# Right-of-Way (Driveway/Sidewalk) Permit Application

Engineering Division
1095 Duane Street, Astoria, OR 97103
Email: engpermits@astoria.gov
Phone: 503-338-5173
Web: www.astoria.or.us

| STAFF USE ONLY | |
|---|---|
| Permit Number: | |
| Application Date: | |
| Issued Date: | |
| Amount Received: | |
| Permit Expiration: | 90 Days from Issue |

## PROJECT LOCATION

| | |
|---|---|
| Location/Address: | |
| Road Name/Cross Street: | Tax Map/Lot no.: |

## APPLICANT

| | |
|---|---|
| Contact Name: | |
| Business Name: | *If applicable*, CCB no.: |
| Address: | *If applicable*, Astoria Business License no.: |
| City/State/ZIP: | |
| Phone: | Email: |

## CONTRACTOR ☐ Same as Above

| | |
|---|---|
| Business Name: | Phone: |
| Address: | |
| City/State/ZIP: | Astoria Business License no.: |
| Email: | CCB no.: |
| 24-Hour Emergency Contact Name: | Phone: |

## DESCRIPTION OF WORK

Type of activity (select all that apply): ☐ Utility ☐ Driveway ☐ Sidewalk ☐ Other: _____

Does the work require a cut in the roadway? ☐ Yes. If yes, estimated area: _____ (Total Square Feet) ☐ No

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|---|---|
| Proposed Start Date: | Estimated Completion Date: |

Description of Work:

Sketch of work proposed in the right-of-way, or location of driveway or sidewalk work (attach additional pages or plans as needed):

| **Applicant Signature** **Date** | **Engineering Division Approval** **Date** |
|---|---|
| Permittee acknowledges liability insurance requirement has been met. | |

| Application Fee: | Street Cut Fee (if applicable): | Total Fee: |
|---|---|---|
| **$** | **$** | **$** |

## 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. 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.
3. 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. Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through 952-001-0090. You may obtain copies of the rules by calling the Center at 503-232-1987.
4. Permittee shall notify City Engineer's office 24 hours prior to start of construction and 48 hours prior to each required inspection. 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.
5. Backfill and surface restoration shall conform to the City of Astoria Engineering Design Standards and 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 as-built drawing to the City following installation of underground utility lines and other facilities in the public right-of-way. As-built drawings may be emailed to engpermits@astoria.or.us.
7. Contractor shall ensure proper signing and traffic control to protect the public. Contractor shall not close City rights-of-way to traffic without first obtaining a Temporary Street Use & Sound Amplification permit. Traffic control equipment and signing should be consistent with the Oregon Temporary Traffic Control Handbook published by ODOT.
8. 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. Per ADC§3.320(C)(12), under no conditions shall soil on sidewalks, streets or equipment be washed or hosed into storm sewers, drainage ways, streams or other water bodies.
9. 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.
10. 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.
11. 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 this application.** Proof of insurance may be requested, including policy endorsement for the City of Astoria, as required by the City Engineer.

## STAFF USE ONLY

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|---|---|
| Utility Map no.: | Traffic Control Plan Required: ☐ Yes; Submitted _____ ☐ No |
| Liability Insurance: ☐ Acknowledged via Signature ☐ Copy Provided (ACC § 2.360(D)) | |
| ☐ Sidewalk/Driveway Form Inspection by: | Date: |
| ☐ Subgrade Inspection by: | Date: |
| ☐ Resurfacing Inspection by: | Date: |
| ☐ As-builts Approved by: | Date: |