



# RIGHT-OF-WAY PERMIT APPLICATION

Public Works - Engineering Division  
 265 Strand Street, St. Helens, OR 97051 | (503) 397-6272

Submit Completed Form to [Engineering@sthelensoregon.gov](mailto:Engineering@sthelensoregon.gov)

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

Approval Date: \_\_\_\_\_

Expiration Date \_\_\_\_\_

## APPLICANT INFORMATION

Date Submitted: \_\_\_\_\_

### RESIDENTIAL APPLICANT

Property Owner Name: \_\_\_\_\_ Mailing Address: *(City, State, Zip Code)*

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person, *If Not Property Owner*:

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### FRANCHISE UTILITY / COMMERCIAL/ OTHER NON-RESIDENTIAL APPLICANT

Utility/Business Name: \_\_\_\_\_

Mailing Address: *(City, State, Zip Code)* Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## CONTRACTOR INFORMATION

Contractor: \_\_\_\_\_

Mailing Address: *(City, State, Zip Code)* Phone Number: \_\_\_\_\_

Construction Contractors Board License No (CCB): \_\_\_\_\_ City Business License Number (Required)

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PROJECT INFORMATION

Work Site Address \_\_\_\_\_ Proposed Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Describe Work to be Performed \_\_\_\_\_

Estimated Cost of the Work to be Performed: \$ \_\_\_\_\_

Select Method of Installation and/or Construction: *(Check all that apply)*

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Open Trench | <input type="checkbox"/> Pothole                  | <input type="checkbox"/> Aerial Work Only |
| <input type="checkbox"/> Boring      | <input type="checkbox"/> New Tap (Sewer or Storm) | <input type="checkbox"/> Other: _____     |

Work is Expected to Impact: *(Check all that apply)*

- |  |                                       |  |  |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Roadway                   | <input type="checkbox"/> Sidewalk     | <input type="checkbox"/> Driveway                        | <input type="checkbox"/> Curb & Gutter           |
| <input type="checkbox"/> Road Shoulder             | <input type="checkbox"/> Curb Ramps   | <input type="checkbox"/> Trees                           | <input type="checkbox"/> Wall or Other Structure |
| <input type="checkbox"/> Private Water/Sewer/Storm | <input type="checkbox"/> Water Main   | <input type="checkbox"/> Sewer Main                      | <input type="checkbox"/> Storm Drain             |
| <input type="checkbox"/> Natural Gas               | <input type="checkbox"/> Power/Electr | <input type="checkbox"/> Communications (Specify): _____ |  |

**TRAFFIC CONTROL**

**A traffic control plan is required for all proposed roadway, lane, shoulder, and/or sidewalk closures or encroachments.**

- Will the work encroach on any roadway, traffic lane, shoulder or sidewalk?  Yes  No
- If yes, a Traffic Control Plan is required. Is a Traffic Control Plan attached?  Yes  No
- Are any there any other plans or drawings attached?  Yes  No

**PAVEMENT CUT**

A Pavement Cut Fee is required when the work performed will cut, open, damage, remove, replace, mar, trench, dig, bore, pothole, or disturb pavement, including paved streets, paved bikeways, driveway approaches, curbs, gutters, sidewalks, or other paved areas.

Will the work require a pavement cut(s)?  Yes  No

If yes, describe pavement cut and provide total dimensions of cut, \_\_\_\_\_

**AGREEMENT**

By signing below, Applicant agrees that all work shall be done in strict conformity with the City's Engineering Division Public Facilities Construction Standards Manual, to all applicable State and Federal codes, as required, and the permit's general terms and conditions. The Applicant's contractor and/or subcontractor(s) shall have a valid City business license at all times during the work. The Applicant has read and understands the conditions on all pages of this application for using or doing work in the public right-of-way and further states that the R-O-W permit is for the purpose stated and no other, unless expressly requested on this application and authorized by a permit. The Applicant agrees to indemnify and hold harmless the City of St. Helens, it officers, agents, employees, and representatives from any injury or damage caused by or relating to the activities specified in this application. The Applicant agrees that a response on the above-mentioned project may not be received, either verbally or in writing, by the Engineering Division until ten (10) days from the date application was received. The Applicant further agrees to comply with the described plans and specifications as approved by the Engineering Division and with all rules, regulations, ordinances, and resolutions pertaining to construction within the Public Right-of-Way or dedicated easement.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Name (sign)

