

KEY INFORMATION REGARDING PUBLIC WORKS PERMITS

The following permits and applications are required for work in the City of Astoria public right-of-way. Additional permits (i.e. Planning, Building, State and Federal) may be required depending on the location and nature of a project. The following is a brief overview of the City's Public Works permits and applications.

RIGHT-OF-WAY PERMIT

Purpose: A Right-of-Way Permit must be obtained prior to any work within the public right-of-way that will include excavation, traffic control and/or other substantial impacts.

Review & Approval: Typically Public Works Engineering Division staff review and approve Right-of-Way permits within one week after receiving a complete permit application.

Fee: \$25 application fee, \$200 refundable deposit

PERMIT TO CONSTRUCT A DRIVEWAY OR SIDEWALK

Purpose: A Permit to Construct a Driveway or Sidewalk must be obtained prior to any new sidewalk or driveway construction. It is also required for any work that will impact an existing driveway or sidewalk.

Review & Approval: Typically Public Works Engineering Division staff review and approve a Permit to Construct a Driveway or Sidewalk within one week after receiving a complete permit application.

Fee: \$20 permit fee

GARDEN PERMIT

Purpose: A Garden Permit must be obtained in order to utilize City property for landscaping and

associated maintenance or gardening activities.

Review & Approval: Typically Public Works Engineering Division staff review and approve a Garden permits within two weeks after receiving a complete permit application.

Fee: \$6 annual permit fee

APPLICATION FOR PERMISSION TO FALL/CUT TREE(S) ON CITY PROPERTY OR UNOPENED RIGHT-OF-WAY

Purpose: An Application for Permission to Fall/Cut Tree(s) is required for cutting trees on City property or in an unopened City right-of-way.

Review & Approval: For trees in unopened right-of-way, Public Works Engineering Division staff can review and approve an application within two weeks after receiving a complete application packet. Permission to cut trees on City property requires City council approval. The duration of this process varies, but typically takes 4 to 6 weeks.

Fee: None

PERMIT TO MOVE BUILDING

Purpose: A Permit to Move Building is required for moving any structure over public right-of-way that, when loaded, exceeds 8 feet 6 inches wide by 14 feet tall (load height).

Review & Approval: Typically, Public Works Engineering Division staff can review and approve this permit within two weeks after receiving a complete permit application.

Fee: \$10

APPLICATION FOR PLANTING IN SIDEWALK AREA

Purpose: This application is required for new planting and landscaping in the buffer strip, between the back of curb and the sidewalk.

Review & Approval: Typically, Public Works Engineering Division staff can review and approve this application within two weeks after receiving a complete application packet.

Fee: None

APPLICATION FOR PIPELINE CROSSING/ENCROACHMENT ON FORMER RAILROAD RIGHT-OF-WAY OWNED BY THE CITY OF ASTORIA

Purpose: This application is required for any pipeline crossing or encroachment on the former railroad right-of-way, now owned by the City of Astoria.

Review & Approval: Typically, Public Works Engineering Division staff can review and approve this application within three weeks after receiving a complete application packet.

Fee: None

