

RIGHT-OF-WAY EXCAVATION PERMIT APPLICATION

A. Work Involves:

- Right-of-Way Cuts (w/ paving)
 Right-of-Way Cuts (w/o paving)
 Sidewalk
 Access Apron

B. Job Site Information:

Job Address: _____
 Applicant/Owner: _____ Phone: _____ Email: _____
 Mailing Address: _____ City/Zip: _____
 Contractor Name: _____ Phone: _____ Email: _____
 Address: _____ City/Zip: _____ Lic. #: _____ Expires: _____
 Start Date of Work: _____ End Date of Work: _____

C. Check and fill out only those areas that apply to your proposal. (Some items to be filled out by staff)

Right-of-Way Cuts (48 hours before digging, call 811 for utility locate)

Surface: Concrete/Asphalt Gravel Dirt/grass Public Utility Easement Depth: _____
 Type: Street or alley Planting Strip Downtown Area Core Cut Width: _____
 Other: _____ Length: _____

Access Apron New Widen Remove/repair Flag lot access: permit# _____

Street Type: Improved Unimproved Length of existing apron (at property line): _____
 Street surface type: _____ Width of lot frontage: _____
 Culvert needed? Yes No Length of culvert: _____ Culvert diameter: _____

Sidewalk New Remove/repair (If no curb exists a sidewalk permit cannot be obtained)

Surface Type: Standard Special: _____ Sidewalk Type: Setback Curbside

Curb Construction Remove/repair Fill in abandoned access apron Length: _____

City Street Tree(s) Impacted No Yes Number of trees Impacted = _____ (Include permit from Urban Forestry)

City Vegetated Stormwater Facilities Impacted Yes No Facility Types: _____

NOTE:

- No work is allowed on arterial or collector streets, and/or within the downtown core area from 7:15AM to 8:15AM and from 4:00PM to 6:00PM, unless otherwise authorized.
- Contact Public Works Maintenance at 541-682-4884 for inspection of forms prior to pouring concrete.
- Contact Urban Forestry at 541-682-4800 prior to any use or work within a Street Trees dripline and/or cutting of roots.
- During use of public way, applicant shall maintain commercial general liability insurance in the amount of \$2,000,000 per occurrence and \$3,000,000 in aggregate, to ensure all activities listed.
- Please review [Erosion Outcomes](#) prior to starting work. This permit is valid for one year from date of issuance
- Submit application to publicworksinfo@eugene-or.gov. For any questions related to this form, call 541-682-8400.

D. As the applicant, I state that I have read and understand the conditions printed on both sides of this application for doing work within the public way and further state that the work/use 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
www.eugene-or.gov/bps

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 its 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 companies for 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.

CONDITIONS:		FOR OFFICE USE ONLY
<input type="checkbox"/>	Traffic control plan per approved plan.	
<input type="checkbox"/>	Work in right-of-way must be performed by a licensed and bonded contractor.	
<input type="checkbox"/>	Commercial general liability insurance required.	
<input type="checkbox"/>	Surface restoration must conform to conditions of City of Eugene's Right-of-Way Policies & Procedures Manual.	
<input type="checkbox"/>	Work around public street trees must comply with City of Eugene standard drawing LS120.	
<input type="checkbox"/>	Erosion Outcomes provided. If required, Erosion Permit # _____	
<input type="checkbox"/>	Revocable permit required. Related Permit # _____	
Additional Requirements:		

Permit #: _____ **Approved by:** _____ **Date:** _____ **Fees:** _____