



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: UTILITY

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(s):	
Cross Street:	Tax Map & Lot:

Applicant	<input type="radio"/> Responsible for Project (permittee)	<input type="radio"/> Primary Contact
------------------	---	---------------------------------------

Utility Company:	
Contact Name:	Phone:
Address:	
E-mail:	Alt. Phone:

Contractor	<input type="radio"/> Same as above	<input type="radio"/> Responsible for Project (permittee)	<input type="radio"/> Primary Contact
-------------------	-------------------------------------	---	---------------------------------------

Business Name:	
Contact Name:	Phone:
Address:	
E-mail:	Alt. Phone:

24 Hour Emergency Phone:	License or CCB Number(s):
---------------------------------	----------------------------------

Proposed Start Date: _____ Estimated Completion Date: _____
 Applicant Project Number: _____ Sub Contractor Information: _____

Reason for Work

- Construct New Facility
- Repair/Replace/Modify Existing Facility

Construction Method

- Bore
- Open Trench
- Aerial Facility
- Plow

Cut in Roadway: Yes No Cut in Sidewalk Yes No

Size of Excavation: Length (ft): _____ Width (ft): _____ Depth (ft): _____ Bore Line: (ft): _____

Description/Location of Work: _____

- Traffic Control:
- Check Here to **Request Consideration** for Use of Steel Plates in the Right-of-Way
 - ODOT Temporary Traffic Control Handbook (Dec. 2011) diagram number(s) _____
http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/docs/pdf/2011_OTTCH.pdf
 - No Traffic Control Plan Traffic Control Plan Included

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, actions and 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 Permittee, 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 other act, omission, neglect or misconduct of the said Permittee.

Permittee Printed Name: _____ **Title:** _____

Permittee Signature: _____ **Date:** _____



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
<input type="checkbox"/>	1 Completed Application (<i>Signed and dated</i>). <i>Application may be submitted via mail, email, or hand delivered.</i>
<input type="checkbox"/>	2 Construction and/or Site Plans should include the following: <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> <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 and shall be composed on nothing larger than 11" x 17" paper stock (8.5" x 11" preferred).</i> <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>

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 ten (10) business days of receiving a complete application packet).
<input type="checkbox"/>	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.