



*City of Stayton*  
 Department of Public Works  
 362 N. 3rd Avenue  
 Stayton, Oregon 97383

Permit No.: \_\_\_\_\_

Land Use File No.: \_\_\_\_\_  
 (if applicable)

## 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 Stayton public rights-of-way and/or easements. All work shall conform to the Stayton Municipal Code, Stayton Public Works Standards, applicable permits, laws and regulations. Street pavement cuts shall comply with Stayton Municipal Code Title 12.04. Applicant shall call 503-769-2919 to notify the City Inspector 24 hours prior to start of the project. Contractor shall call 503-769-2919 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):**

- 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:** Stormwater Facility / Public Utility(s): \_\_\_\_\_
- Type 5:** Franchise Utility: \_\_\_\_\_
- Type 6:** Encroachment / Closure: \_\_\_\_\_
- Other:** \_\_\_\_\_

<b>Street Cut</b>	<b>Trenching</b>	<b>Bore / Pothole</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*By my signature, I certify that 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 Stayton Municipal Code, Stayton 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.:** \_\_\_\_\_



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## **CHARGES FOR EARLY EXCAVATION (STREET MORATORIUM)**

In accordance with Stayton Municipal Code Title 12.04.140, in order to conserve new paving and resurfacing of streets, pavement cuts in travel lanes are prohibited for one (1) year after final approval of pavement placement, except when a contractor places new pavement along the full length of the cut, plus 10 feet at both ends of the cut, and across the full width of the street. After the one (1) year moratorium, pavement may only be cut upon payment of a penalty charge. The maximum period of time for which such penalty shall apply shall be five (5) years.

- a. The charge for early excavation of any public facility shall be a specified cost per square foot of excavation (length x width = square foot of excavation) multiplied by the number of years remaining in the penalty period. The specified cost per square foot shall be set by resolution.
  - ❖ First year after surfacing: As stated above.
  - ❖ Second year after surfacing: Cost x square footage of excavation x 4.
  - ❖ Third year after surfacing: Cost x square footage of excavation x 3.
  - ❖ Fourth year after surfacing: Cost x square footage of excavation x 2.
  - ❖ Fifth year after surfacing Cost x square footage of the excavation.
- b. The City will inform utilities and affected property owners before new paving or resurfacing is performed. Whenever practicable, the City will provide a tentative list of street improvements six months prior to construction.
- c. Potholing smaller than four square yards shall be allowed outside the travel lanes without penalty.

## **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 of time may be requested not less than 48 hours prior to expiration. This permit shall be kept at the work site. CALL 503-769-2919 FOR INSPECTIONS.
3. All work shall comply with the Stayton Municipal Code (SMC), the Stayton Public Works Standards (PWS), 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 or Contractor who has done work not in conformance with the PWS or who violates the SMC 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 may be legally liable. The Applicant shall indemnify and hold harmless the City of Stayton 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 SMC.
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 the Applicant's expense. The street shall be cleaned of all dirt and debris at the end of each workday, 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. (Note: The telephone number for the Oregon Utility Notification Center is 1-800-332-2344.)
9. When directed by City Engineer, control density fill (CDF) 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 less than 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 authorized 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.