



Right-of-Way Permit Application

See the "Right-of-Way Application Reference" sheet for additional submittal requirements.
Incomplete applications will not be processed.

Valid from July 1, 2011 - June 30, 2012

Permit Type: **ACCESS / SIDEWALK**

Submit To: Washington County - DLUT
Operations & Maintenance Division
1400 SW Walnut Street, MS 51
Hillsboro, OR 97123
(Phone): 503-846-7623 / (FAX) 503-846-7620
(Email): roadpermits@co.washington.or.us

Work Site Information

Address:		Cross-Street:
City:	Tax Map & Lot #:	

Applicant

Responsible for Project (permittee) Primary Contact

Business Name/Property Owner:		
Contact Name:		
Mailing Address:	E-mail:	
City / State / ZIP:		
Office Phone:	Cell Phone:	Fax:

Contractor

Same as above Responsible for Project (permittee) Primary Contact

Business Name:		Contact Name:
Mailing Address:		E-mail:
City / State / ZIP:		
Office Phone:	Cell Phone:	Fax:
24 Hour Emergency Phone:		License or CCB Number(s):

Proposed Start Date: _____ Estimated Completion Date: _____

County Case File No.: _____ Subdivision Name: _____

Utility Installations, Repairs, or Upgrades associated with the proposed work: (List all utility(ies) and the name(s) of provider(s): _____

Access Information

- 1) Type of Access: New Repair / Replace Existing (Request Review Inspection)
- 2) Purpose of Access: Single Family Residence Commercial Agriculture Temporary Construction
- 3) Existing Road Surface: Concrete Asphalt Gravel
- 4) Existing Drainage: Open Ditch Pipe (Pipe Length _____ ft Diameter _____ ft Material _____)
- 5) Location: Urban Rural

Sidewalk Information (complete all three items)

- 1) Reason for Work: New Repair / Replace 2) Position: Curb Tight Away From Curb
- 3) Dimensions: Length (ft): _____ Width (ft): _____

Applicant agrees to perform operations in rights-of-way under jurisdiction of Washington County, Oregon in accordance with the appropriate General Provisions contained in "Washington County, Department of Land Use and Transportation, Rules and Regulations for Pole Line, Buried Cable, Pipe Line, and Miscellaneous Operations and/or Facility Permits" as supplemented and modified by the Standard in effect and any Special Provisions shall apply to this permit, and by this reference, are made a part thereof. It shall be the obligation of the applicant to obtain said Standards and Rules and Regulations from the Department of Land Use and Transportation and to determine which of the various provisions are applicable before commencement of work under this permit. It shall be the applicant's responsibility to ensure compliance with Oregon Revised Statutes 209.140 and 209.150 including all subsections, with respect to interference, removal, or destruction of survey monuments.

Applicant Printed Name: _____ Title: _____

Applicant Signature: _____ Date: _____

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Right-of-Way Permit Application Reference Sheet

Permit Type: Access

Do not submit this checklist. It is intended as reference for the applicant only and does not need to be made part of the permit application submittal packet.

Minimum Submittal Requirements Checklist

	No.	Item / Description
<input type="checkbox"/>	1	Completed Application: <i>Signed and dated</i>
<input type="checkbox"/>	2	Application Fee: ~ %) '\$\$ (payable by cash, check, Visa, or Mastercard)
<input type="checkbox"/>	3	<p>Construction and / or Site Plans (Two Sets): Include the following:</p> <p>a) Plan view of the project site b) Cross-Sections and / or profiles c) Traffic Control Plan d) Erosion Control Plan</p> <p><i>Construction and / or Site Plans shall be to a uniform engineering scale (1:10, 1:20, etc), legible and include all proposed work in the right-of-way.</i></p> <p><i>If traffic control plans or erosion control plans are not relevant, then state that on the face of the construction plans. Please note that the county may require traffic control and / or erosion control plans depending on the scope and scale of the proposed activity.</i></p>
<input type="checkbox"/>	4	<p>*Insurance Documentation: <i>The permittee, or his contractor, must also provide proof of insurance. A Certificate of Liability and Property Damage Insurance, with minimum coverage of ~ %\$\$\$ per person and ~) \$\$\$ per incident, must be filed prior to beginning the work. The site address / location of the work must be listed on this Certificate.</i></p> <p><i>In addition, the Certificate must also name (exactly as shown below):</i></p> <p><u>Washington County, its agents, officers, and employees as an additional insured.</u></p>
<input type="checkbox"/>	5	Bond form(s)
<input type="checkbox"/>	6	*Completed Sensitive Area Pre-Screening Site Assessment: <i>From Clean Water Services, if required</i>
<input type="checkbox"/>	7	*Copy of any recorded easement(s): <i>If crossing over adjacent property for access*</i>
		<i>*Items No. 3 –7 are not needed for an Access Review application that successfully passes inspection</i>

Permit Issuance Checklist

	No.	Item / Description
<input type="checkbox"/>	1	County reviews application, in the order it was received. Additional information from the applicant may be needed.
<input type="checkbox"/>	2	County prepares permit, develops conditions & special provisions and calculates bond (typically within 10 business days of receiving a complete application packet).
<input type="checkbox"/>	3	Applicant is issued the permit. If the access is new or needs construction activity, a \$240 permit fee and the specified bond will be required prior to issuance. In addition, a \$100 Access Review surcharge may be assessed based on the particular details of the application.

