



RIGHT OF WAY PERMIT

A permit must be obtained from the City prior to doing any work within the right-of-way. This includes, but is not limited to, excavation, construction, repair, grading, or the placement of any structures or signs. A public right-of-way is all of the property of the city, county or state that is part of the system of streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements, culverts, and ditches whether built or planned for the future.

Exceptions:

1. A permit is not required of the City or of persons working under contract with the City, or of persons working under an approved and bonded subdivision agreement.
2. A permit is not required for landscape construction or maintenance or for the clearing of sidewalks.
3. A permit is required for franchised utility providers, but a fee will not be charged.

A scaled drawing of the proposed work and location must be provided with your application. The City may require the applicant to submit additional plans, surveys, information, stipulations and restrictions necessary to determine whether the proposed work conforms to City specifications and sound engineering design practices. **Please plan ahead, as it can take several days for approval.**

A non-refundable fee of \$50 is required at the time the application is filed. The city will charge applicants actual engineering costs for any projects that require City Engineer review. The City may refuse to issue a permit if it deems that the proposed work is not suitable for the location, will not be uniform with existing or proposed improvements, or will cause an unreasonable risk to the public.

Permit conditions

The following are standard conditions applied to any issued Right-of-Way Permit. Additional special conditions may apply as well.

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.
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.
5. 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.
6. 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.
- 7.

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: _____

Approval Signature

Date

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.