



**Community Development
Development Services Division**
501 SW Madison Avenue
P.O. Box 1083
Corvallis, OR 97339-1083
(541) 766-6929
www.CorvallisPermits.com

PUBLIC RIGHT-OF-WAY PERMIT APPLICATION

Dumpster Parking Sidewalk Closure Lane Closure Street Cut Structure Relocation

Date: _____ Associated permit(s): _____

Property Address: _____

Applicant (Bond Holder) Name: _____

Applicant Mailing Address: _____

Applicant Phone #: _____ Email: _____

A Right-of-Way (ROW) Permit is required any time the public ROW, including sidewalks and parking, will be occupied or blocked in any manner for any length of time. Please use this application for a street cut and/or short term occupancy of the ROW for work associated with an activity permitted through Development Services. **The maximum time permitted is 30 days per CMC 6.02.010.**

Application shall be made to Public Works Development Review Engineering in Corvallis City Hall for any ROW use that may exceed 30 days or if the activity is not permitted through Development Services. ROW permits exceeding 30 days shall be applied for at least 2 months in advance with the associated \$100 fee. A long term permit requires City Council approval.

For a street cut and/or short term use of the public ROW associated with a permit through Development Services, submit the following items to Development Services at least **one week** prior to your planned start date.

- **Site plan** showing the extent of the work.
- **Traffic Control Plan** and/or **Pedestrian Access Plan** showing the entire area that will be impacted by your project. This shall show placement of all signs in compliance with the current Oregon Department of Transportation “Oregon Temporary Traffic Control Handbook” and account for closure of sidewalks and bike lanes.
- A **schedule** of when the work will occur and anticipated time frame. If you do not know the exact dates, provide a range of dates with the anticipated times of operation. The actual start date is required prior to permit issuance.
- The associated **fees**: Right-of-Way Use – \$25 for 2 weeks, \$50 for 30 days (max.)
 Street Cut – \$50 per local street cut, \$100 per collector/arterial street cut

- General **liability insurance** in the following amounts with City of Corvallis, its officers, agents, and employees listed as additional insured for any project requiring a street cut, over-head work, or impact to a lane of traffic:

Each Occurrence	\$2,000,000
General Aggregate	\$2,000,000
Comp/Op Aggregate	\$2,000,000
Auto Liability	\$1,000,000

Workers Compensation & Employer’s Liability Insurance as statutorily required for persons performing work under this permit.

- **Performance/Surety Bond** if this includes a street cut or possible undermining of a public street, sidewalk, alley, or parking area per CMC 2.03. The bond shall be \$500 for only one street cut or \$ 5,000 for multiple street cuts within the City for a period of one year. The bond shall include a reference to the location of the proposed work.
- Brief written **narrative** explaining the work that is proposed and how the items below have been accounted for.

- Y / N Is there any way to do this without occupying the public right-of-way?
- Y / N Have the adjacent neighbors and businesses been notified and accommodated?
- Y / N Has accessible parking and access been accounted for and accommodated?
- Y / N Has garbage, mail, and delivery service schedules been considered?
- Y / N Have bus schedules (City and school) been considered and accommodated?
- Y / N Has pedestrian, bicycle, and vehicular safety been accounted for?

Narrative / additional information: _____

By signing below, I acknowledge that I am responsible for maintaining the site in a safe manner to assure public safety and that I will comply with Corvallis Municipal Code and all conditions of my right-of-way permit. I can be contacted 24-hrs per day for any concerns regarding this project.

Contact Name: _____ 24-hr Phone #: _____

Contact Signature

Date