

Morrow County Public Works Department

365 West Highway 74 ♦ P.O. Box 428 ♦ Lexington, Oregon 97839 ♦ Phone (541)989-9500

APPLICATION TO OCCUPY OR PERFORM OPERATIONS WITHIN MORROW COUNTY ROAD RIGHT-OF-WAY

Applicant hereby applies to the Morrow County Board of Commissioners through the Morrow County Road Department for permission to perform operations within the County jurisdiction as shown on the map/s and plan attachments hereto and by this reference made a part thereof.

Name of Applicant: _____ Contact Phone Number: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Is applicant land owner of the property: **Yes** **No**

TYPE OF PERMIT APPLYING FOR

Check only one type and submit payment with application.

| Application Fee: | Approach | Utility |
|--|----------|---------|
| <input type="checkbox"/> Private / Residential | \$50.00 | \$50.00 |
| <input type="checkbox"/> Commercial / Business | \$125.00 | \$0.00 |

Check only one type of permit below:

Approach Temporary Access
 Utility Work In Right-of-Way
 Cattle Guard (additional fees required)

Payment: Amount Received: _____ Received By: _____ Date: _____
Payment Type: Cash Check # _____ Money Order Other: _____

Location Information: _____
Township Range Section Tax Lot

Latitude and Longitude in Decimal Degrees: Latitude: [][] . [][][][][]
Longitude: -1 1 9 . [][][][][]

Road Name: _____

Road Number: _____

Ins. Req. _____ Bond Req. _____

Depth: _____ inches minimum cover

Trench: _____ Bore: _____

Trenching or boring nearer than _____ feet to surface portion of road not permitted.

Check only one and complete details:

- Construct, operate and maintain a _____ pole line.
 Construct, operate and maintain a _____ buried cable.
 Construct, operate and maintain a _____ pipe line.
 Miscellaneous operations and/or facilities as described.
 Erect and maintain non-commercial sign.

Required document attachments: (check box if included with application)

Tax Lot Map indicating location Ariel Map of project As Built Drawings

Applicant Signature: _____ Date: _____
(Signature of Authorized Applicant) (Date Signed)

APPROVED Construction shall be completed within one year from date of approval. See attached for conditions and provisions for this permit. Permission is hereby granted pursuant to Oregon Revised Statutes (ORS) 374.305 and 374.330 and ORS 271.440 to make the aforesaid installation in accordance with all specifications. The applicant as indicated above shall at all times be responsible and liable for any and all damages arising from or caused by this installation and this permit may be revoked at any time.

DENIED Denied permit application may be appealed to the Morrow County Commissioners. Reason for Denial: _____
DATE: _____ DATE: _____
(Assistant Road Master) (Date Signed) (Public Works Director) (Date Signed)

PERMIT NUMBER: _____

Morrow County

Application to occupy or perform operations within Morrow County Road right-of-way form instructions:

Section 1: APPLICANT CONTACT

Applicant hereby applies to the Morrow County Board of Commissioners through the Morrow County Road Department for permission to perform operations within the County jurisdiction as shown on the map/s and plan attachments hereto and by this reference made a part thereof.

Name of Applicant: Contact Phone Number:
 Mailing Address: City: State: Zip:
 Email: Is applicant land owner of the property: Yes No

Name of Applicant and contact information: who is applying for the application*

This is the individual/company who owns the utility being installed or worked on or the approach to the property. This is required as the County needs to know who the actual owner is not the individual performing work should there be issues that arise once project is completed.

***Contractor/On-Site Work being performed by for the Applicant:**

If there is a main point of contact include point of contact for the project on a separate piece of paper. As the county MUST have the ability to contact and discuss topics regarding the project in the ROW should they arise. Again, need Name, phone, mailing address, email for the point of contact for On-Site Work.

Section 2: APPLICATION FEE:

Check only one type and submit payment with application.

| Application Fee: | Approach | Utility |
|---|----------|---------|
| <input type="radio"/> Private / Residential | \$50.00 | \$50.00 |
| <input type="radio"/> Commercial / Business | \$125.00 | \$0.00 |

Application Fee: Approach

Private / Residential: This is for private land owners for access off of a County Road to a private residential piece of land.

Commercial / Business: This is for access to property owned by a commercial or business off of a county road. Note if there is a residence on the property it will still be considered Commercial / Business access due to the nature of the approach.

