

# REVOCABLE PERMIT APPLICATION

## PRIVATE IMPROVEMENT IN THE PUBLIC WAY

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**A. Job Site Information:**

Job Address: \_\_\_\_\_ Map/Tax Lot #: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Addition: \_\_\_\_\_  
 Owner/Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Expires: \_\_\_\_\_

**B. Description of Proposal:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Revocable Permit Requirements:**

The following details are required with the application.

- Related Building Permit #: \_\_\_\_\_
- Site Plan (scale • north arrow • street names • public way margins in relation to the property lines • location of access aprons • utility locations • nearby facilities pertinent to the request • location of proposed improvement)
- Structural Plans of Proposed Improvement (e.g. at-grade, underground, overhead)
- Utility Concurrences (see page 3)
- Legal Description (e.g. Reel & Instrument, Book & Page #, Lot & Block # with Plat Name, etc.)
- Other Documentation: \_\_\_\_\_

**D.** As the applicant, I state that I have read and understand the conditions printed on both sides of this application for using the public way and further state that the use/work permit being sought is for the purposes stated and no other, unless expressly requested on this application and authorized by a permit. I agree to indemnify and hold the City of Eugene, its officers, agents and employees harmless from any injury or damage caused by or relating to the activities specified in this application.

\_\_\_\_\_  
 Name (Please Print) Signature Date

**NOTE:**

- Work in the public way must be performed by a licensed and bonded contractor.
- The City has the right to revoke the permit and have the improvement removed at the owners' expense.
- The liability for any damage or injury caused by the placement of the improvement is the responsibility of the owners'.
- Overhead intrusions must comply with minimum clearances.
- There may be a cost associated with relocation of utilities in conflict with the proposed improvement.
- Intrusions must be maintained so it does not become a nuisance.
- 48 hours before digging, call 811 for utility locate.
- Contact Public Works Permit staff at 541-682-8400 or [publicworksinfo@ci.eugene.or.us](mailto:publicworksinfo@ci.eugene.or.us) for any questions regarding revocable permits.

**CONDITIONS OF APPROVAL**

1. The applicant represents all parties and interests and shall furnish material, do all work, pay all costs, and shall, within a reasonable length of time, restore any damaged portion of the public way to a condition similar or equal to that existing before the commencement of the described work or uses, including any seeding or sodding necessary.
2. The applicant and the applicant's successors or assignees agree to hold harmless the City of Eugene and it's duly appointed agents and employees against any action for personal injury or damage sustained by reason of exercise of a permit, if granted.
3. All use, work and construction within the public right-of-way is subject to the regulations set forth by the Eugene City Code, and is subject to engineering standards as established by the City Engineer.
4. The proposed work, use, etc. requested shall be located and constructed to the satisfaction of the City Engineer or a duly authorized representative. No revisions or additions shall be made to the proposed scope of work on the right-of way without the written permission of the City.
5. The applicant shall at all times, conduct the work or activity in such a manner as to minimize hazards to vehicular and pedestrian traffic. In performing work or use in the public way the applicant shall provide traffic control acceptable to the City's Traffic Engineer or designee. All required traffic controls, i.e. signs, barricades, flaggers, etc., shall be furnished by the applicant. The actual work shall only be done during daylight hours, unless expressly authorized by the City.
6. The applicant shall not trim, cut, or in any way disturb any landscaping (trees or shrubbery) within said public way without the approval of the Urban Forester or a duly authorized representative.
7. The work performed by the applicant is for a bona fide purpose and not for the purpose of creating parking or areas for the servicing of vehicles on the street right-of-way. Parking on the public right-of-way is prohibited, unless authorized by the appropriate permit. Commercial, non-public signs that overhang the right-of-way are prohibited, unless expressly authorized by the City's Sign Code or appropriate permit.
8. The City reserves the right to make such changes, additions, repairs, and relocations within its statutory limits to the facilities constructed under a public property/right of way work/use permit or other appurtenances on the right-of-way as may at any time be considered necessary in the future to permit relocation, reconstruction, widening, or maintaining of the street and/or to provide proper protection to life or property adjacent to the City and/or State right-of-way.  
  