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**PERMIT FEES**

~ Ordinance No. 3095 / Resolution No. 2004 ~

APPLICABLE FEE	TOTAL DUE	RECEIPT NO.
RIGHT-OF-WAY PERMIT, \$150.00 ..... <i>(Fee waived for projects valued less than \$1,500, or if part of a permit for the construction of public improvements)</i>	\$	
PAVEMENT CUT FEE, \$7.00 per Linear Foot of Cut (\$150.00 minimum).....	\$	
<b>TOTAL FEE DUE</b> .....	<b>\$</b>	
<small>Permit fee is for, but not limited to, all work performed in and affecting the public right-of-way, including construction, maintenance, or repair, curb ramps, sidewalk construction or repair, driveway aprons, aerial work, street or lane closures, temporary street/right-of-way use, and parklets. Fees must be paid prior to permit issuance.</small>		

\_\_\_\_\_  
Engineering Division Approval - Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

**Conditions of Approval:**

- Protect all existing public utilities and infrastructure in project vicinity.
- Maintain trench with temporary asphalt until permanent repair is complete.
- Locations, depths, elevations, and pipe sizes are not guaranteed - pothole before construction.
- Perform surface restoration immediately after work is completed.
- Approved temporary traffic control plan must be kept onsite.
- A public utilities map is attached for reference.
- Call Oregon Utility Notification Center for locates a minimum of 48-hrs before you dig.  
*Dig Safely. It's the Law. Call 1-800-332-2344 for Locates.*
- DO NOT BACKFILL, PAVE, OR PLACE CONCRETE PRIOR TO INSPECTION & APPROVAL FROM CITY
- Weekend work in the ROW is NOT Permitted Without Prior Written Approval From the City.
- Email [ENGINEERING@STHELENSOREGON.GOV](mailto:ENGINEERING@STHELENSOREGON.GOV) for inspection.
- ADDITIONAL CONDITIONS OF APPROVAL ATTACHED**

## FINAL INSPECTION AND CLOSEOUT

Final inspection is required for permit closeout. Applicant shall email [Engineering@sthelensoregon.gov](mailto:Engineering@sthelensoregon.gov) and request a final inspection. The Applicant shall be responsible for the condition of paved and patched surfaces performed under this permit for a period of two years following final inspection, and shall, upon request from the City, repair any failed improvements, including settled, broken, cracked, or otherwise faulty work in the right-of-way which was performed under the permit, at their own expense and to the satisfaction of the City.

Final Inspection Performed By \_\_\_\_\_

Date \_\_\_\_\_

Final Inspection Comments \_\_\_\_\_

## PERMIT EXPIRATION NOTICE

Permit expires one hundred and eighty (180 days) from permit Approval Date or as authorized by the City Engineering Division Manager. No work is authorized under an expired permit. Applicant must apply for an extension or submit a new R-O-W permit application after this permit expires.

## GENERAL TERMS AND CONDITIONS

**1. General Conditions** - These general conditions shall apply to and govern the location, installation, construction, replacement, maintenance and use of pole lines, buried cables, pipe lines, and miscellaneous operations in the public right-of-way under the jurisdiction of the City of St. Helens.

**2. Permit Validity** - No permit is valid until a copy, approved by the City, has been furnished to the applicant. No work in City right-of-way is to be started until applicant obtains a valid permit. Failure of applicant to comply with any of the terms and conditions of the permit shall be sufficient cause for cancellation of the permit.

**3. Permit Compliance** - To ensure compliance with the terms and conditions of the permit, the City of St. Helens reserves the right to inspect the work during such periods as the City deems necessary, to check compliance with the terms of the permit by applicant and to require applicant to correct all deviations from those terms and conditions.

