



Right of Way Construction & Use Permit Requirements checklist

Right of Way Permits will be deemed incomplete and will not be reviewed or approved without the following attachments.

- Insurance Certificate (see insurance requirements)
- Proof of Business License (see business license requirement)
- Proof of payment
- Site Plan showing proposed work (see submittal requirements for work in the Public Right-of-Way)
- Traffic Control Plan (see submittal requirements for work in the Public Right-of-Way)

CITY OF MADRAS
RIGHT-OF-WAY CONSTRUCTION & USE PERMIT
125 SW "E" Street, Madras, OR 97741 Telephone (541)475-2344 – Fax (541)475-1038

Permit type (may include multiple types, please provide detail in the the description field below)

Utilities

- Waterline*
- Sewerline*
- Storm
- Fire Line
- Franchise Utility

New Improvement

- Sidewalk
- Curb
- Handicap Access
- Driveway Access

Repairs/Replacement

- Sidewalk
- Curb
- Handicap Access
- Driveway Access

May require additional permitting (i.e. sewer permit, water permit) call 541-475-2344 to verify

1. All forms shall be inspected prior to pour, please call for inspection 48 hrs before 541-475-3707
2. Curb shall be poured separate from the sidewalk and/or driveway apron NO MONOLITHIC POURS.
3. Non-Remonstrance Agreement for Sidewalks Only.
4. Contact Oregon Utility Notification Center (1-800-332-2344 or 811) before you dig
5. Contact Oregon Department of Transportation when working within State ROW.

Miscellaneous

- Roadway or Pedestrian Encroachment (Closure and/or Reroute)
- Other _____

Description and location of work being performed: _____

If project is to serve a new development, provide development name: _____

Proposed work start date _____ Proposed completion date _____

Will work require a lane closure? Yes No

Field Contact Name: _____ (must be available at all times)

Cell Number: _____

Email: _____

Closure Times: _____ AM PM TO _____ AM PM

Approved Times are 7:00 AM – 6:00 PM Mon-Fri

Applicant Name: _____ Phone: _____

Address: _____

Contractor: _____ Phone: _____

Address: _____

Application Date : ___/___/___ Name of person picking up permit _____

INSURANCE REQUIREMENTS:

Contractor/Franchisees shall provide Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to City. This insurance shall include personal injury liability, and products and completed operations. Combined single limit per occurrence shall not be less than \$500,000.

The minimum insurance limit listed above may be met by use of an excess or umbrella policy.

As evidence of the insurance coverage required by this permit, the Permittee shall furnish a certificate of insurance to the City prior to issuance of the Right-of-Way Construction and Use Permit. The City of Madras, its officers, agents, and employees shall be named as an additional insured on such certificate. The certificate of insurance shall be accompanied by a copy of the additional insured endorsement.

Franchisees that have a current Certificate of Insurance on file at the Madras City Hall will not be required to provide proof of insurance with each permit application.

BUSINESS LICENSE REQUIREMENT:

Except as otherwise exempted under section 4 of Ordinance No. 849, no person may establish, maintain, operate, engage, conduct, and/or carry on any business within the City of Madras without first applying for and obtaining a business license.

NOTE: NO WORK SHALL COMMENCE UNTIL APPLICANT HAS RECEIVED A VALID SIGNED PERMIT.

Notify Public Works Department at 541-475-3707 and Oregon Utility Notification Center at 1-800-322-2344 or 811 before commencing work

This approval is requested pursuant to City Ordinance No. 477. Neither party to this permit is relieved of the responsibility or liability for injury or damage by its intentional conduct. Applicant will hold harmless and will indemnify the City, its agents, officers, and employees against any and all claims, demands, loss, injury, damage actions, or costs of actions whatsoever which they or any of them may sustain by reason of the acts, omissions or other negligence of applicant, its agents, or employees in connection with the construction, maintenance, repair, operations, or use of said facility.

Specifications for, and placement of, all facilities shall be to City of Madras standards and shall conform to any specifications attached to, and made a part of this permit.

Permittee/Applicant hereby acknowledges that they have read and understand these requirements.

_____/_____
Signature of Applicant / Permittee Date

_____/_____
Certificate Received by Date

OFFICE USE ONLY

Comments: _____

Fee Received YES Franchise YES NO

Approved: _____ Date: _____

See next page for submittal requirements, application deemed incomplete if submittal requirements are not met.

