



**Public Works Dept**

117 N. Molalla Ave. | PO Box 248 | Molalla OR 97038  
 Ph (503) 829-6855 | Fax (503) 829-3676  
 dpw@cityofmolalla.com

<b>RIGHT-OF-WAY PERMIT APPLICATION</b>	Permit #: PW _____
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**Work Site Information**

Address:	Molalla	Cross Street:
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**Applicant**  Responsible for Project (Permittee)  Primary Contact

Business Name/Property Owner:

Contact Name:	E-Mail:
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Mailing Address:	City, State & Zip:
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Phone:	Alt. Phone:
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**Contractor**  Same as above  Responsible for Project (Permittee)  Primary Contact

Business Name:	Contact Name:
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Mailing Address:	Phone:
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City, State & Zip:	E-Mail:
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Molalla Business License No:	License or CCB Number(s):
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**Work Details**

Proposed Start Date:	Estimated Completion Date:
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**DESCRIPTION OF WORK TO BE DONE IN ROW PER THIS PERMIT (check all boxes that apply):**

<b>UTILITY WORK:</b>	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Pavement/Trench Cut
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Water	<input type="checkbox"/> Cable
	<input type="checkbox"/> Gas	<input type="checkbox"/> Telecomm	<input type="checkbox"/> Other
<b>LANDSCAPING WORK:</b>	<input type="checkbox"/> Tree Removal	<input type="checkbox"/> Tree Installation	<input type="checkbox"/> Other

**Size of Proposed Excavation:** Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Length: \_\_\_\_\_  
*\*Depth – Minimum 30" below lowest point of the existing road and ditch grade for paved cover, 36" minimum for unpaved cover*  
*\* Width – less than 4' excavation width requires CDF (controlled density fill)*

Provide paragraph description of work to be done:

Permission is hereby requested to encroach into public right-of-way to perform work as set forth below. It is understood that this application is limited to the work described herein and that all work shall be done in compliance with the provisions shown on the back of this application and with all other applicable rules, regulations and standards of the City; and that the permittee assumes full responsibility for said compliance, for acceptability of the work, and for repair or replacement thereof if defective, and for repair or replacement of any existing

**SEE THE BACK (PAGE 2) OF THIS PERMIT FOR CONDITIONS AND PROVISIONS**

I CERTIFY THE ABOVE INFORMATION IS CORRECT _____	Applicant's Signature:
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**OFFICE USE ONLY**

It is incumbent on the permittee to comply with all items checked and with the terms of any other City permits issued:

<input type="checkbox"/> Provide a traffic control plan to the City for review and approval.	<input type="checkbox"/> Coordinate work with all applicable utility companies.
<input type="checkbox"/> Barricade and sign sidewalks & parking spaces in advance of their	<input type="checkbox"/> Tree removal/replacement per City Planning Dept approval process.
<input type="checkbox"/> Contact the city inspector at 503.759.0218 for pre and post inspections, questions and/or pre-pour and final concrete inspections.	

Related City permits:

Expiration Date:	<input type="checkbox"/> 60 DAYS	<input type="checkbox"/> 90 DAYS	Other
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Issued by:	Date:
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**THIS PERMIT RW \_\_\_\_\_ IS ISSUED AND ACCEPTED SUBJECT TO THE FOLLOWING PROVISIONS:**

1. Permittee agrees to save, keep and hold harmless the City of Molalla, its officers, agents and employees from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damage to property, or of personal injury received by reason of or in the course of performing work authorized by this permit which may be occasioned by any act or omission of the permittee, his agents or employees. The City will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.
2. Permit is void 60 days after date of issue unless otherwise noted. A time extension shall be requested not less than 24 hours prior to expiration.
3. Concrete curb, sidewalk, gutters, driveway approaches, alley entrances, paving repairs, etc. shall be constructed per City Standards ([City of Molalla, Design Standards](#)).
4. A copy of this permit shall be kept at the work site.
5. Work authorized by this permit includes removal and replacement of improvements as necessary.
6. Oregon law requires that the rules adopted by Oregon Utility Notification Center be followed. Those rules are set forth in OAR 952-001-0010 to 0090. You may obtain copies of the rules by calling the center or online at [www.callbeforeyoudig.org](http://www.callbeforeyoudig.org). Call before you dig - Portland Metro Area 811 or 503-246-6699.
7. Permittee shall adequately safeguard all excavations and obstructions with barricades, lights and/or other suitable safety devices per the current "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" ([mutcd.fhwa.dot.gov/](http://mutcd.fhwa.dot.gov/)), Federal Highway Administration and follow all OSHA rules and regulations. If the permittee fails to adequately safeguard the public, the City shall place barricades and lights at the expense of the permittee. Placement of safety devices by the City shall not relieve the permittee from liability.
8. Permittee shall coordinate **24 hours in advance of any street closure with Molalla Public Works at 503.759.0218** for each closure event.
9. Fire Department access to fire hydrants shall be maintained at all times.
10. Permittee shall be responsible for preserving construction survey stakes and marks for the duration of their usefulness.
11. *Construction water shall not be taken from a fire hydrant until a fire hydrant permit has been obtained from the Molalla City Hall, Utility Billing, 117 N. Molalla Avenue, 503.829.5600.*
12. A minimum of 24 hours' advance notice must be given for inspection requests (exclusive of Saturdays, Sundays and holidays).
13. Forms and subgrade must be inspected and approved before ordering Portland Cement Concrete or Asphaltic Concrete. Failure to obtain approval before proceeding with work may be cause for rejection. Any work to be done on a Saturday or holiday MUST be approved by the City at least 24 hours in advance.
14. Any work done without proper inspections will be subject to rejection. Permittee shall request inspections when: (1) forms are complete/ready for concrete; (2) subgrade is compacted and ready for pavement or concrete; (3) excavation is started; (4) sewers are ready for testing; (5) backfill compaction is in progress; (6) temporary resurfacing has been placed; (7) all work authorized by this permit has been completed; and (8) any time assistance is needed to assure compliance with City requirements. Re-inspections required due to site or work not being ready for inspection when scheduled or for the replacement of defective work, shall be done at the expense of the permittee.
15. Asphalt pavement, including resurfacing, shall be constructed of Level 2, ½-inch dense HMAC ODOT asphalt concrete for the roadway.
16. Curbs with depressions for vehicular access will not be accepted until a standard driveway approach has been constructed at each depression. Where none exists, a sidewalk adjoining such driveway approaches shall be constructed.
17. Final approval of any work will not be given until construction debris and excess material is removed and parkways are graded to conform to the standard street section and planted as appropriate to match existing.
18. Failure to secure permits for previous work or failure to pay fees due on previous permits shall render the applicant, permittee or employees ineligible for any other City permit until such fees and penalties are paid.
19. Any applicant or contractor who has done work in public rights-of-way not in conformance with City Standard Specifications, Standard Drawings or Special Provisions, or who violates the City Code shall be ineligible to do work in public rights-of-way until such deficiency has been corrected to the satisfaction of the Public Works Director.
20. Construction hours: Monday-Friday 7am to 8pm, daily per Municipal Code ([Ord. 9.13.050 Exceptions](#))
21. Contractors shall have a Molalla Business License and required contractors' licenses.
22. Permittee shall remain responsible for satisfactory workmanship and material for two years after acceptance of improvements authorized by this permit.

**I AGREE TO COMPLY WITH THE PERMIT AND ALL ABOVE REFERENCED CONDITIONS**

Applicant's Signature:

Date: