



# City of Prineville Right-Of-Way Permit Form

387 NE 3rd Street  
Prineville, OR 97754  
Phone: 541-447-5627  
Fax: 541-447-5628

Email: [Utilities@CityofPrineville.com](mailto:Utilities@CityofPrineville.com)

## PAYMENT AND PERMIT APPROVAL REQUIRED PRIOR TO COMMENCING WORK

CHOOSE ONE:	FEE	EXAMPLE	\$ TOTALS
<input type="checkbox"/> SIDEWALK PERMIT	\$165.00	e.g.: trench drain, replacing sidewalk, signs, lights, poles, or trees, driveway aprons (no asphalt cut)	
<input type="checkbox"/> R.O.W. PERMIT – NO CUT	\$200.00	e.g.: work in ROW, no asphalt cut, no paving	
<input type="checkbox"/> STREET CUT PERMIT – LESS THAN 20 SQUARE FEET	\$200.00	e.g.: small cut/excavation	
<input type="checkbox"/> STREET CUT PERMIT – MORE THAN 20 SQ. FEET	\$200.00 PLUS AREA CHARGE*	e.g.: large cut; water line *Complete Cut Fee Calculation Below	
*PERMIT FEE CALCULATION: LENGTH (FT) _____ X WIDTH(FT) _____ = ACTUAL AREA _____ (SQ.FT.) - MINUS 20 S.F. = EFFECTIVE AREA _____ x \$3.25 **			
** (ONLY INCLUDE AREA OVER 20 S.F. IN FEE CALC)		PERMIT FEE TOTAL----->	

**SIDEWALK & NO CUT PERMITS = VALID 30 DAYS      STREET CUT PERMITS = VALID 60 DAYS**

APPLICANT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACTOR (IF DIFFERENT): \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS OF WORK SITE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

START DATE: \_\_\_\_\_ EST. COMPLETION DATE: \_\_\_\_\_

DESCRIBE WORK TO BE DONE: *(ie: Cutting Street for water line)* \_\_\_\_\_

LOCATION OF STREET/SIDEWALK CUT (BE SPECIFIC): \_\_\_\_\_

I hereby certify that the information provided is complete and accurate to the best of my knowledge. I understand that inspections are mandatory, and that fines may be incurred if required inspections are not completed or if the reflected cut size is inaccurate.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSPECTIONS REQUIRED: Call City Hall at above number for forms and base Inspections before work begins.**

- CALL CITY PRIOR TO LIGHT POST AND BASE INSTALL: Staff Sign Off \_\_\_\_\_ Date: \_\_\_\_\_
- CALL CITY FOR FORM INSPECTION, CONCRETE POUR: Staff Sign Off \_\_\_\_\_ Date: \_\_\_\_\_
- STREET CUT TRENCH/BACKFILL INSPECTION: Staff Sign Off \_\_\_\_\_ Date: \_\_\_\_\_
- CALL FOR FINAL SIGN OFF

~~~~~ THIS SECTION FOR CITY STAFF USE ONLY ~~~~~

**PUBLIC WORKS REVIEW AND APPROVAL:** \_\_\_\_\_ Date: \_\_\_\_\_

**CITY HALL FEE PAYMENT RECEIVED BY:** \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT STATUS:**  ISSUED  OUTSTANDING  COMPLETE \_\_\_\_\_

**FINAL Staff Sign Off** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STAFF NOTES** \_\_\_\_\_

**PERMIT NUMBER:**

## EXCAVATION/ROW PERMIT – ADDITIONAL INFORMATION



### BACKGROUND

The City Right-of-Way is the area under, on, and above the roadways and sidewalks. The area usually extends 10 to 20 feet beyond the roadway pavement. The right-of-way may include the roadway, curb, gutter, sidewalks, vegetation, sewer/water/storm lines, telephone, power, and other utility infrastructure.

ROW / Excavation Permits are required for installation of franchise utilities, water services, sewer services, accessible ramps, sidewalks, driveways and associated surface restoration within the City of Prineville. Permission to cut in streets must be in accordance with Prineville Standards and Specifications, the 2018 Oregon Department of Transportation's Standard Specifications for Construction Sections 00405.46 Backfill and 00442.12 Proportioning of CSLM Mixture, and conform to ADA standards. Following the permitted work, the final condition of the City facility (road/sidewalk/curb etc.) shall be restored back to the condition stipulated in City specifications and materials must comply with city standards.

*City of Prineville Standards and Specifications (March 2013) are available at: <https://cityofprineville.com/publicworks>*

ODOT's 2018 Standard Specifications for Construction are available at: [https://www.oregon.gov/odot/Business/Pages/Standard\\_Specifications.aspx](https://www.oregon.gov/odot/Business/Pages/Standard_Specifications.aspx).

### Prineville City Code 92.36 PERMIT REQUIRED.

*It is unlawful for any person to cut, break, dig up, damage in any manner, undermine or tunnel under any street without first complying with the provisions of this subchapter in regards to the obtaining of permits, depositing of securities, and the making of applications to the Community Development Director. Applications for permits shall be in the form prescribed by the Community Development Director. Permits shall be issued for a limited time and shall specify the extent of the authority granted by the permit.*

### Prineville City Code 92.22 PERMITS.

*All persons seeking to construct or repair sidewalks, driveway approaches, and/or planting strips shall first obtain a permit for the same from the city. Such persons shall also have the specifications for the construction approved by the Superintendent prior to commencing construction and shall have the placement of the forms approved by the Superintendent prior to pouring concrete.*

### Prineville City Code 92.41 CONDUCT OF WORK.

*All work under such permits shall be done in conformity with the provisions of this subchapter, the terms of the application and permits, the standards and specifications of the city, and in a manner approved by the Community Development Director. **Upon completion of the work, any excavation shall be filled, compacted, and the street surface restored to as good or better condition than before the work and in conformity with city standards** for the particular street surface. Cold-mix asphalt patching will only be allowed as a temporary measure during adverse weather conditions, and the permanent patching shall be placed as soon as weather permit.*

### SUBMITTAL REQUIREMENTS - Processing of ROW Permits is as follows:

- 1) Completed application form gets submitted to City Hall front desk. Applicant must provide estimate of cut size.
- 2) Front desk staff enters into Permit Log and contacts Public Works staff via email for approval.
- 3) City PW staff reviews and approves work request.
- 4) Fee payment per formula on permit form is made to City Hall, permit is issued and work commences.
- 5) Inspections called for as required – **City Hall: (541-447-5627)** City Hall forwards Service Order to PW.
  - Form Placement inspection
  - Light or sign base inspection
  - Tree removal/replacement
  - Backfill/Patch inspection
  - Other: \_\_\_\_\_
- 6) Payment of additional fees incurred (i.e.: larger cut required, etc.)
- 7) Public Works and City Hall staff monitor permit log and adds notes as needed.
- 8) Final sign-off by City PW Superintendent.