**4. Availability of Permit** - A copy of the permit including approved plans, details, conditions, and traffic control plan shall be readily available and onsite at all times. All work shall conform to special terms and conditions of this permit, the approved permit plans, approved plan amendment (if applicable), to the City's standards and specifications, the most current version of the Oregon Standard Specifications for Construction (OSSC), and to these General Conditions.

**5. Liability & Injury** - 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 may be legally liable. The Applicant shall defend, indemnify and hold the City and its officers, employees, agents and representatives harmless from and against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which they or any of them may sustain by reasons of the acts, conduct or operation of the Applicant, his agents or employees in connection with the construction, maintenance, repair, operation or use of said facility. Notwithstanding the foregoing, the Applicant shall not be liable in respect of (and the foregoing indemnity shall not cover) any claim, damage, loss, liability, cost or expense to the extent the same result from the negligence, willful misconduct or strict liability of any officer, employee, agent or representative of the City. If the Applicant has an established franchise agreement with the City of St. Helens, that agreement shall control.

## NOTIFICATIONS

### **6. Applicant shall provide notification for the Work:**

- Prior to the start of work within ROW (72-hours) – Engineering (503) 397-6272 or [Engineering@sthelensoregon.gov](mailto:Engineering@sthelensoregon.gov)
- Prior to asphalt paving and concrete pours (48-hours) – Engineering (503) 397-6272 or [Engineering@sthelensoregon.gov](mailto:Engineering@sthelensoregon.gov)
- Prior to utility main connections (72-hours) - Public Works (503) 397-3532 or [PWops@sthelensoregon.gov](mailto:PWops@sthelensoregon.gov)
- At completion of work for final inspection – Engineering (503) 397-6272 or [Engineering@sthelensoregon.gov](mailto:Engineering@sthelensoregon.gov)
- Prior to lane or road closures (minimum of 72-hours)
  - Engineering (503) 397-6272 or [Engineering@sthelensoregon.gov](mailto:Engineering@sthelensoregon.gov)
  - City of St. Helens Police Department (503) 397-3333
  - Columbia County Sheriff (503) 366-4611
  - Oregon State Police (503) 397-0325
  - Columbia River Fire and Rescue (503) 397-2990
  - St. Helens School District (503) 397-3085
  - St. Helens Post Office (503) 397-2613
  - Hudson Garbage Service (503) 397-1534
  - Columbia County Rider (503) 366-8503

**7. Utility Notification** - Oregon law requires the rules adopted by the Oregon Utility Notification Center to be followed if the work involves excavation. Those rules are set forth in OAR 952-001-0001 through OAR 952-001-0100. You may obtain copies of the rules by calling the **Oregon Utility Notification Center at 1-800-332-2344** or visiting their website at <http://www.callbeforeyoudig.org/>. In addition to the City's utilities, there are other private and public utilities, utility owners, companies, districts that occupy the public right-of-way. Applicant shall immediately notify the

specific facility(ies) and/or owner(s) if such facilities are unexpectedly encountered. Locate and pothole all utilities as needed, including sewer laterals and water services prior to construction. Relocation and proper repair of existing facilities will be at the Applicant's expense. All potholing shall be properly backfilled and compacted in accordance with the applicable standard detail(s) unless directed otherwise by the City's Representative.

### **ACCESS TO WORK, INSPECTIONS & SITE CONDITIONS**

**8. Inspections** – (a) All trench backfill, subgrade prior to paving and concrete pours and pavement restoration shall be inspected by the City. All concrete forms and finished work shall be inspected by the City Inspector prior to and following pours. Applicant shall facilitate and coordinate with the City's Public Works Department for utility tie-ins/taps to the public utilities. Only the City's Public Works Department shall make the tie-ins/taps to a public utility.

(b) Any finished work that does not meet City standards, permit requirements, or is deemed hazardous to public safety, shall be subject to correction or removal at the direction of the City and at the Permittee's expense. The City shall retain the right to modify, suspend, or revoke any permit or permit term or condition in order to protect public safety, public or private property and/or City infrastructure. The City will provide notice of any such modifications, suspension, or revocation either verbally or in writing.

