# City of Glendale

124 3rd Street, P.O. Box 361
Glendale OR 97442
Phone (541) 832-2106
Fax (541) 832-3221


## WORK IN RIGHT OF WAY PERMIT

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 work in a 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 accepted plans have been received, the City will issue the 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.

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## SIGNATURES

For construction involving any excavation work, Oregon Law required the applicant to locate all underground facilities before the start of excavation and take measures to protect the facilities during construction. The telephone number for the Oregon Notification Center is 811 or 503-232-1987.

Applicant agrees to comply with the above description of work, attached plans, and the regulations of the City of Glendale 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 improvement 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 Applicants negligence 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 INDICIDIAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

_____ _____

Applicant Date

_____ _____

Applicant Date

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# Right-of-Way Permit Application

This permit covers the review of engineering design and construction of utilities, streets, alleys, sidewalks, driveway approaches, curbs and gutters and other public improvement projects within the City of Glendale public-rights-of way and/or easements. Applicant shall call 541-832-2106 to notify City Inspector 24 hours prior to start of the project. Contractor shall call 541-832-2106 a minimum of 48 hours prior to required inspections.

THIS PERMIT IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS SHOWN ON THE REVERSE SIDE

**OWNER INFORMATION**

Name: _____

Contact: _____

Address: _____

Phone/Fax: _____

Email: _____

**APPLICANT INFORMATION**

Name: _____

Contact: _____

Address: _____

Phone/Fax: _____

Email: _____

**ENGINEER/ARCHITECT INFORMATION**

Name: _____

Contact: _____

Address: _____

Phone/Fax: _____

Email: _____

License No.: _____

**CONTRACTOR INFORMATION**

Name: _____

Contact: _____

Address: _____

Phone/Fax: _____

Email: _____

License No.: _____

**PROJECT INFORMATION**

Project Name: _____

Site Address: _____ Closest Intersecting Streets: _____

Tax Lot No.: _____ Tax Lot Map No.: _____

Estimated start Date: _____ Estimated Project Duration: _____

| **Primary Reason for Permit Application** (check all that apply): | **Street Cut** | **Trenching** | **Bore / Pothole** |
|---|---|---|---|
| __ Type 1: Street Trees / Shrubs / Landscaping (install/replace) | __ | __ | __ |
| __ Type 2: Sidewalks / Driveways/ Signs (outside of pavement areas) | __ | __ | __ |
| __ Type 3: Street Improvements (approaches, curb/gutters, etc.) | __ | __ | __ |
| __ Type 4: Storm Water Facility / Public Utility(s): _____ | __ | __ | __ |
| __ Type 5: Franchise Utility: _____ | __ | __ | __ |
| __ Type 6: Encroachment / Closure: _____ | __ | __ | __ |
| __ Other: _____ | __ | __ | __ |

By My signature, I certify I have read this permit application and agree to the general terms and conditions. I certify that the supplied information above is correct. I agree to comply with the Glendale Code of Ordinance. Glendale Public Works Standards applicable permits laws and regulations pertaining to the proposed design and construction and hereby authorize city representatives to enter upon the above property for inspection purposes. I understand and agree to pay all review and permit costs, to repair or replace any property damaged while work is being performed under this permit, and acknowledge that failure to pay these costs when due will constitute a violation of the terms of the permit and the city may avail itself to any and all legal remedies.

**Authorized Signature**: _____ **Date**: _____

For Staff Use Only

Received By: _____ Date: _____ Fee Paid: _____ Receipt No.: _____

General Terms and Conditions

1. The applicant shall submit 3-sets of site plans to the Public Works Department for review.
2. Permit is valid for 180 days from date of issue or as specified in an attachment. An extension may be requested not less than 48 hours prior to expiration. This permit shall be kept at the work site. CALL 541-832-2106 FOR INSPECTIONS.
3. All work shall comply with Glendale Code of Ordinance the Glendale Public Works Standards, ADA requirements, applicable permits laws regulations and the terms and conditions contained herein and/or attached hereto. Applicant agrees to comply with the above description of work and approved plans Any applicant and contractor who has done work not in conformance with the PW or who violates Glendale Code of Ordinance shall be ineligible to do work in public rights-of-way until such deficiency has been corrected to the satisfaction of the city.
4. The applicant is advised that utilities and other facilities may be in the vicinity of the proposed work site. The applicant shall immediately notify the utility owner if facilities are encountered. Relocation of existing facilities will be at applicant's expense.
5. The applicant shall be responsible and liable for all accidents environmental clean-up damages or injuries to any person or property resulting from the construction maintenance repair operation or use of a facility for which the applicant maybe legally liable. The applicant shall indemnify and hold harmless the city of Glendale and its councilors, officers, consultants, employees, or agents from and against all claims demands penalties damages losses expenses including attorney's fees and causes of action of any kind or character including the cost of defense thereof arising or alleged to have risen in favor of any person on account of personal injury death or damage to property arising out of or resulting from or alleged to have risen out of or resulted from in whole or in part any act or omission of the applicant his contractors agents or employees or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

6. Unless waived as indicated on the permit form, the applicant shall provide insurance and bonds as required by Glendale Code of Ordinance.
7. The spreading of mud or debris upon any street is strictly prohibited and violation shall be cause for immediate cancellation of the permit. Clean up shall be at applicant's expense. The street shall be cleaned of all dirt and debris at the end of each work day, or more frequently if so determined by the city.
8. IMPORTANT NOTE: EXCAVATORS MUST POTHOLE TO LOCATE UNDERGROUND UTILITY FACILITIES. In addition, Oregon law requires you to follow rules adopted by the Oregon utility notification center if the work involved excavation. Those rules are set forth in ORS 757.542 through 757.562 and OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. (Oregon Utility Notification Center 1-800-332-2344)
9. When directed by city engineer control density fill shall be used as backfill material in place of crushed rock in all trenches in paved areas that are not parallel to the roadway and all trenches parallel to the roadway that are 50' in length.
10. Asphalt pavement replacement shall be a minimum of 4 inches of AC pavement or match existing AC pavement depth, whichever is greater, compacted in equal lifts not to exceed 3-inches. All existing pavement edges are to be sawn. All damage to pavement must be repaired within two (2) days of completion of an approach.
11. Upon completion of the work the work site must be restored equivalent to original condition or better. Applicant shall remain responsible for satisfactory workmanship and materials for one (1) year after acceptance of improvements authorizes by this permit.
12. The city has the right and authority to issue a stop work order and impose a FINE OF $500.00 DOLLARS PER DAY for each day that such violation continues for failure to comply with the provisions of this permit. **INITIAL HERE**: _____