Submittal Requirements for Work in the Public Right-of-Way

- ✓ Complete Right-of-way Construction and Use Permit Application.
 - ✓ Vicinity map showing nearest cross street(s)
 - ✓ Site plan showing proposed work – legible, accurate, and drawn to scale (1" = 20') which shall include the following:
 - ✓ North arrow
 - ✓ Location of property lines abutting the area of proposed work
 - ✓ Location and name of streets, alleys and walkways in the area of and adjacent to the proposed work
 - ✓ Location of all driveways on the subject property and nearest driveway on adjacent properties
 - ✓ Location of on street parking spaces, accessible parking spaces must be marked as such
 - ✓ Location of known utilities and drainage facilities in the work area
 - ✓ Dimensions from known utilities identified through current locate to property lines and area of work
 - ✓ Dimensions of proposed work, distance between driveways and property lines, property line for curb
 - ✓ Location and type of all traffic control devices and street lights adjacent to the proposed work
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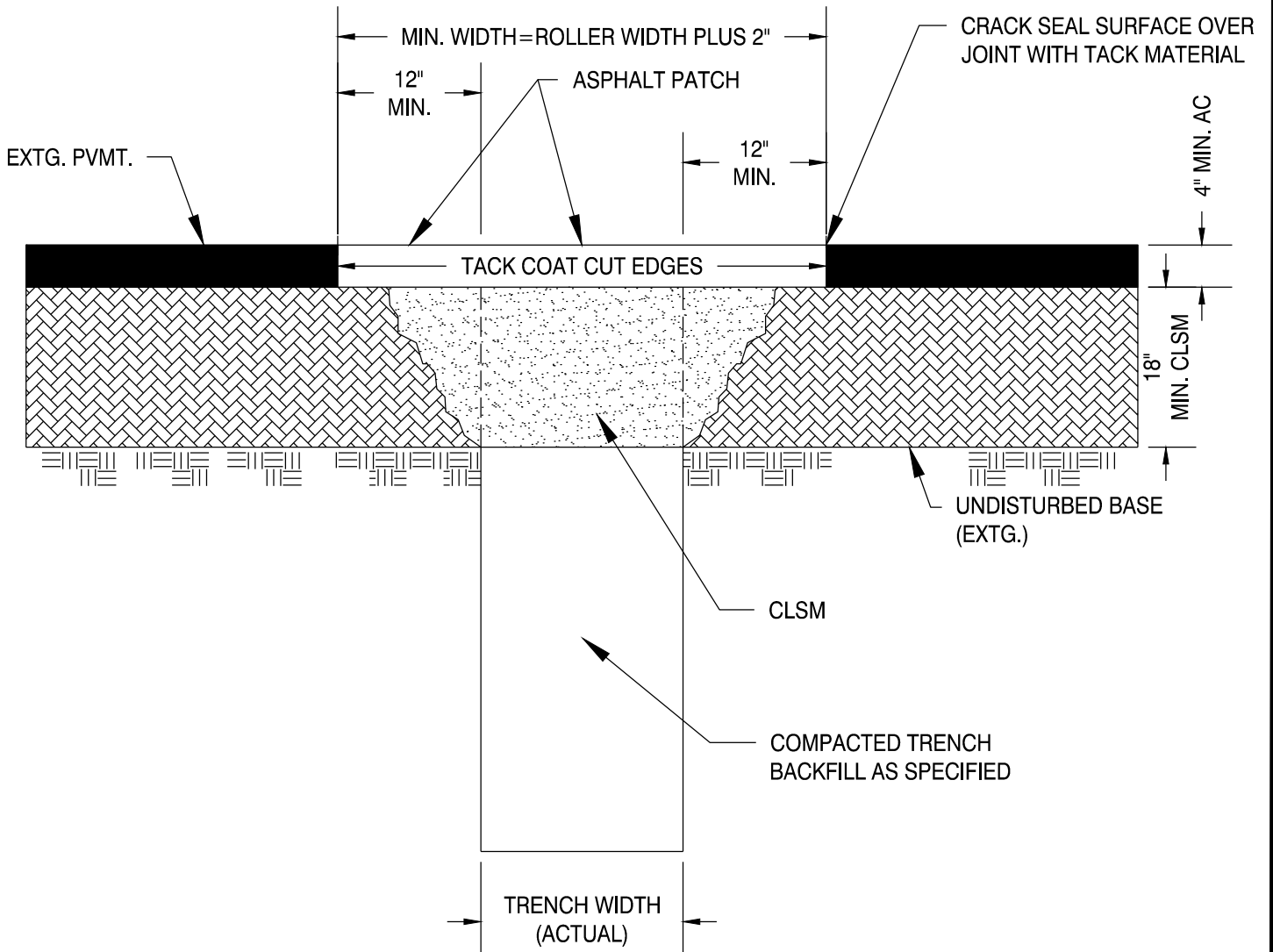
Additional submittal requirements for traffic closures

