



**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**
414 E. 1st Street/P.O. Box 970
Newberg, OR 97132
Tel: 503-537-1240
Fax: 503-537-1277

RIGHT OF WAY PERMIT (Subsurface)

APPLICATION TO PERFORM SUBSURFACE WORK IN THE PUBLIC RIGHT OF WAY

| | |
|--------------------------------|------------------------|
| PERMIT # _____ | RECEIPT # _____ |
| DATE: _____ | FEE: _____ |
| Expires: _____ Extended: _____ | |
| NW Natural PLAT # _____ | NW Natural EJL # _____ |
| PGE WORK ORDER # _____ | |

INSTRUCTIONS:

Complete **SECTION A – APPLICANT**, and **SECTION B – PROJECT INFORMATION**. Incomplete applications may delay processing of the permit. **Please sign in Section E on the reverse side of this form where indicated.** This application shall not become an approved permit until signed by the applicant or an authorized agent of the company, and authorized by a representative of the City of Newberg. If a certificate of insurance is not on file with the City, it must be provided before a permit can be issued. Please provide **three (3) sets of construction plans** and/or an area map for the proposed work with this completed permit application.

SECTION A – APPLICANT

| | |
|---|--|
| Check one box below: <input type="checkbox"/> Portland General Electric <input type="checkbox"/> Frontier <input type="checkbox"/> NW Natural <input type="checkbox"/> Comcast <input type="checkbox"/> Developer <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Institution <input type="checkbox"/> Public Agency | Specify name of company: (if not utility company) _____ Contact Person: _____ Email: _____ Mailing Address: _____ _____ Business Tel: _____ 24-hr Emergency Tel: _____ Fax: _____ |
|---|--|

SECTION B – PROJECT INFORMATION

| | | |
|----------------------------------|--|--|
| Project Location: _____ _____ | Nearest Cross Street or Landmark: _____ _____ | Project Description: _____ JOB #: _____ |
|----------------------------------|--|--|

Purpose of This Application: (check one) ___ Construct ___ Operate ___ Other (see misc. op. below)

| | |
|---|--|
| <input type="checkbox"/> Pole line: (Type) _____ <input type="checkbox"/> Pipe line: (Type) _____ <input type="checkbox"/> Plans Attached (check if yes) _____ <input type="checkbox"/> Bond Required (check if yes and indicate amount): \$ _____ Estimated Dates: Start Work _____ Completion _____ | <input type="checkbox"/> Buried cable: (Type) _____ <input type="checkbox"/> Misc. Operations: (Maintenance, Repair, Etc. – Describe) _____ <input type="checkbox"/> Traffic Control Required (check if yes) _____ Work To Be Performed By: (check one): <input type="checkbox"/> Utility Company <input type="checkbox"/> Sub-contractor: _____ Tel: _____ Field Supervisor: _____ Cell Phone: _____ |
|---|--|

Detail Location of the Facility: (attach additional sheets if necessary)

| Station To Station | Side of Street or Angle of Crossing | Distance From | | Buried Cable or Pipe | | Pavement Open Cut | Specify if Bore or Other Method | Span Length |
|--------------------|-------------------------------------|---------------|----------|----------------------|-------------|---|---------------------------------|-------------|
| | | C/L | R/W Line | Depth | Size & Kind | | | |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

SECTION C – SPECIAL PROVISIONS (this and next page – attach additional sheets if necessary)

| | |
|--|--|
| | |
|--|--|

| |
|--|
| |
| |
| |
| |
| |
| |

SECTION D – GENERAL PROVISIONS

1. Call the City of Newberg **two (2) business days** prior to the start of work.
2. All work shall comply with all applicable provisions of Federal, State and local laws, regulations, ordinances, and administrative rules.
3. Oregon State Law requires that excavators notify all underground utilities (1-800-332-2344) two (2) business days prior to the commencement of any underground excavation.
4. Provide adequate **erosion and sediment control measure** at the job site.
5. Traffic Control shall conform to the requirements of the latest edition of **“Manual on Uniform Traffic Control Devices”**. Notify Police Dispatch (503-538-8321) and School District – First Student Bus Services (503-538-8365) if you propose and receive approval to close the streets.
6. **Pavement cutting will not be allowed without prior written approval**, which is given on a case by case basis only. Open cut on roads newer than five years will not be allowed.
7. Maintain work zone in a safe manner at all times. Open cuts of pavement within travel lanes shall be patched with temporary cold mix or covered with steel plates and pinned, to accommodate traffic overnight or until the required final hot patch is constructed.
8. **A copy of an approved permit and construction plans must be on the job at all times** when work is being performed.
9. **All trenching and pavement cuts shall be guaranteed against settlement for two years** after completion of work and the site fully restored to the original condition or better. Certified compaction tests by the third party are required.

SECTION E – ACCEPTANCE OF THE TERMS, CONDITIONS AND PROVISIONS

The **Applicant** shall indemnify and hold harmless the **City of Newberg**, its Council, its officers and employees from all suits and actions; or claims of any character brought because of any injuries or damages received or sustained by any person, or property on account of the operations of the said **Applicant**, his/her subcontractors or employees of either, or on account of, or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the said **Applicant**. By signing below, the **Applicant** accepts and approves all the terms, conditions, and provisions contained and attached hereto, including the **“SPECIAL PROVISIONS”** under **SECTION C**, and the City's adopted Design Standards. **Permit for construction will expire one (1) month from the Date of Issue** unless the **Applicant** submits a reasonable justification for a longer timeframe at the first application. A **maximum of one year** may be granted upon request.

Applicant's Signature: _____ Date: _____
 Title (owner(s) / authorized agent): _____

SECTION F – CITY'S USE

Insurance Certification on File: Submitted Herewith:
 Attached Standard Drawings: _____

Permit Issued By: _____ **Title:** _____ **Date of Issue:** _____

| | |
|--|--|
| <p>***** *** WHEN APPROVED *** *** AFFIX AGENCY STAMP *** *****</p> | |
|--|--|