(c) Right-of-Way restoration will be inspected by the City periodically for a period of two (2) years of final approval. Should any defects be encountered, the Permittee will be notified by the City and shall have a minimum of thirty (30) days to correct said defects. If conditions warrant immediate action, the City reserves the right to repair and bill the Permittee for the appropriate costs associated with the repair. After two (2) years from final restoration approval, the responsibility for the permitted site will revert to the City unless permit conditions note otherwise.

**9. Access** - The Applicant shall allow the City to enter the work site described herein at any time to review and conduct inspections of any and all work being done, provided all safety warnings and PPE (Personal Protective Equipment) requirements are observed by the City Representatives, where applicable. Applicant further understands that if the City's Representatives are refused access for any reason other than failure to abide by safety warnings and/or PPE requirements, the City may revoke this permit.

**10. Erosion Control and Site Conditions** - All applicable erosion control measures shall be in place prior to starting work and maintained throughout construction. Work area and approach roads shall be maintained in a clean condition, free from obstruction and hazards. The spreading of soil, gravel or debris upon any street is strictly prohibited and shall be cause for immediate cancellation of the permit if appropriate measures are not immediately taken to prevent this from occurring and the debris cleaned up. The street shall be cleaned of all dirt and debris at the end of each workday, or more frequently as determined by the City. Cleaning of streets shall be by shovel, broom or street cleaning equipment as required to adequately clean the surface. No washing of materials into adjacent waterways or the public storm system is allowed.

**11. Restoration** - Upon completion of the work, disturbed areas shall be restored or replaced to equal or better than pre- construction conditions. Existing signs, pavement markings, mailboxes, etc. shall be reinstalled or replaced, with like kind of material. Obtain City approval for all restoration work performed.

**12. Property & Property Owner Access** - Access to existing properties shall be maintained at all times, including delivery and mail service.

### **TRAFFIC**

**13. Traffic Control Plan** - Applicant must submit a traffic control plan, when required, with the application for review and approval by the Engineering Division. During and prior to construction, Applicant must comply with the approved job specific traffic control plan and shall at all times ensure the presence of workers, tools, materials, flaggers, barricades and other safety devices are placed properly to protect bicyclists, pedestrians, construction personnel and vehicular traffic.

A copy of the traffic control plan shall be readily available at the work area. Traffic control devices, flag persons, etc., shall be in place prior to initiation of construction and shall be effectively maintained throughout the duration of the project. Traffic control shall be in accordance with the current editions of the "Manual on Uniform Traffic Control Devices [MUTCD] for Streets and Highways", U.S. Dept. of Transportation, FHWA, American Traffic Safety Services Association [ATSSA], and Oregon Temporary Traffic Control Handbook. All traffic control personnel shall have proper state of Oregon certification and be able to provide it to the City Representative if/when requested.

Contractor shall provide a safe pedestrian route that is inspected and approved by the City prior to closing any sidewalks for construction.

**14. Road Closure** - The public roadway shall not be closed to traffic, at any time, without obtaining prior written approval from the Engineering Division. Unless otherwise approved, roadway shall be reopened at the end of the day.

**15. Working Hours** - General working hours around City infrastructure are 8:00 am - 5:00 pm, Mon-Fri. Ordinance 2405 regulating excessive noise, and Ordinance 2861 amending 2405 for construction noise limits construction noise between the hours of 10:00 PM and 7:00 AM.

## CONSTRUCTION

**16. Trench Excavation & Backfill** - Trench excavation, backfill, and base rock shall comply with the applicable City Standard Detail Drawings. Backfill located in the right-of-way shall always be Class B granular material consisting of gravel or crushed rock meeting the requirements of Section 00641 of the Oregon Standard Specifications for Construction. Designated size shall be 1"-0 or 3/4"-0. All gradations of crushed rock shall comply with Standard Specifications for Construction for Base Aggregates.

