



# Work in the Right-of-way Permit

## Applicant Handbook Process Steps

*NOTE: Items that are the applicant's responsibility are in bold.*

- Step 1: The Applicant submits to the City the application and 4 paper copies of the plans**
- Step 2: If the City decides revisions are required the city will give the applicant a list of revisions and the applicant will be required submit 4 paper copies of the revised plans.
- Step 3: Once acceptable plans have been received the City will issue a Permit.
- Step 4: Applicant performs activity in the right-of-way**
- Step 5: The Applicant submits a signed letter to the City certifying activity in the right-of-way is completed.**
- Step 6: The applicant will be refunded excess deposit to the applicant if funds remain.

City Hall  
P.O. Box 308  
Cascade Locks, Oregon 97014  
Phone: 541-374-8484  
Fax: 541-374-8752



## PERMIT AND APPLICATION WORK IN THE RIGHT OF WAY

(This permit is required to perform any construction in the public right-of-way.)

Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

### I. BACKGROUND INFORMATION

#### Applicant

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Standing (Fee Owner, Contract Purchaser, etc.): \_\_\_\_\_

#### Engineer (If applicable)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

#### Contractor

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

#### Location

Nearest Property Address: \_\_\_\_\_

Specific Location (description as possible) \_\_\_\_\_

\_\_\_\_\_



## II. DESCRIPTION OF PROJECT

### Work Type

Application is made to: Construct \_\_\_\_\_ Alter \_\_\_\_\_

Description of Work: \_\_\_\_\_

---

---

---

---

### Proposed work schedule

Begin: \_\_\_\_\_ Complete: \_\_\_\_\_

Will a sidewalk be closed during construction?: Yes \_\_\_ No \_\_\_

Will traffic be disrupted by the construction?: Yes \_\_\_ No \_\_\_

If yes, describe exactly what disruption will occur and how it will be mitigated: \_\_\_\_\_

---

---

---

## III. APPLICATION REQUIREMENTS

- (A) \_\_\_\_\_ Completed and signed permit/application form.
- (B) \_\_\_\_\_ Four complete printed sets of plans (*Plans should show the location, depth, and characteristics of the activity within the in right-of-way, full construction plans are not required for simple projects but can be required for any project if the City needs them for proper evaluation of the permit*)
- (C) \_\_\_\_\_ A signed fee agreement and payment for filing fee.



#### IV. SIGNATURES

For construction involving any excavation work, Oregon Law requires the permittee to locate all underground facilities before start of excavation and take measures to protect the facilities during construction. The telephone number for the Oregon Notification Center is 1-503-232-1987.

Applicant agrees to comply with the above description of work, attached plans, and the regulations of Cascade Locks Public Works Design and Construction Standards.

Applicant agrees to guarantee all materials and workmanship covered by this permit for a period of one year following acceptance of the improvements by the City.

Applicant agrees to indemnify and hold harmless the City, its officials, representatives and employees from any and all liability resulting from the Applicant's negligent acts or performance of work under this permit.

I have read and agree to the permit conditions as listed above.

NOTE: ALL OWNERS \*MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

---

Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

Applicant \_\_\_\_\_ Date \_\_\_\_\_