



# UNION COUNTY PUBLIC WORKS DEPARTMENT

P.O. Box 1103  
La Grande, OR 97850

PHONE (541) 963-1016 • FAX (541) 963-7822 • TTY 1-800-735-1232

## WORK IN RIGHT-OF-WAY APPLICATION

### INSTRUCTIONS

**NO APPLICATION FEE**

PERMIT NO: \_\_\_\_\_

**Fill out the area below labeled "APPLICATION INFORMATION" and provide the required attachments. Please sign the bottom of both forms where indicated. The following application does not become an approved permit until signed by an authorized representative of Union County Public Works.**

\*\*\*\*\***APPLICANT INFORMATION**\*\*\*\*\*

APPLICANT/COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PROPOSED START DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

24 HOUR EMERGENCY PHONE NUMBER: \_\_\_\_\_

1. PROJECT LOCATION/ADDRESS: \_\_\_\_\_

ROAD NUMBER: \_\_\_\_\_ (To be completed by UCPW) EMAIL: \_\_\_\_\_

2. PROJECT DESCRIPTION: \_\_\_\_\_

3. CONSTRUCTION PLANS SUBMITTED: (Check one)  YES  NO - NOT REQUESTED

4. WORK BEING PERFORMED BY: (Check one)  APPLICANT/COMPANY

SUBCONTRACTOR

Subcontracting Firms Name: \_\_\_\_\_

Field Supervisors Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**5. INSURANCE VERIFICATION:**

Work shall be performed by a contractor licensed and bonded for this type of work or by the applicant himself. Proof of \$500,000 liability insurance is required naming "Union County, Oregon" as a certificate holder. Also if Union County is not currently on the underlying policy as "Additional Insured", a separate endorsement is required to indicate the amended policy carries "Union County, Oregon" as an additional insured.

The insurance company may send the verification by email to [krainey@union-county.org](mailto:krainey@union-county.org) or by fax to 541.963.7822 ATTN: "Union County, Oregon". **The permit will not be issued until insurance is verified.**

**6. APPLICANT:**

Agrees to bear all expense of such construction including the purchase and installation of a minimum 18" diameter corr culvert. The culvert requirement may be waived.

**7. TRAFFIC CONTROL PLAN:**

Traffic control shall conform to the requirements of the Manual on Uniform Traffic Control Devices.

**8. PROPOSED WORK SCHEDULE WITH DAILY HOURS OF OPERATION:** Attach schedule.

**9. PROPOSED AFTER HOURS SITE SAFETY PLAN:**

Attach considerations of barricades, fencing, steel plates and pins, cold patching, lighted barricades, etc...

The Applicant shall indemnify and save harmless Union County, its Board of Commissioners, 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 Subcontractors or the 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.

Start of work shall indicate the Applicant accepts and approves the terms and provisions contained. Permits for construction expire six (6) months from date of issue.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**WORK IN RIGHT-OF-WAY  
PERMIT**

\*\*\*CONSTRUCTION REQUIREMENTS\*\*\*

1. Traffic control shall conform to the requirements of the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
2. OREGON STATE LAW REQUIRES that excavators give notification to all underground utilities two (2) business days prior to the commencement of any underground excavation. CALL 1-800-332-2344. Follow Oregon Revised Statutes 757.541 to 757.571 (Notification & Locating Excavation Regulations)
3. Systems built to be maintained by Union County must function adequately as planned for a period of one (1) year as the warranty period. Applicant to notify county to arrange for final inspection and acceptance upon completion of project. Warranty period to start after county accepts project.
4. All area within the public right-of-way disturbed by the project shall be restored to the same or better condition.
5. A copy of an approved permit must be on the job at all times that work is being performed.
6. All trenches will be backfilled and mechanically tamped to a depth of two (2) feet below surface of road. The remaining depth will be backfilled with 3/4"-0 rock tamped in six (6) inch layers.

The applicant shall indemnify and save harmless the approving agency, its council, its Board of Commissioners, 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 subcontractors or the 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.

The applicant accepts and approves the terms and provisions contained and attached hereto. Permits for construction expire six (6) months from date of issue.

This permit is issued by the Union County Public Works subject to the terms and provisions contained herein and attached hereto; this permit is accepted and approved by applicant subject to said terms and provisions.

---

**Union County Public Works**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
UCPW Representative Signature

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

Application Paid       Yes       No

Insurance Certificate  
Submitted:       Yes       No

Project Accepted By County

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

# MINIMUM DESIGN STANDARDS FOR ALL APPROACH ROADS

