



**Checklist for a  
ENCROACHMENT AGREEMENT-SHORING SYSTEMS**  
Planning & Building Department  
Building Division

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**APPLICABILITY.** This checklist should be used when applying for an **Encroachment Agreement** specifically for shoring systems that encroach into the right-of-way. The purpose of the Encroachment Agreement- Shoring Systems is to review the location of shoring systems in the Public Right-of-Way and their proximity to underground utilities and structures.

**When is a Encroachment Agreement-Shoring Systems Required?**

An Encroachment Agreement-Shoring Systems is required for shoring systems that encroach into the Right-of-way.

**INSTRUCTIONS.** Use this checklist to complete all portions of the application. All items on this checklist should be shown or noted on the plans, including not applicable items.

**ENCROACHMENT AGREEMENT-SHORING NAILS SUBMITTAL REQUIREMENTS.** Please fill out the left side of this checklist.

APPLICANT	ALL Encorahcment Agreement Plans shall include the following:	TOWN
	A brief narrative summarizing the scope of the project.	
	Proposed schedule of construction for the Project.	
	A Geotechnical Engineering Report stamped by a licensed Wyoming Engineer.	
	An As-built Certification Statement (Included on plans)	
	A construction management plan outlining the details of the construction associated with the soil nails.	
	PLANS: <ul style="list-style-type: none"> <li>• Provide the licensed Wyoming civil engineers seal and original signature.</li> <li>• Show all property boundaries on the plan and section views. Include dimensions of the shoring system to the property line.</li> <li>• Show all existing and proposed utilities, easements, rights-of-way, structures and construction improvements on the property and in the adjacent right-of-way.</li> <li>• Show all the parts of the shoring system.</li> <li>• Provide the location, angle, and depth of all soil nails by determining and maintaining six foot clearance from the soil nail to the closest existing utility and a minimum of eight(8) feet below finished grade.</li> <li>• Permanent and temporary achors for shoring shall not be located within 10 feet of the roadway surface.</li> <li>• Show the area within Right-of-way being affected by the soil nails.</li> <li>• Provide shoring method details indicating length, angle, material.</li> <li>• Include all design loads, testing requirements</li> <li>• Include statements that:               <ul style="list-style-type: none"> <li>○ The owner/applicant is required to video the existing sewer lines before and after the soil nail installation to confirm no contact or damage.</li> <li>○ The contractor shall pothole all water lines and utilities to confirm that there are no conflicts prior to shoring installation.</li> <li>○ Special inspections and tests shall be performed by the engineer of record during installation of the Encroaching Property. The approved geotechnical report and the construction documents prepared by the registered design professionals shall be used to determine compliance. Prior to the Town Engineer’s Final Inspection Encroaching</li> </ul> </li> </ul>	

	<p>Party must provide the Town Engineer: (i) a certification that the system has been installed according to plans and specifications, and (ii) record drawings of the shoring to document the Encroaching Property’s “as-built” location.</p> <ul style="list-style-type: none"> <li>○ the shoring system is temporary and may be disturbed, destroyed or removed in connection with any construction, installation, excavation, maintenance or replacement of the right-of-way or any public utilities located therein following completion of construction of the building foundation and backfill, thus permanently stabilizing the excavation.</li> <li>○ the percentage of nails to be tested, testing procedures, and acceptance criteria. Include Design Loads, Verification Nails (at least 3 and as necessary per different soil stratas) process and acceptance criteria, Proof Testing (minimum of 5% of the production nails to be prooftested to 150% of the design load) process (location, load increments, timing, etc.) and acceptance criteria. Include a statement that all test results shall be approved by the design engineer.</li> <li>○ to the affect that: there shall be periodic special inspections by 3rd party inspector on site during the placement of the micropiles and soil nails. The inspections shall be paid for by the owner or contractor and must be registered engineer or certified to be able to perform the inspections. Special inspector shall witness all verification and proof tests</li> <li>○ For soil nails a statement that the shoring system has been designed based on the US Federal Highway Administration’s FHWA-NHI-14-007 Soil Nail Reference Manual or other standard used.</li> </ul> <ul style="list-style-type: none"> <li>● Provide construction sequencing process, soil nail wall installation parameters and tolerances, assumptions, special instructions, anticipated soil types, material specs, grout mixes, certification requirements, safety, equipment requirements, general information, etc. on the plans as necessary to provide sufficient information for the installation and certification of the installation.</li> <li>● Provide the maximum lateral and vertical estimated movements of the wall, movement shall be limited such that adjacent public and private property is protected from damage during construction.</li> <li>● Provide the stability factors of safety for each section of wall.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Include Wyoming Licensed Engineer stamped calculations for the shoring system.</li> </ul>	
	<ul style="list-style-type: none"> <li>● When the applicant is not the property owner, a Town of Jackson Letter of Authorization must be included with the application.</li> </ul>	
	<ul style="list-style-type: none"> <li>● For private properties written agreements recorded against the property are required.</li> <li>● For encroachments within the Wyoming Department of Transportation Right-of-Way licensing is required.</li> </ul>	
	<p><b>FINANCIAL ASSURANCE</b></p> <ul style="list-style-type: none"> <li>● In accordance with Town of Jackson Land Development Regulations 8.2.11, post a financial assurance that required construction or installation of improvements, performance of duties, or other financial duty is completed following the issuance. The financial assurance shall be at least 125% of the cost to complete the improvements, implement the plan, or complete other work approved as part of the permit or approval.</li> <li>● Provide a cost estimate for the work required to complete the excavation, shoring, and complete the foundation/building construction and backfill to the point that the shoring is no longer warranted. Include the 125% value for the financial assurance.</li> </ul>	

**ENCROACHMENT AGREEMENT FOR SHORING PROCESS.**

**Description of Events**

Submit Shoring Plan with an Encroachment Agreement Application.

Town Engineering Review for Sufficiency, an agreement is drafted by Town Engineering Department and Legal Department.

Town Council Approval Required for Encroachment Agreements-Shoring Systems.

Apply for a Grading Permit for the shoring system with engineered calculations, plans, and specifications. (Or include with the Building Permit application).

Encroachment Agreement- Soil Nails finalized or approved prior to Permit Issuance.

- Grading Permit Issuance required prior to Building Permit Issuance

Ongoing inspection by the design engineer during construction.

Record Drawings and Certification following completion of the shoring system.

Encroaching Party records Encroachment Agreement – Shoring System with the Teton County Clerk.

Bonds are returned following completion of all the resotation work and conditions of Encroachment Agreement are met..