



Public Right-of-Way Work Permit Application

HOOD RIVER COUNTY DEPARTMENT OF PUBLIC WORKS

Official Use Only

PERMIT #: _____
DATE SUBMITTED: _____
DATE ISSUED: _____
DATE FINALED: _____

WORK SITE INFORMATION

Address: _____ Cross Road(s): _____

Road Name(s): _____ Parcel(s): _____

Project Description: _____

Proposed Start Date: _____ Estimated Completion Date: _____

APPLICANT

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

CONTRACTOR

Business Name: _____ License or CCB Number(s): _____

Mailing Address: _____

Contact Name: _____

Phone Number: _____ Email Address: _____

PERMIT ACTIVITY Check the appropriate box below and include the specified minimum submittal items with signed application.

- Utility Permit: *Submit the following items*
 - Location Map • Project Drawings • Traffic Control Plan
- Site Development / Road Construction Permit: *Submit the following items*
 - Location Map • Project Drawings • Traffic Control Plan • Land Use Approval (if applicable)
- Road Approach Permit: *Submit the follow items*
 - Location Map • Project Drawings • Traffic Control Plan
- Other Work Permit (including drainage improvements, potholing, landscaping and other work not covered above)

Describe the work in detail, submit a Location Map and attach any supporting materials _____

By signing below, Permittee certifies they are an authorized signatory for this application and acknowledges they have read, understands, and agrees to comply with all requirements, terms, conditions and provisions associated with any permit issued authorizing the work described herein, and further agrees to indemnify and hold harmless Hood River County, its Board of Commissioners, its officers and employees from all suits, actions or claims of any character brought because of any injury or damage received or sustained by any person or property as a result of the work as performed by the Permittee, their contractor, subcontractors or employees, or as a result or consequence of any neglect in safeguarding the work, or because of any act, omission, neglect or misconduct of said Permittee.

Permittee Printed Name: _____ Title: _____

Permittee Signature: _____ Date: _____



Public Right-Of-Way Work Permit Application

HOOD RIVER COUNTY DEPARTMENT OF PUBLIC WORKS

GENERAL CONDITIONS FOR WORK IN A PUBLIC RIGHT-OF-WAY

1. This permit is authorized under Title 10 Chapter 24 of the Hood River County Code adopted as Ordinance No. 367. All terms and conditions of said Ordinance shall apply to this permit and are hereby made a part of these General Conditions by reference. The Permittee or their Contractor (herein "Permittee") shall comply with these General Conditions unless otherwise stated in writing or modified by the Special Provisions contained herein.
2. This permit does not authorize any activity on privately owned property or public Right-of-Way not under the jurisdiction of Hood River County. Failure to comply with the terms or conditions of this permit may be cause to amend, suspend, revoke, terminate, or issue a citation as authorized under HRCC Chapter 1.08. All costs associated with work stoppage due to interruption in permit authorization are the responsibility of the Permittee.
3. This permit is issued for work as submitted and approved by the Hood River County Public Works Department only. If actual site conditions warrant a need to modify any approved construction, traffic control, or erosion control plan, the Permittee is required to obtain approval prior to implementing field changes and Hood River County Public Works reserves the right to reject any non-authorized work.
4. Work under this permit is authorized for a period of two (2) year from the date of issuance. If work has not commenced within this time or an extension has not been granted, this permit will expire and a new application and fee may be required.
5. All terms and conditions of this permit shall bind and apply to Permittee's successors, assigns, and any other persons who, now or in the future, hold an interest in the road approaches, structures, fixtures or other facilities placed or constructed within the Right-of-Way pursuant to this permit. Any Special Provisions or mitigation measures required under this permit shall be maintained in perpetuity by the Permittee.
6. No work performed under this permit shall occur outside the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, nor occur on the following holidays observed by Hood River County unless authorized by Hood River County Public Works: **New Year's Day** (Jan 1), **Martin Luther King Jr. Day** (3rd Mon in Jan), **President's Day** (3rd Mon in Feb), **Memorial Day** (last Monday in May), **Independence Day** (Jul 4), **Labor Day** (1st Monday in Sept), **Veteran's Day** (Nov 11) **Thanksgiving** (4th Thursday & 4th Friday in Nov), **Christmas Day** (Dec 25). When any stated holiday falls on a Saturday, the observed holiday is the preceding Friday. When a holiday falls on a Sunday, the observed holiday is the following Monday.
7. Permittee is required to follow the rules adopted by the Oregon Utility Notification Center as set forth in OAR 952-001-0010 through OAR 952-001-0100. Copies of the rules may be obtained by calling the Center at (800) 332-2344 or 811, or through the website www.digsafelyoregon.com.
8. By performing work under this permit, Permittee agrees to comply with all applicable regulations, ordinances and laws relating to the intended work and shall defend, indemnify, and hold harmless Hood River County, its officers, agents, and employees from any and all suits, claims, losses and liability, including attorney's fees, resulting from injury or death to any person or from damage to property, of whatsoever nature, arising out of or incidental to the activities covered by this permit. Any laws or regulations identified in these General Conditions or Special Provisions are for courtesy purposes only unless specifically cited. It is the responsibility of the Permittee and those performing the work to be knowledgeable about all applicable laws and regulations.
9. Permittee shall be responsible for communicating and coordinating, with adjacent residents, businesses, and other service providers (i.e. utilities, transit providers, garbage haulers, etc.) that may be impacted by the work associated with this permit.
10. Permittee shall be responsible for verifying the location of any public Right-of-Way encompassing the work authorized under this permit. Hood River County Public Works makes no claim to the accuracy of Right-of-Way records, drawings, documents or other forms of information, written or digital, nor to the physical location of the legal Right-of-Way for the work described herein.
11. Permittee shall be responsible for ensuring that any survey monuments disturbed by the work authorized under this permit are protected to the maximum extent possible and is responsible for replacing any damaged or removed monuments to the satisfaction of the Hood River County Surveyor.
12. Permittee shall maintain a complete permit, including all approved construction plans, traffic control plans, erosion control plans and any conditions or Special Provisions, at the job site and available for inspection at all times.

