



RIGHT-OF-WAY PERMIT

A permit must be obtained from the City prior to doing any work within the right-of-way. This includes excavation, construction, repair, grading, or the placement of any structures or signs. The right-of-way includes a street, alley, or bicycle or pedestrian pathway intended for use by the public. It includes all of the related property from the property line on one side of the street, alley or pathway to the property line on the other side of the street, alley or pathway, where such public improvements as sidewalks, curbs, gutters, planter strips and public drainage ditches are commonly found.

Exceptions:

1. A permit is not required of the City or of persons working under contract with the City, of persons working under an approved and bonded subdivision agreement, or of any franchised utility doing work within the scope of their franchise agreement.
2. A permit is not required for landscape construction or maintenance or for the clearing of sidewalks.

*** You must include a map or drawings that show your property and where your proposed project is located. The City may require that more plans, surveys, or other information be provided with the application so that the City can determine if the proposed work conforms to City specifications and sound engineering design practices.

A non-refundable fee of \$25 is required at the time the application is filed to help cover the City's cost in processing the application. The City may refuse to issue a permit if it deems that the proposed work is not suitable for the place, or will not be uniform with existing or proposed improvements, or will cause an unreasonable risk to the public. **Please plan ahead; it can take up to 3 days for approval.**

Permit conditions:

A permit to do work within a right-of-way shall include the following conditions:

1. All work done shall be in accordance with city standards and shall be warranted by the applicant for one year.
2. A person who receives a Right-of-Way Permit shall contact the City to schedule an inspection at the times stated on the next page. The one year warranty period shall not begin until a satisfactory final inspection is done.
3. Unless otherwise noted on the permit or an extension is granted by the City, the permit shall expire in 60 days. After a permit expires, the permit shall no longer be valid and the permit fee shall be forfeited.
4. In the event work is begun by any person under a permit issued by the City but is not completed within the time allowed, or if the City determines that the work is being done in an unsafe manner, the City shall be authorized to complete the project or correct the unsafe condition at the expense of the person that obtained the permit and/or the adjoining property owner.
5. The permit anticipates a review of the permit application and one or two site inspections. In the event any additional work or expenses occur, the City reserves the right to charge the applicant for additional staff time or other expenses incurred.
6. The City shall have the authority to require the removal or correction of any work done in the right-of-way that does not meet City standards; and, if the person who obtained the permit or the adjoining property owner fails to remove or correct the unsatisfactory work within a reasonable time, the City may remove or correct it and charge the costs thereof to the responsible person.
7. The person that obtained the permit and the adjoining property owner where applicable agree to save the City, its officers, employees, officials and agents harmless from any and all costs, damages and liabilities alleged or resulting from the work done in the public right-of-way.

APPLICANT & PROJECT INFORMATION

Address where work will be done: _____

Name of Applicant: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Owner(s), if different: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Describe the project*: _____

Have you provided a map or site plan showing your property, and where the project is located?

Describe what safety precautions will be taken, if any are appropriate, to protect the public while this project is being worked on: _____

Approximate date the project will begin: _____ End: _____

Who will be doing the work? _____

Is this person or business a licensed contractor? CCB#: _____

Office Use Only

Inspection(s) required for this project: _____

Call 541-995-6655 to schedule an inspection. Inspection requests received by 5:00 p.m. will usually be responded to the next business day.

Approval Signature _____

Date _____

***** The Public Works Director can require further documentation be provided to understand what the proposed work includes.*****