Application Fee: Utility

Private / Residential: This is for private land owners including cooperate, commercial, or business installing some type of utility with in the County Road right-of-way that is not a publicly owned utility. (Example: electric transmission line)

Commercial / Business: This is for publicly owned utilities that provide services to local areas via the utility installation. Exception of large projects that may require more time for review and monitoring of project. In the case of exception, the fee would be \$125.00, subject to County discretion.

Section 3: TYPE OF PERMIT:

Check only one type of permit below:

- Approach Temporary Access
- Utility Work In Right-of-Way
- Cattle Guard (additional fees required)

Approach: Road or driveway abutting County Road Right-of-Way to access land adjacent to the County Road in which access is being requested.

Utility: A publicly owned operated utility resource (examples: electric, phone, fiber optic) that provide services to their customers. Primarily new installations, but can also be part of Work in ROW.

Cattle Guard: Installation of a cattle guard device within the County Road right of way.

Temporary Access: A temporary approach for a project that will be reclaimed and not utilized in the future once project on site has been completed. This type of approach has a time limit and must be reclaimed and made inoperable once project access is no longer deemed necessary.

Work In Right-of-Way: Work being conducting with-in the County Road right of way. Examples include but not limited to: maintenance work on existing utility infrastructure located in ROW, temporary digging, trenching, boring or general work being conducted in ROW.

Section 4: PAYMENT:

Payment: Amount Received: _____ Received By: _____ Date: _____

Payment Type: Cash Check # _____ Money Order Other: _____

Payment Information is for County use only. DO NO FILL IN ANY OF THIS INFORMATION.

Section 5: LOCATION INFORMATION:

Location Information:
Township Range Section Tax Lot

Township, Range, Section and Tax Lot: This information is in relation to County Tax Assessor map as to where the project will be taking place. Should there be multiple responses to each of these areas please supply a map showing the project area that shows the information being requested.

Latitude and Longitude in Decimal Degrees: Latitude: .
 Longitude: -1 1 9 .

Latitude and Longitude in Decimal Degrees:

Approach: This shall be the center point of the approach being requested to access the land/property that will be abutting the County Road ROW.

Utility: Installation of utility lines this will be the “Starting” point of the project. A map with starting and ending coordinates is required to be attached. Should a stationary object be place within the ROW (i.e.: vaults, poles, pedestals) each of these items will need to be identified with coordinates of their installation.

Section 6: ROAD and Construction Details:

Road Name:

Road Number: _____

Ins. Req. _____ Bond Req. _____

Depth: _____ inches minimum cover

Trench: _____ Bore: _____

Trenching or boring nearer than _____ feet to surface portion of road not permitted.

Road Name: Name of Road that work in County Road ROW will be taking place. If there is more than one road for the project each road will require a separate application.

Road Number: To be left blank by applicant. Pertains to assigned County Road numbering system for County Records.

Ins. Req.: Insurance Required to be left blank by applicant. County will fill in should it be deemed necessary for the project.

Bond Req: Bond Requirement to be left blank by application. County will fill in should it be deemed necessary for the project.

Depth, Trench, Bore, Trenching or boring nearer than: To be left blank by applicant. County will complete with necessary information once the application has been reviewed. This information shall be included on schematic drawings for the project. County standards are 48” depth and not nearer than 18” to pavement edge and shall be at height of County Road surface.

Section 7: What is being installed within ROW:

Check only one and complete details:

- Construct, operate and maintain a _____ pole line.
- Construct, operate and maintain a _____ buried cable.
- Construct, operate and maintain a _____ pipe line.
- Miscellaneous operations and/or facilities as described.
- Erect and maintain non-commercial sign.

Approach: Select option “Miscellaneous operation and/or facilities as described.

Utility: Select option that best describes type of installation (pole line, buried cable, pipe line). In the blank state the type of installation that is being placed (i.e. 50kw elec. Line, fiber optic, phone, water, gas etc.)

Section 8: Required Documents, Signature, Date:

Required document attachments: (check box if included with application)

- Tax Lot Map indicating location
- Ariel Map of project
- As Built Drawings

Applicant Signature:

(Signature of Authorized Applicant)

Date:

(Date Signed)

Tax Lot Map: Required document that applicant shall provide showing Township, Range, Section and Tax Lot with project location on said map.

Ariel Map: Required document that has an ariel view with project identified on the map.

As Built Drawings: Required document showing cross section of work in ROW, that indicate depth, height, width, length etc. of the project.

Applicant Signature: Authorized individual submitting application.

Date: Date the application signed by authorized individual submitting application.