



Right-of-Way Permit Application
 See the "Right-of-Way Application Reference" sheet for additional
 submittal requirements.
 Incomplete applications will not be processed.
 This form is valid July 1, 2018 – June 30, 2019
Permit Type: SIGN INSTALLATION

Return R-O-W Permit application packet & submittals to:
 Washington County, Oregon
 Dept. of Land Use & Transportation
 Operations & Maintenance Division
 1400 SW Walnut Street, MS 51
 Hillsboro, OR 97123
 (Phone): 503- 846-7623 / (FAX) 503-846-7620
roadpermits@co.washington.or.us

Work Site Information	
Address:	
Road Name:	Limits or Cross-Streets:
City:	Tax Map & Lot #:

Applicant	<input type="radio"/> Responsible for Project (permittee)	<input type="radio"/> Primary Contact
Applicant Name:		
Contact Name:	Phone:	
Address:		
E-mail:	Alt. Phone:	

If placement of signs are related to another public agency's project, please fill out the Public Agency Information.

Public Agency Information	<input type="radio"/> Responsible for Project (permittee)	<input type="radio"/> Primary Contact
Public Agency Name:		
Contact Name:	Phone:	
E-mail:	Alt. Phone:	

Sign Installation (select one)

- Traffic Control Devices (Placed as advanced warning for road work on other jurisdiction's roadway)
- "Neighborhood Watch"..... Name of Homeowner's Association: _____
- Other..... Description: _____

I certify that I am an authorized signer for this permit application. Once the permit is issued, I accept and agree to comply with all requirements, terms, conditions and provisions associated with the permit. I agree to indemnify and save harmless Washington County, its Board of Commissioners, its officers and employees from all suits and actions; or claims of any character brought because of any injuries or damages received or sustained by any person, or property on account of the operations of the said Applicant, his Subcontractors or the employees of either; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the said Applicant.

Permittee Printed Name: _____ **Title:** _____
Permittee Signature: _____ **Date:** _____



Right-of-Way Permit Application Reference Sheet

Permit Type: Sign Installation

Do not submit this checklist. It is intended as a reference for the permittee 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>Traffic Control Devices Permit Fee: \$0.00 This permit is only valid when traffic control devices are placed under the guidance of another public agency and are intended for the advance warning of traffic control on an adjoining jurisdictions roadway.</p> <p>Other Permit Fee: \$0.00 This permit is for signs, banners or other objects that convey a meaning, installed in Washington County's right-of-way and installed by another jurisdiction. Signs must be compliant with applicable sign ordinances.</p> <p>Neighborhood Watch Permit Fee: \$25.00 (payable by cash, check, Visa, or Master Card) – (Fee includes processing of the application and the installation of up to four (4) signs) on streetlights or existing sign posts. Additional signs or free standing sign posts will be installed at a cost of \$75 per sign)</p>
<input type="checkbox"/> 3	<p>Site Plan: Include the following:</p> <p>a) Plan view of the project site b) Proposed location for each of the signs (being as specific as possible) c) Proposed mounting site (existing sign post, light post, or free standing sign post)</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.
<input type="checkbox"/> 3	Applicant is issued the permit. (Note: For Neighborhood Watch signs, the \$75 cost for additional signs or free standing sign posts will be collected prior to issuance of the permit.)

Neighborhood Watch Signs

- Application must be from an active neighborhood watch group recognized by the Sheriff's Office. Contact the Washington County Sheriff's Office at <http://www.co.washington.or.us/sheriff/> or by calling 503-846-2579 for more information.
- Applicant shall provide Washington County with approved signs and installation hardware, unless otherwise approved. Signs shall be 9" x 12" and may be obtained from the National Neighborhood Watch Institute (www.nnwi.org or 888-669-4872).
- Applicant or the neighborhood watch group must provide ongoing maintenance of the sign and provide Washington County with replacement signs if they get damaged, vandalized, or removed.