



CITY OF ASTORIA

# Right-of-Way Permit Application

City of Astoria – Engineering Division  
1095 Duane Street, Astoria, OR 97103  
Phone: 503-338-5173 | Fax: 503-338-6538  
Web: www.astoria.or.us

Permit Number: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Issued Date: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Permit Expiration: 90 Days from Issue

Refer to Page 2 of Application for Fees

PROJECT LOCATION	
Location/address:	
Road Name/Cross Street:	Tax Map & Lot:
APPLICANT	
Contact Name:	
Business Name:	
Address:	
City/State/ZIP:	
Phone:	Email:
CONTRACTOR	
Name:	Phone:
Address:	
City/State/ZIP:	Email:
Oregon CCB #:	Astoria Bus. License #:
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 - Provide estimated area: _____Square Feet <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
Liability Insurance: <input type="checkbox"/> Acknowledged Below <input type="checkbox"/> Copy Provided (if required)	
<input type="checkbox"/> Sidewalk/Driveway Form Inspection by:	Date:
<input type="checkbox"/> Subgrade Inspection by:	Date:
<input type="checkbox"/> Resurfacing Inspection by:	Date:
<input type="checkbox"/> As-builts Approved by:	Date:



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Form Updated 06/30/2021

Provide sketch work proposed in the right-of-way, or location of driveway/sidewalk work. Attach additional plans as needed.

### GENERAL CONDITIONS

1. The Right-of-Way Permit requires a \$100 application fee, plus street cut fee (if applicable). The application fee doubles for work started prior to issuance of permit.
  - a. **Application for sidewalk/driveway repair only: No fee**
  - b. Street cut fee: Up to 50 square feet (SF): \$100.00; \$3 per SF in excess of 50 SF (Example: 52 SF = \$106)
2. Utility maps showing approximate locations of utilities in the vicinity of the excavation area are available in the Engineering Division office. The Permittee 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 Permittee 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. Permittee shall notify City Engineer's office 24 hours prior to start of construction and 48 hours prior to each required inspection.
5. Backfill and surface restoration shall conform to the City standard details. Permittee 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. Permittee 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. Permittee's 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. The Permittee agrees to defend, indemnify and hold harmless the City, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with this Permit, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of Permittee, or its employees, agents or subcontractors.
9. Permittee shall at all times, while performing work associated with the above referenced permit, carry a homeowner's insurance policy (homeowner/property owner) for at least \$500,000 combined single limit for Bodily Injury, Property Damage, and Personal Injury, or carry a Commercial General Liability insurance policy (Contractor) for at least \$1,000,000 combined single limit per occurrence and at least \$2,000,000 in the aggregate per project, for Bodily Injury, Property Damage, and Personal Injury. This insurance must be primary to and non-contributory with any insurance, including any self-insurance or retentions carried by the City. **The Permittee acknowledges that this requirement has been met by signing the application below.** Proof of insurance may be requested, including policy endorsement for the City of Astoria, as required by the City Engineer.
10. This permit grants no rights to trespass on adjacent property and in no way relieves the Owner and Contractor from their liability for any damages caused by the 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.
11. Permittee shall provide as-built drawing to the City following installation of underground utility lines and other facilities in the public right-of-way.
12. For sidewalk and driveway construction, call the City Engineer's office at 503-338-5173 for inspection after forming, but 48 hours prior to pouring concrete.

<b>Application Fee:</b> \$	<b>Street-cut Fee (if applicable):</b> \$	<b>Total Permit Fee:</b> \$
<b>Applicant Signature:</b>	<b>Date:</b>	<b>Engineering Division Approval:</b>
		<b>Date:</b>