



POLK COUNTY

PUBLIC WORKS

820 S.W. ASH STREET o DALLAS, OREGON 97338-2112
503-623-9287 o FAX 503-623-0897

CONSTRUCTION WORK IN RIGHT-OF-WAY APPLICATION FOR PERMIT

INSTRUCTIONS:

Fill out the below section labeled "APPLICANT INFORMATION" being sure to mark the appropriate spaces when indicated. If all areas in the applicant block are not filled out, it may delay processing of the permit. Please sign on the reverse side of this form where indicated.

The following does not become an approved permit until signed on the reverse side by an authorized agent of the utility company and authorized by a representative of Public Works. If a certificate of insurance is not already on file with the Public Works, it must be provided before a permit can be issued. Please provide one set of construction plans with the completed permit application.

Permit Processing Time: Approximately 7-10 days from the date received.

* * * APPLICANT INFORMATION * * *

BUSINESS/ORGANIZATION: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ EMAIL ADDRESS: _____

BUSINESS PHONE: _____ 24 HRS EMERGENCY PHONE NUMBER: _____

PROPOSED START DATE: _____ COMPLETION DATE: _____

PROJECT LOCATION: _____ TOWNSHIP: _____ RANGE: _____ SECTION: _____

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

ONE SET OF CONSTRUCTION PLANS SUBMITTED: ☐ Yes ☐ No

WORK BEING PERFORMED BY: ☐ UTILITY COMPANY ☐ CONTRACTOR ☐ OTHER _____

CONTRACTING FIRM NAME: _____ PHONE NUMBER: _____

Type of work (check all that apply)

- | | |
|-------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Utility Trenching | <input type="checkbox"/> Wood Collection |
| <input type="checkbox"/> Excavation/Fill | <input type="checkbox"/> Grading/Surfacing |
| <input type="checkbox"/> Vegetation Management | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Culvert/Storm Drain | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Structure (mailbox, bus stop, etc) | |

For driveways, use the Driveway Access Permit. For other permits, it is the landowner's responsibility to obtain all Federal, State and Local agency permits required to complete the project.

GENERAL PROVISIONS

1. **CONTACT THE ENGINEERING TECHNICIAN AT (503) 623-9287, TWO BUSINESS DAYS PRIOR TO BEGINNING OF PROJECT.**
2. Traffic control shall conform to the requirements of the Manual of Uniform Traffic Control Devices.
3. Pavement cutting will not be allowed without prior approval. Approval will be given on a case by case basis only.
4. Open cuts of pavement within travel lanes shall be patched with cold mix or covered with steel plates to accommodate traffic overnight or until the final hot patch is constructed.
5. All trenching and pavement cuts shall be guaranteed against settlement for a period of 12 months.
6. A copy of an approved permit and construction drawing must be on the job at all times that work is being performed.
7. OREGON STATE LAW REQUIRES that excavators give notification to all underground utilities two business days prior to the commencement of any underground excavation (1-800-332-2344).

HOLD HARMLESS/INDEMNITY

The Applicant shall indemnify and save harmless Polk County, its Counsel, its Board of Commissioners, its officers and employees from all suits and actions, claims of any character brought because of any injuries or damages received or sustained by any person, or property on account of the said Applicant, 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.

REPLACEMENT/REPAIR OF SURVEY MONUMENTS AND MARKERS

Pursuant to ORS 209.150 the undersigned shall replace and/or repair (at the discretion of the County surveyor) any and all survey monuments, pins, or markers which are destroyed or damaged as a result, directly or indirectly, of work resulting from, arising out of, or relating to the activities, actions, or inaction's of the undersigned or its officer's, employees, subcontractors, or agents within any public right of way.

The applicant accepts and approves the terms and provisions contained and attached hereto, including the special provisions and Polk Counties adopted Design Standards. Permits for construction expire three (3) months from the date of issue.

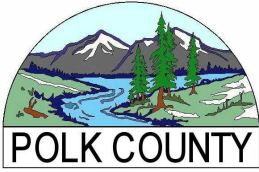
SIGNATURE

DATE

TITLE

POLK COUNTY PUBLIC WORKS USE

INSURANCE CERTIFICATION: ☐ Yes ☐ No
ATTACHED STANDARD DRAWINGS: ☐ Yes ☐ No
SPECIAL PROVISIONS: *see attached...*



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NOTICE OF FINAL COMPLETION AND CERTIFICATION OF UTILITY INSTALLATION

NAME OF ON-SITE INSTALLER:

(Print First and Last Name)

JOB TITLE:

(Please Print)

(Print Permit Number)

The above listed permit number is ready to be inspected and closed out.

I have read the permit and familiarized myself with Polk County Public Works Road Standards.

I certify that the work performed under the permit number listed above was installed in accordance with the requirements and provisions of the permit.

SIGNATURE:

DATE:

Date received by PCPW: _____