**17. Concrete** - Concrete shall have a minimum compressive strength of 3000 PSI at 28 Days.

Curb ramps, curbs, sidewalks, and other miscellaneous concrete flatwork shall be constructed in accordance with Sections 00440 and 00756 of the Oregon Standard Specifications for Construction

Concrete shall be placed only during periods when it will not be damaged by rain. Protect uncured concrete from all forms of precipitation and inclement weather. Concrete shall not be placed on frozen base rock.

Construct suitable connections between new and existing concrete where existing driveways, walks, and other structures are cut back to permit the new construction or where the new construction abuts the existing concrete. Unless shown or directed otherwise, furnish and place minimum 3/4-inch-thick preformed expansion joint filler between new and existing concrete.

Finish concrete surfaces to smooth and uniform texture by troweling, floating and cross brooming. Lightly groove or mark surfaces into squares or other shapes to match markings on similar existing surfaces in the vicinity.

**18. Asphalt Pavement Replacement** - Minimum depth of pavement shall be 3 inches. Level 2 ACP shall be used on residential and collector streets. Level 3 ACP shall be used on arterial streets. All joints and seams between new and existing asphalt shall be sanded and sealed at time of paving. Application of sand and seal joints shall be uniform in width and no less than 3 inches in width and no less than 1.5 inches on either side of new and existing asphalt. Provide a smooth tee cut by saw cutting the existing pavement parallel to the trench and beyond the sides of the trench excavation. Remove any pavement which has been damaged or which is broken and unsound outside area by making alternating transverse and parallel saw cuts. Provide a smooth, sound edge for joining the new pavement.

**19. Temporary Patching** – A temporary hard-surface cold patch shall be placed on trenches within roadways at the completion of each workday. Approval of temporary patching methods must be obtained in advance. No trench shall be left at any time in an open or unsafe condition. If steel plates are used, "STEEL PLATES IN ROAD" signs must be installed in accordance with the MUTCD.

**20. Compaction Testing Requirements** - Provide density testing results for the following trench repair components to the Engineering Division: asphalt lifts, subgrade, base rock, and trench backfill. In-place dry density of compacted material shall be at the percent of maximum dry density specified or shown at optimum moisture content determined on the basis of the latest addition of AASHTO T-99. Compact trench backfill to a minimum of 95% of Standard Proctor maximum density rights-of-way or 90% of Standard Proctor maximum density with mechanical vibrating or impact tampers.

**21. Sidewalk Replacement Limits** - Sidewalk installation & replacements shall be in accordance with Standard Details 220. No partial cutting or replacement of panels is allowed.

**22. Driveway Approaches** - Driveway approaches shall comply with Standard Details 252, 252-A, or 245 depending on type of driveway, residential or commercial. If the approach is installed where there is existing curb, gutter and sidewalk, install dowels (#4 rebar) between new approach and existing adjacent curb and gutter to prevent differential settlement. All existing edges and damaged areas must be properly sawcut and repaired as determined by the City's Representative. A 2-foot minimum wide patch is required adjacent to the curb or gutter to facilitate proper compaction. Approaches must be poured within 48-hours of an approved inspection.

## EMERGENCY WORK

**23. Emergency Work** - In the event of an emergency, the facility owner may be allowed to affect the necessary repairs in advance of receiving a permit by immediately notifying the Engineering Division at [Engineering@sthelensoregon.gov](mailto:Engineering@sthelensoregon.gov). Right-of-Way application must be submitted and received in the Public Works Engineering Division's Office no later than two (2) hours from the start of the nearest business day of the emergency work. Failure to provide notice and required documentation will result in a STOP WORK Order.

## FINAL INSPECTION

**24. Quality of Finished Work** - Any finished work that does not meet City standards, permit requirements, or is deemed hazardous to public safety, shall be subject to correction or removal at the direction of the City and at the Permittee's expense. The City shall retain the right to modify, suspend, or revoke any permit or permit term or condition in order to protect public safety, public or private property and/or City infrastructure. The City will provide notice of any such modifications, suspension, or revocation either verbally or in writing.

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