



# Right-of-Way Permit

## City of Astoria – Engineering Division

1095 Duane Street, Astoria, OR 97103

Phone: (503) 338-5173 Fax: (503) 338-6538

Web: [www.astoria.or.us](http://www.astoria.or.us)

Permit Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

Amount Received: \_\_\_\_\_

*Please refer to the General Conditions section*

PROJECT LOCATION	
Location/address:	
Road Name/Cross Street:	Tax Map & Lot:
APPLICANT	
Contact Name:	
Business Name:	
Address:	
City/State/ZIP:	
Phone:	Email:
CONTRACTOR	
Name:	CCB Lic. #:
Address:	
City/State/ZIP:	
Phone:	Email:
24 Hour Emergency Contact Name & Phone:	
DESCRIPTION OF WORK	
Type of activity: <input type="checkbox"/> Utility Construction <input type="checkbox"/> Driveway/Sidewalk <input type="checkbox"/> Traffic Control Only <input type="checkbox"/> Other_____	
Does the work require a cut in the roadway? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work <i>(Provide a Sketch on Page 2)</i> :	
Proposed start date:	Estimated completion date:
STAFF USE ONLY	
Utility Map Number:	Traffic Control Plan Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sidewalk/Driveway Form Inspection by:	Date:
Subgrade Inspection by:	Date:
Resurfacing Inspection by:	Date:
As-builts Approved by:	Date:

Provide sketch work proposed in the right-of-way, or location of driveway/sidewalk work.

**General Conditions**

1. The Right-of-Way Permit requires a \$100 application fee, plus street cut fee (if applicable).  
     Street cut fee: Up to 50 square feet \$100  
                     Over 50 square feet \$3 per square foot  
     **Application for sidewalk/driveway repair only: No fee**
2. Utility maps showing approximate locations of utilities in the vicinity of the excavation area are available in the Engineering Division office. The contractor shall be responsible for obtaining locates from any affected public or private utilities and shall use all caution with respect to such utilities and shall be responsible for all damages caused by Contractor operations.
3. Contractor shall ensure proper signing and traffic control to protect the public. Traffic control equipment and signing should be consistent with the Oregon Temporary Traffic Control Handbook published by ODOT. Contractor shall not close streets to traffic without prior approval from the City Engineer
4. Contractor shall notify City Engineer's office 24 hours prior to start of construction and 24 hours prior to each required inspection.
5. Backfill and surface restoration shall conform to the City standard details. Contractor shall arrange for inspection by the City Engineer after backfill is completed and before surface restoration begins, and shall arrange for a final inspection by the City Engineer after surface restoration is completed.
6. Contractor shall provide erosion and sediment control to prevent sediment laden runoff from entering the City's storm drain system or adjacent properties during construction.
7. Contractor shall have sufficient experience, personnel and equipment for the type and scope of work to be performed and shall hold current Oregon contractor's license. The City of Astoria reserves the right to require proof of experience and refuse to allow a Contractor with insufficient qualifications to work in the right-of-way.
8. Contractor shall take out and maintain public liability and property damage liability insurance as shall protect Contractor and Subcontractors and shall agree to hold the City free and harmless from all liabilities and damages resulting from or indirectly related to the work.
9. This permit grants no rights to trespass on adjacent property and in no way relieves the Owner and Contractor from his liability for any damages caused by his act of grading or subsequent failure of the inspection by the City. Any materials deposited on City streets or walks shall be promptly removed. This permit will expire 90 days after the date of issue.
10. Contractor shall provide as as-built drawing to the City following installation of underground utility lines and other facilities in the public right-of-way.
11. For sidewalk and driveway construction, call the City Engineer's office at 503-338-5173 for inspection after forming but before pouring concrete.

<b>Applicant Signature:</b>	<b>Date:</b>	<b>Engineering Division Approval:</b>	<b>Date:</b>