



**Right-of-Way Permit Application  
Reference Sheet**  
**Permit Type: Utility**

**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
1	Completed Application submitted online via the Public Permitting and Services Portal.
2	<p>Construction and/or Site Plans should include the following:</p> <p><i>a) Plan view of the project site</i> <i>b) Erosion Control Plan if disturbing soil or construction debris might reach storm system</i></p> <p>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 and shall be composed on nothing larger than 11" x 17" paper stock (8.5" x 11" preferred).</p> <p><i>If unique traffic control plans or erosion control plans are required submit plans with application illustrating the scope and scale of the proposed activity.</i></p>

**Permit Issuance Process**

No.	Item / Description
1	County reviews application, in the order it was received. Additional information from the Applicant may be needed.
2	County prepares permit, develops conditions & special provisions (typically within ten (10) business days of receiving a complete application packet).
3	Applicant is issued the permit.

Special Notes:

A utility permit only applies to entities registered with the Oregon Secretary of State's Office as an operator of a utility defined in ORS 758.010 and subject to the regulations of ORS 757.