However, in the event that a permit is granted to construct, locate, operate and maintain public utility facilities on the right-of-way the applicant utility company, upon written request by the City Engineer shall perform such alterations or change of locations of the utility company's facilities without expense at the City. Should the applicant's utility company fail to make satisfactory arrangements to comply with a request within a reasonable time, the City reserves the right to make such alterations or change of location or removal of the utility company's facilities. The applicant agrees to pay for the cost incurred.
9. A permit, when granted is effective only in so far as the City has jurisdiction and does not release the applicant from the need to check with private utility locations.
10. The application affirms that the scope of the proposal shown on submitted plans is true and correct, and binds and obligates him/herself to perform the operation in accordance with the application and related plans and to abide by the above conditions.
11. This revocable permit is valid for a term of 20 years from the date it is approved by the City. If not previously revoked, this revocable permit will automatically renew at the end of each 20 year term for a further term of 20 years. The City may revoke this permit at any time by giving 30 days' notice to the applicant / permittee.

| <b>CONDITIONS:</b>  | <b>FOR OFFICE USE ONLY</b> |
|---|----------------------------|
| <input type="checkbox"/> Recorded agreement                               |                            |
| <input type="checkbox"/> Legal description                                |                            |
| <input type="checkbox"/> Non-recorded agreement                           |                            |
| <input type="checkbox"/> Mark underground piping/conduit with tracer wire |                            |
| <input type="checkbox"/> All required permits obtained                    |                            |
| <input type="checkbox"/> All required utility concurrences obtained       |                            |
| <input type="checkbox"/> Related Building Permit # _____                  |                            |
| <b>Additional Requirements:</b>   |                            |
|   |                            |

**Permit #:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Fees:** \_\_\_\_\_

*www.eugene-or.gov/bps*

**Utility Concurrences**

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Description of Proposal: \_\_\_\_\_

The applicant is responsible for obtaining utility concurrences for private facilities proposed within a public way. The improvement cannot interfere with the right of the City or a franchised utility company to also use the public way. Please note, utility companies may require the applicant to bare the expense of relocating their utilities prior to providing concurrence. In order to review a Revocable Permit, the City requires a concurrence from all of the following utility companies:

- Eugene Water & Electric Board (EWEB)**  
P.O. Box 10148  
Eugene OR 97440  
Attn: Michele Klemp  
[michele.klemp@eweb.org](mailto:michele.klemp@eweb.org)  
541-685-7325
- Northwest Natural Gas**  
790 Goodpasture Island Road  
Eugene OR 97401  
Attn: Monte Brown  
[monte.brown@nwnatural.com](mailto:monte.brown@nwnatural.com)  
541-954-1255
- Lumen**  
90470 Prairie Rd  
Eugene OR 97402  
Attn: Derek Vail  
[derek.vail@Lumen.com](mailto:derek.vail@Lumen.com) / 541-636-9971  
OR Attn: Timothy J. Duncan  
[timothy.j.duncan@lumen.com](mailto:timothy.j.duncan@lumen.com) /  
541-639-8372
- Comcast Cable**  
2897 Chad Drive  
Eugene OR 97408  
Attn: Gabriel Norbury  
[gabriel\\_norbury@comcast.com](mailto:gabriel_norbury@comcast.com)  
541-731-1498 / 541-431-3659 (fax)
- AT&T**  
In order to determine the presence of AT&T facilities, call for locates through the Utility Notification Center at 811. If AT&T has facilities near the site, they will contact the customer.
- Union Pacific Railroad**  
For sites located near railroad properties and facilities, provide written concurrence through the Roadmaster's office in Oakridge or for Burlington Northern through their office in Albany.

Please review the information provided by the applicant and indicate if this proposal will impact franchised utility operations and indicate any conditions required for concurrence.

- No concerns
- Conditions of concurrence:

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Name Title Date