13. Permittee is required to grant Hood River County Public Works access to the permitted work area at all times. The Permittee shall appoint a competent person, to be available as the point of contact while work is being performed. If the designated contact becomes unavailable, the Permittee shall provide an alternate competent person as contact.
14. By performing work under this permit, Permittee warrants that all work will be free from defects for a minimum period of one (1) year from the date of completion and shall, at Permittee's expense, correct any defects that become apparent within the warranty period. Hood River County Public Works may require a cash deposit or bond during the warranty period depending on the size and scope of the work performed. If the Permittee creates a roadside hazard and fails to correct any deficiencies in a timely manner, or in a manner not satisfactory to Hood River County Public Works, the department may perform any corrective work necessary to abate the hazard at the expense of the Permittee (ORS 368).
15. Permittee shall perform all work authorized under this permit in conformance with:
 - Any Special Provisions imposed by the Hood River County Public Works Department
 - Hood River County Code (HRCC) Title 10 Chapter 24 (Ordinance No. 367)
 - Oregon Temporary Traffic Control Handbook (latest edition)
 - Oregon Standard Specifications for Construction (latest edition)
 - Manual of Uniform Traffic Control Devices (MUTCD) (latest edition with Oregon Supplemental).
16. Permittee shall be responsible for contacting Hood River County Public Works between the hours of 8:00 am and 3:30 pm, Monday thru Thursday (excluding holidays) at least 48 hours prior to starting any permitted work and at at least 24 hours prior to the following:
 - Start of construction: Notification only (48 hours notice).
 - Concrete form inspection: Concrete shall not be placed until forms have passed formal inspection.
 - Pre-paving inspection: Paving shall not occur until site has passed formal inspection.
 - Site-specific inspections: Any project inspections specifically identified in the Special Provisions.
 - Completion of construction: Request for final inspection
 - Any break in construction greater than three (3) days, excluding holidays and weekends (Notification only).

Contact options:

Phone: (541) 386-2616
 Email: ROWpermits@co.hood-river.or.us

17. All work requiring inspection under this permit shall be inspected by an authorized representative of the Hood River Public Works Department prior to final acceptance. Permittee is instructed to include the recognized permit number in all written and verbal correspondence.
18. Permittee shall establish and maintain work zone traffic control in compliance with the *Oregon Temporary Traffic Control Handbook for Operations of Three Days or Less* (December 2011) any time vehicle or pedestrian traffic is influenced by the work. For work extending longer than three (3) days, a site specific traffic control plan based on the principles in Part 6 of the MUTCD, the Oregon Supplement and ODOT's 2015 Standard Drawings TM800 – TM871, is required. All traffic control devices shall meet or exceed the NCHRP 350 requirements for crashworthiness.
19. Permittee shall be responsible for ensuring appropriate Personal Protection Equipment (PPE) is utilized by all workers within the Right-of-Way, including the use of retroreflective safety garments meeting ANSI Class 2 requirements.
20. Permittee's work shall accommodate all road users including motorists, bicyclists, pedestrians, and those with disabilities or impairments. Additional temporary signage and traffic control devices shall be installed and maintained for the control of non-motorized vehicles and pedestrians where a reasonable volume of users are expected and where work is expected to last longer than one (1) hour. It is the responsibility of the Permittee to maintain safe accessibility and provide suitable alternate routes in, through, and around work areas.
21. Hood River County Public Works reserves the right to designate the location where lines, fixtures and facilities may be located within the Right-of-Way and, subject to ORS 758.025, may order the location of any such lines, fixtures or facilities to be changed, removed or relocated when deemed necessary. Any lines, fixtures or facilities erected or remaining within the Right-of-Way in a location different than that designated may be declared a nuisance and abated accordingly (ORS 368).
22. Where not in conflict with any law, regulation or ordinance, all installations shall comply with material manufacturer's recommendations. Permittee hereby agrees to install, or cause to be installed, all facilities in the manner specified and to construct the permitted work with materials, equipment, labor, and workmanship that meets or exceeds the relevant specifications established in the Hood River County Public Works Department "Road Standards", the 2018 Oregon Standard Specifications for Construction, and any Special Provisions required by this permit. Permittee further agrees to ensure quality control is maintained for all work performed and to correct any work that does not meet the minimum standards and specifications.

