



# STREET OPENING PERMIT APPLICATION

PUBLIC WORKS DEPARTMENT,

PO Box 6, 501 LAMB ST, MILTON-FREEWATER, OR 97862

PHONE: (541) 938-8274 OR (541) 938-8270

[steven.patten@milton-freewater-or.gov](mailto:steven.patten@milton-freewater-or.gov)

Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Mailing Address: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

Contractor Email: \_\_\_\_\_ Contractor's Oregon CCB #: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

Will emergency vehicles, school buses and garbage truck be able to pass the closure safely?  Yes  No

Right-of-way work area ( = width x length in square feet): \_\_\_\_\_ sq. ft. OR lineal feet (unpaved) \_\_\_\_\_ ft.

Right-of-way work surface:  Paved  Gravel  Other \_\_\_\_\_

Will you be crack sealing the permanent patch?  Yes  No\* (\*additional fee if not crack sealed - see fee section)

Type of work to be done. Please check all that apply.

- COMMERCIAL  RESIDENTIAL  NEW  REPLACE EXISTING
- Curb & Gutter  Driveway Approach  Sidewalk  Sewer Service  Natural Gas Service
- Water Service  Stormwater  Sewer main  Telephone/Internet  Natural Gas Main
- Water Main  Street Construction  Other \_\_\_\_\_

Comments/Notes:

Required Documents (Submittal Checklist):

- Traffic Control/Pedestrian Protection Plan - May be required in some locations (call to inquire 541-938-8274). Include times of right of way closures. Traffic control plan is required if a travel lane is closed or the entire street is closed. Traffic control plans must conform to MUTCD standards. Flaggers must hold a current flagger's card.
- Attach certificate of liability insurance with Commercial General Liability and Property Damage insurance of at least \$1,000,000 combined single limit per occurrence and no less than \$2,000,000 general aggregate. The certificate needs this statement listed in the comments section "City of Milton-Freewater is named as Additional Insured for work in the public right-of-way".
- Attach a site plan. Complex projects need to include a site plan with property lines, structures, utilities and drawn to scale.

Standard Permit Conditions:

- Contractor will contact the City prior to starting work. Permit holder or contractor must give the City 24 hours notice prior to an inspection. Inspections must be made by City prior to backfill and again prior to paving. Failure to obtain an inspection and approval of the work may require the City to request the work to be dismantled wholly or partially, at no expense to the City, in order to facilitate a proper inspection. Inspections required or conducted outside of regular City business hours may be subject to additional fees. Any deviation from this original application causes the permit to become null and void.
- All work in right-of-way is to be constructed to City Standards. All patches must be crack sealed otherwise an additional permit fee will be assessed to cover the cost of the City crack sealing the patch.

(Continued on back)

**Permit Conditions (Continued):**

- Excavations made between Nov 1st and March 31st shall be temporarily patched (i.e. cold patched) and permanently patched after hot asphalt is available. The cost of the temporary patch and the permanent patch shall be borne by the permittee. Gravel is not an acceptable temporary traffic surface for any excavation for more than 5 days.

- Additional conditions:

**Fees:**

Gravel, Unpaved, Grass/Landscaping - Work Area (lineal ft) \_\_\_\_\_ X \$2.50/ lineal foot OR \_\_\_\_\_ \$50.00, whichever is greater

Paved - Work Area (sq ft) \_\_\_\_\_ X \$5.00/sq ft X Street Age Adjustment (See below) \_\_\_\_\_ = \$ \_\_\_\_\_

**STREET AGE ADJUSTMENT:**

Last overlay less than 5 years - 3x

Last overlay 5-10 years - 2x

Last overlay more than 10 years - 1x

Crack Seal Fee (Assessed if permanent patch is not crack sealed)  < 200 sq. ft. \$ 50.00  > 200 sq. ft. \$100

Late Application Fee (not getting permit before works starts) - Double Fee

Street Restoration Fee (not restoring surface within 5 business days) - Double Fee

Sidewalk Improvement - Application Fee Waived

**TOTAL PERMIT FEE : \$ \_\_\_\_\_**

*Ordinance No. 837 and Resolution 2484 Adopted 03/15/2022*

I agree to indemnify, defend and hold the city harmless and against any and all injury, loss, damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) that may result, directly or indirectly, from any work permitted in response to this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner  Owner's Authorized Agent or  Contractor

Approved by City of Milton-Freewater: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Permit Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

**Additional Notes/Comments:**