



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: **UTILITY**

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 (if work is associated with a parcel):

Road Name:

Limits or cross-streets:

City:

Tax Map & Lot #:

Applicant

Responsible for Project (permittee)

Primary Contact

Utility:

Contact Name:

Mailing Address:

24-Hour Phone:

City / State / ZIP:

Office Phone:

Cell Phone:

Fax:

E-mail:

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: _____

Applicant's Project No.: _____

Construction Method

Type of Work

Bore & Open Trench

New Facility Repair / Replace Existing Facility

Bore

Open Trench

Plow

Approx. Size of Proposed Excavation: Length (ft) _____ Width (ft) _____ Depth (ft) _____

Approx. Length of Bore Line: (ft) _____

Description of Work (including location in the right-of-way): _____

Check Here to **Request Consideration** for Use of Steel Plates in the Right-of-Way

Steel Plates shall not be used in the Right-of-Way without express written permission from Washington County

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: _____



Right-of-Way Permit Application Reference Sheet

Permit Type: Utility

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	<p>*Construction and / or Site Plans (Two Sets): Include the following:</p> <p><i>a) Plan view of the project site b) Traffic Control Plan c) Erosion Control Plan</i></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"/>	3	<p>Insurance Documentation (WHEN A UTILITY IS PERFORMING THE WORK ITSELF):</p> <p><i>Provide Washington County with the following information:</i></p> <p><i>1) The name and contact information for your insurance carrier 2) The name and contact information for your staff who are responsible for managing claims associated with your utility.</i></p> <p>This information only needs to be provided to the county once or when a change in the information occurs</p>
<input type="checkbox"/>	4	<p>Insurance Documentation (WHEN A CONTRACTOR IS PERFORMING FOR A UTILITY):</p> <p><i>Provide Washington County with the following information:</i></p> <p><i>Insurance Documentation: The permittee, or his contractor, must also provide proof of insurance. A Certificate of Liability and Property Damage Insurance, with minimum coverage of \$100,000 per person and \$500,000 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>

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 (typically within 10 business days of receiving a complete application packet).
<input type="checkbox"/>	3	Applicant is issued the permit.