County hereby elects to follow the regulations adopted by the Secretary of Transportation for excessive size and weights of vehicles and loads.

II. PERMITS AND NOTICES

1. A permit to be known, as a "Moving Permit" shall be required prior to the movement of any house, building, derrick, structure or overweight/oversized loads along roadways maintained by Leavenworth County, Kansas.

2. A mover shall obtain an application form from the Department of Public Works Office and shall return the filled out application at least 15 days prior to the anticipated date of moving. The Director of PublicWorks may waive or shorten the time of submission requirement for good cause shown. The application form shall require the following information: the date of the move; the hours during which the move will occur; the starting and ending location for the object being moved; the height; width and length dimensions plus weight of the object being moved; the number and location of axles/wheels supporting the object being moved; the name and phone number of the mover and the party who shall be responsible for damages caused by the mover; the name of the insurance company insuring mover and the policy number of mover's insurance policy. The applicant shall include a map clearly showing the proposed route of the movement within Leavenworth County. Any application that does not include such a map will be denied.

3. Copies of the application shall be immediately sent to the Department and the Sheriff's office for review. The Sheriff's Office shall indicate approval or disapproval with the proposed route to the Department of Public Works at least seven days prior to the proposed date of movement unless extenuating circumstances require a greater period of time to review and analyze the proposed route. Both the Department of Public Works and the Sheriff's Office shall indicate in writing their approval/disapproval of the proposed route. The Department of Public Works shall not issue a permit until that office has received the recommendations of said departments. A permit shall be granted or denied by the Department of Public Works at least five days prior to the moving day unless extenuating circumstances require a greater period of time to review the application. The applicant shall be notified in writing that approval will not be granted by the proposed date and the reason for the delay. If the permit is denied, the reason for doing so shall be stated in writing. If the permit is granted, the mover must attach a copy of the permit to the structure being moved and must have also in the possession of the movers a copy of the permit as well as a copy of the map that has been approved by the Department of Public Works.

4. Pursuant to K.S.A. 17-1916, all public and municipal utilities affected shall be notified in writing by the mover at least 15 days prior to the movement date of the mover's intent to move. The notice shall give the time, date and route of the mover. If the move is delayed, the utilities shall be given at least 24 hours advance notice of the actual operation. The mover shall include copies of the written notice to all concerned utilities as part of the application filed with the Department of Public Works Office.

III. FEES, BOND AND INSURANCE FOR MOVING PERMIT

1. A fee of $50.00 shall be charged for all moving operations and the fee shall be included as part of the application. $25.00 of the fee shall be refunded if the permit is denied.

2. A surety or cash bond of $10,000 shall be delivered to the County prior to the issuance of a permit. If the mover damages County property, the mover shall be notified in writing and given 10 days to correct the damage. Failure to correct the damage within ten days, which may be

extended by the County for good cause, shall be cause for the County to forfeit part of the entire bond. If the bond is forfeited, the mover shall be so notified in writing and a detailed list of the

County's cost to repair damages caused by the mover shall be included as part of the written notice. If a mover desires to contest a forfeiture, the mover shall file a written protest with the Board of County Commissioners within 10 days of receiving the forfeiture notice and the Board of County Commissioners shall hear the mover's protest within five working days of receiving the protest and shall issue a decision within five working days of the hearing. The County shall only forfeit an amount sufficient to fully compensate the County for damages to its property by the mover. The bond shall be released to the mover only after the Department of Public Works Office has verified in writing that the mover's route has been viewed after the completed move and that no County property was damaged during the course of the move.

3. The mover shall provide a certificate of general liability insurance in the minimum amount of $500,000 to the County when applying for a permit. Said insurance shall include at least $25,000 bodily injury to one person and $50,000 bodily injury in any one accident and at least $100,000 property damage insurance.

IV. LIMITATIONS ON MOVERS

1. Moving shall occur only between the hours of sunrise and sunset.

2. The mover shall not deviate from the approved route without the written approval of the County.

3. If the mover is not able to move on the approved date for any reason, the County, through the Director of Public Works, shall be so notified and the move may only occur on a new date only after that date has been approved by the County and proper notice has been given to any concerned utilities

4. If the mover is not able to complete the move within one single day or the movers stop for any reason, the object being moved shall be pulled entirely off of the public right of way.

5. Low-pressure pneumatic tires shall be used at all timed during the move.

6. The object being moved shall not exceed twenty-eight (28) feet in width or twenty (20) feet in height when loaded.

7. The object being moved shall be preceded by and followed by a warning vehicle containing flashing lights and the sign "wide load".

V. FEES,BONDS AND INSURANCE FOR HAUL ROADS & OVERWEIGHT LOADS

1. A fee of $100 shall be charged for all haul road & overweight load permits and the fee shall be included as part of the application. If the permit is denied $25.00 shall be refunded when requested from applicant.

2. A surety or cash Bond as stated below shall be delivered to the County prior to the issuance of a permit. If applicant damages County property, the applicant shall be notified in writing and given 10 days to correct damage. Failure to correct the damage within ten days, which may be extended by the County for good cause, shall be cause for the County to forfeit part or all of the bond. If the bond is forfeited, the applicant shall be notified in writing and a detailed list of the County's cost to repair damages caused by the applicant shall be included as part of the written notice. If applicant desires to contest forfeiture he shall (paragraph two of Section II above.)

HIGHWAY PERMIT BOND

a. Bond for less than 4 miles of paved Roadyway-$50,000
b. Bond for less than 4 miles of Rock Roadway-$25,000
c. Bond for 4 or more miles of Paved Roadway-$100,000
d. Bond for 4 or more miles of Rock Roadway-$50,000

3. The applicant shall provide a certificate of general liability insurance in the minimum amount of $500,000 to the County when applying for a permit. Said insurance shall include at least $25,000 bodily injury to one person and $50,000 bodily injury in any one accident and at least $100,000 property damage insurance.

VI. LIMITATIONS ON HAUL ROAD

1. The applicant shall not deviate from the approved route without written approval of the County.

2. Applicant shall follow all guidelines as stated on the Highway Permit.

VII. PENALTIES

1. Any violation of this resolution for not obtaining a permit pursuant to K.S.A. 17-1915 shall be prosecuted pursuant to K.S.A. 17-1920, with a fine of not more than $100,000 and a jail term of not more than 60 days, or both.

2. Any violation of Kansas's statutes or Secretary of Transportation regulations concerning excessive size and weights of vehicles and loads shall be prosecuted pursuant to state statutes for same.

3. The Permitee and the party responsible for the permit shall be held liable for any damages to County property during the course of the permit, including, but limited to, forfeiture of the permitee's bond and a claim for damages being filed with permitee's insurer.

RESOLVED THIS 23 DAY OF Nov., 1999

BOARD OF COUNTY COMMISSIONERS
LEAVENWORTH COUNTY, KANSAS

Robert L Adams

Robert Adams, Chairman

Donald Navinsky

Donald Navinsky

Wayne Eldridge

Wayne Eldridge

ATTEST:

Linda A Theis

County Clerk