- ✓ Show proposed traffic control devices including; sign types/legends and device types/spacing within delineated work area
 - ✓ Traffic control plan in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) or utilize ODOT Standard Detail Drawings where applicable.
 - ✓ Show limits of work zone, existing lane configuration, distance to all intersections within 500 linear feet and existing traffic control devices.
 - ✓ Show proposed traffic control devices including, sign types/legends and device types/spacing
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Additional submittal requirements for walkway and bike lane closures

Pedestrians should be provided with a safe, convenient travel path that replicates as nearly as possible the most desirable characteristics of sidewalks, footpaths or bike lanes.

- ✓ Plan, Drawing or declaration depicting how pedestrian and bicyclist movement through or around the work site will be managed. Refer to Manual on Uniform Traffic Control Devices (MUTCD) or utilize ODOT Standard Detail Drawings where applicable.
- ✓ If a pedestrian walkway structure is to be constructed, provide detailed drawings to scale with dimensions, including:
 - ✓ Elevation
 - ✓ Cross-section
 - ✓ Walkway slope elevations
 - ✓ Bracing and framing details



NOTE
 REFER TO MADRAS PUBLIC IMPROVEMENT DESIGN & CONSTRUCTION STANDARDS,
 SECTIONS 7-33.2 AND 7-35.



CITY OF MADRAS - STANDARD DETAIL

STREET CUT

SCALE: NTS
 DRAWN BY: CPF
 APPROVED BY: HAM
 REVISION DATE: 02/16/2016

DRAWING NO.

**City of Madras
Public Works Department
125 SW "E" Street
Madras, Oregon 97741
541.475.2344**

Right of Way Construction and Use Permit Conditions

General Conditions:

1. Provide a scaled sketch of the work to be performed. Include dimensions and layout in relation to the existing roadway, utilities and adjacent property line.
2. The Applicant and or its representative shall be responsible for Traffic Control according to ODOT standards during construction.
3. Provide drawings (surveyed and engineered when required by the Public Works Department) for review and approval by the City of Madras for any infrastructure proposed for construction within the public right-of-way.
4. Provide the name of Applicant, its contractor and contact information for permit work. Applicant's representative is to be a licensed contractor, franchise utility or public utility within the State of Oregon and is to carry active liability insurance for all work performed under this permit. Submit verification of contractor liability insurance to the City of Madras.
5. Unless otherwise allowed by the City, work hours in the public right away are Monday-Friday, 7am – 6pm.
6. Pay applicable fee at City Hall (DVWD water utility and franchise utilities are exempt from fee).
7. Follow all City of Madras Ordinances and Street Standards for work within the public right-of-way. The Madras Public Works Departments uses the 2008 Oregon Standard Specifications for Construction as one of its main specification manuals.
8. Use ¾"-0 crushed rock for road base and trench backfill work. Compactive effort is required on all trench work. Use CTB for trench backfill in existing roadways. Asphalt patches are to be a minimum of 4 inches in depth (or match existing asphalt depth; whichever is greater). Asphalt is to be a level II or III,

½” dense mix with PG 64-28 oil per section 745 of the Oregon Standard Specifications for Construction. Asphalt joints are to be crack sealed with a hot polymer crack sealant according to section 746 of the Oregon Standard Specifications for Construction. Do not leave trenches backfilled with aggregate base only for a period of more than 10 days. If asphalt plants are not operating, backfill with cold mix to minimum depth of 3 inches.

9. Restore all disturbed ground outside of the paved surfaces to its original condition. This includes seeding, landscaping replacement or existing surfacing replacement as required.
10. Utilities are to be buried a minimum of 30 inches of cover within the public right-of-ways.
11. When reconstructing sidewalk the Applicant is required to follow ADA requirements for sidewalk grade, ADA ramp, slopes and associated items.
12. Roads that have been paved within 5 years or less are not allowed to be open-cut trenched. They will have to be bored at minimum depth to not interfere with other utilities (i.e. min. 12” separation) and not to create a heaving issue to the existing surface.
13. Contact the Public Works Department ([541-475-2622](tel:541-475-2622)) and request a final inspection of all work (or in phases to assure compliance and sign off for each stage of work) within the City right-of-way, easements and associated properties.
14. Applicant is to warranty all street, sidewalk, landscaping and utility repair/restore work within the public right-of-way. Any trench settlement due to trenching work is the responsibility for repair by the utility owner.
15. Follow ODOT permit requirements for all work performed within ODOT jurisdiction public right-of-ways, easements and associated properties.