



# Right-of-Way Permit Application

## Permit Type: Amendment

*This form is valid July 1, 2021 – June 30, 2022  
Incomplete applications will not be processed.*

Return Permit Amendment 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](mailto:roadpermits@co.washington.or.us)

<b>Permit Information</b>
Permit Number:
Reason for Amendment:

Complete only the sections that are different from original permit application.

<b>Additional Permittee Responsible for Permit</b>		
Permittee Name:		
Contact Name:		Phone:
Address:	City:	State/Zip Code:
E-mail:		Mobile Phone:

<b>Contractor</b>		
Business Name:		License or CCB Number(s):
Contact Name:		Phone:
Address:	City:	State/Zip Code:
E-mail:		Mobile Phone:

<b>Emergency Contact</b>	
Contact Name:	
24 Hour Emergency Phone:	E-mail:

Proposed Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

### **Change in Scope of Work**

No      Yes      *(Attach updated drawings if applicable)*

If yes, describe how scope has changed from original application: \_\_\_\_\_

I certify that I am an authorized signer for this permit amendment 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 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 act or omission, neglect or misconduct of the said Permittee.

**Original Permittee Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Original Permittee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Permittee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If applicable)

**Original Permittee name must match name on original permit to be valid.**



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

**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: <i>Signed and dated. Application may be submitted via mail, fax, email, or hand delivered.</i>
2	<p>If applicable, construction and/or site plans should include the following:</p> <p><i>a) Plan view of the project site highlighting changed work.</i>  <i>b) Cross-Sections and / or profiles if project designed by a registered engineer or architect</i>  <i>c) Erosion Control Plan if project designed by a registered engineer or architect</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 and shall be composed on no larger than 11" x 17" paper stock (8.5" x 11" preferred).</i></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 Amendment Approval 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 amended permit, develops additional conditions & special provisions and calculates additional deposit if applicable (typically within ten (10) business days of receiving a complete application packet).
3	Applicant submits required deposit. If the required deposit exceeds \$500, a performance bond may be submitted for the amount of the deposit above \$500. Deposit is refundable after a one year maintenance period for work in the roadway, and all permit conditions have been met. Deposit may be refundable immediately after completion of work for work outside of roadway.
4	Permittee is issued the amended permit. An addition \$100 permit fee may be assessed if additional review time is required.

Special Notes:

All or part of the deposit may be forfeited if more than three inspections are required, or work is not completed according to the conditions set forth in the permit.