

Work in Right of Way Permit Step by Step

1. Submit Work in Right of Way Permit Application.
 - a. The applicant shall submit a completed application to the City including ONE copy of the plans.
 - b. The fee for a Work in Right of Way Permit is \$50 and needs to be paid at the time of submittal.

2. Application is reviewed for completeness.
 - a. If the City decides revisions are required the City will give the applicant a list of revisions and the applicant will be required to submit ONE copy of the revised plans.
 - b. Once acceptable plans have been received, the City will issue a Permit.

3. Applicant Performs activity in the right of way.

4. Applicant confirms the work in the right of way is completed.
 - a. The applicant shall submit a signed letter to the City certifying activity in the right of way is completed.

City of Cascade Locks
P.O. Box 308
Cascade Locks, Oregon 97014
Phone: 541-374-8484
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**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) _____ ONE 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 applicant 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