23. Permittee shall be responsible for preserving and protecting all public and private infrastructure impacted during the course of work and ensuring said facilities continue to function properly, including but not limited to: underground or open storm drainage systems, culverts, roof drains, field inlets and drains, irrigation systems, traffic control devices, illumination features and pavement sections.
24. Permittee shall restore all existing infrastructure affected by the permitted work to original or better condition. Restoration may include but is not limited to: the road surface, base and subgrade, pavement markings, drainage facilities, signs, safety appurtenances, bicycle and pedestrian facilities, vegetation or landscaping, and any other feature affected by the work. All restoration within the Right-of-Way shall be completed in a timely manner and to the satisfaction of Hood River County Public Works.
25. Permittee shall re-establish surfaces to their pre-existing grade at the end of each work day and no trench running parallel to the roadway shall be open between the hours of 6:00 pm and 7:00 am (HRCC 10.24.095(4)). For asphaltic or concrete surfaces, interim re-establishment shall be made with either hot mix or cold mix asphaltic concrete unless otherwise approved in the Special Provisions and shall be in place for no longer than fourteen (14) calendar days unless otherwise approved by Hood River County Public Works. STEEL PLATES shall not be an acceptable interim solution unless prior approval has been obtained.
26. All installed culverts and drainage pipes shall be a minimum twelve (12) inches in diameter unless otherwise approved.
27. All underground utilities or other buried appurtenances shall be installed in a manner to provide a minimum of at least thirty (30) inches of cover below grade. Any utility or appurtenance installed within a ditch or an area subject to mechanical cleaning shall be installed in a manner to provide an additional six (6) inches of cover below grade (36 inches total). No facility may be installed in a ditch without expressed written permission from Hood River County Public Works.
28. All cylindrical cores extracted from a paved section of roadway shall be restored to the satisfaction of Hood River County Public Works. Core extractions greater than eight (8) inches in diameter will not be permitted.
29. Concrete panels shall not be cut without expressed written permission from Hood River County Public Works. If concrete panels, curbs, sidewalks or driveways are disturbed, replacement to the nearest cold joint shall be required and a concrete mix design shall be submitted for review and approval.
30. No facility may be installed to, through or on a county bridge without expressed written permission from Hood River County Public Works.
31. Permits for secondary road approaches for a single parcel or property will not be approved without just cause and upon verification that all planning and zoning guidelines and accepted driveway separation distance requirements are met.
32. No paved roadway may be cut without prior approval by Hood River County Public Works where an asphaltic pavement overlay, chip seal or fog seal has been performed within a period of three (3) years of the proposed permitted work start date (HRCC 10.24.045 (2)). Hood River County Public Works reserves the right to impose additional terms and conditions regarding construction means and methods that would have otherwise resulted in the cutting of such a roadway.
33. Permittee shall not store or park any equipment, vehicles, or materials within the Right-of-Way overnight unless approved by Hood River County Public Works.
34. Permittee shall limit work activities (construction, restoration, erosion control, etc.) to no more than 1,000 lineal feet at any one time and not allow more than 300 lineal feet of trench to be open at any one time.
35. Permittee shall ensure all equipment is clean and leak free and provide for sufficient and appropriate spill prevention and clean up materials on site and that personnel involved with the work are proficient with the use of the materials. Permittee agrees to utilize best management practices during the course of work, including but not limited to: removing construction equipment from the Right-of-Way when not being actively used; not parking, refueling or servicing equipment or storing hazardous materials directly over or uphill from catch basins, drainage inlets manholes, or within 150 feet of any wetland, waterway, or resource water; and, when reasonably available, refueling equipment over an impervious surface and using absorbent pads to collect any spilled fuels.
36. Permittee shall install and maintain erosion and sediment control devices in accordance with any required Erosion and Sediment Control Plan (ESCP) to ensure that all catch basins, drainage inlets, manholes, wetlands, waterways, and resource waters are sufficiently protected from erosion and sediment.



Public Right-of-Way Work Permit Special Provisions

HOOD RIVER COUNTY DEPARTMENT OF PUBLIC WORKS

This area is reserved for the special provisions of the permit application.