Special Instructions

Access Review Inspections may be requested only for existing accesses for the sole purpose of determining if they comply with current county standards. If the access is determined to be non-compliant, the applicant must re-submit their application to obtain county approval for any construction required to bring the access into conformance. However, the Access Review fee will be applied toward the cost of a Right-of-Way permit.

Urban sites are subject to a *Sensitive Area Pre-Screening Site Assessment* through Clean Water Services. Call (503) 681 – 3600 or visit www.cleanwaterservices.org for more information.



Right-of-Way Permit Application Reference Sheet

Permit Type: Sidewalks

Do not submit this checklist. It is intended as reference for the applicant only and does not need to be made part of the permit application submittal packet.

Minimum Submittal Requirements Checklist

	No.	Item / Description
<input type="checkbox"/>	1	Completed Application: <i>Signed and dated</i>
<input type="checkbox"/>	2	Application Fee (repair / panel replacement only): ~ * (payable by cash, check, Visa, or Mastercard) Application Fee (new construction): ~ % (payable by cash, check, Visa, or Mastercard)
<input type="checkbox"/>	3a	<u>For Repair / Panel Replacement Only (Up to 15 Lineal Feet of Sidewalk):</u> Construction and / or Site Plans (Two Sets): Include the following: <i>Plan view of the project site including location of the proposed work</i>
<input type="checkbox"/>	3b	<u>For Repairs in excess of 15 Lineal Feet or For New Construction:</u> Construction and / or Site Plans (Two Sets): Include the following: <i>a) Plan view of the project site b) Cross-Sections and / or profiles c) Traffic Control Plan d) Erosion Control Plan</i> <i>Construction and / or Site Plans shall be to a uniform engineering scale (1:10, 1:20, etc), legible and include all proposed work in the right-of-way.</i> <i>If traffic control plans or erosion control plans are not relevant, then state that on the face of the construction plans. Please note that the county may require traffic control and / or erosion control plans depending on the scope and scale of the proposed activity.</i>
<input type="checkbox"/>	4	Insurance Documentation: <i>The permittee, or his contractor, must also provide proof of insurance. A Certificate of Liability and Property Damage Insurance, with minimum coverage of ~ %\$\$\$ per person and ~) \$\$\$ per incident, must be filed prior to beginning the work. The site address / location of the work must be listed on this Certificate.</i> <i>In addition, the Certificate must also name (exactly as shown below):</i> <u>Washington County, its agents, officers, and employees as an additional insured.</u>
<input type="checkbox"/>	5	Bond form(s)

Permit Issuance Checklist

	No.	Item / Description
<input type="checkbox"/>	1	County reviews application, in the order it was received. Additional information from the applicant may be needed.
<input type="checkbox"/>	2	County prepares permit, develops conditions & special provisions and calculates bond, if applicable (typically within 10 business days of receiving a complete application packet).
<input type="checkbox"/>	3	Applicant is issued the permit. If applicable, the applicant must pay the \$240 permit fee and provide the specified bond prior to issuance.

Special Note:

The \$36 sidewalk permit fee only applies to the repair and / or replacement of approximately 15 lineal feet of sidewalk.

The bond and insurance requirements are not applicable when the work is covered under the **\$36** repair / replacement permit.

For more extensive repairs / replacement or for new sidewalk construction, the application fee is **\$145** and the permit fee is **\$240**. In addition, the bond and insurance requirements must also be met.

When any type of sidewalk work (repair, replacement, or new construction) is performed in conjunction with other work (such as an access permit or general right-of-way permit), then all work can be covered under one permit using just one application.



*** Debit or Credit Card Authorization ***

Today's Date: _____

Amount of Charge: \$ _____

Auth #: _____

Office Use

Permit #, or Invoice #: _____

Customer #: _____

If available

Job Site Address: _____

VISA MasterCard Expiration Date: _____

Card Number: _____

Name as shown on card: _____

Authorized Signature: _____

Name Printed: _____

CVV2 (Required 3-4 digit number on back of card): _____

Billing Address for this card: _____

Billing Zip Code for this card: _____

Phone Number: _____

Purpose of Charge: _____

Accounting Code: _____

Office Use

Credit card authorizations are not kept on file.
Each charge will need a new authorization form.

Department of Land Use and Transportation
1400 SW Walnut St. MS #51, Hillsboro, OR 97123
Phone: (503) 846-7623 Fax: (503) 846-7620