

City of Springfield

# Application to Work in the Right of Way

*Once the application has been approved, a permit will be issued*

225 Fifth Street  
Springfield, Oregon 97477  
Development and Public Works Division  
Phone (541) 726-3753

**This application can be emailed to [LDS@springfield-or.gov](mailto:LDS@springfield-or.gov). Or print and bring to Development Public Works at City Hall. You will need to come to Public Works, City Hall to process permit.**

## Step 1-Location of Work

### Who is filling out the application?

In this section, you will need to identify the Applicant, Owner of the abutting property, and the Contractor, if applicable.

**Example:**  
John Doe is the owner of the abutting property. You would need to put name, address and contact information.  
Jane Doe is the Applicant. This is the person filling out the application and filing for a permit. You would put in the contact information.  
Utility Doe is the utility company that is doing work in the right of way and would be an considered an applicant. You would put in the contact person's information.  
Contractor Doe is the contractor who will be doing the work in the right of way. You will need to put this contact and license information.

Site Address or Location: \_\_\_\_\_ Tax Map: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Tax Lot: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractors Registration (CCB) #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Project Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Insurance

Proof of Insurance, minimum \$500,000 coverage limit

## Utilities

*Does your utility company have a franchise agreement or license with the City?*

Please identify which type of agreement you currently have with the City.  Franchise Agreement  License

Name of other utilities if this is a joint project: \_\_\_\_\_

Intent of project for other utility who will own any facilities placed in right of way:

## Step 2: Description of Project

### What type of work do you need to do?

In this section you will describe the location, intended use, and what measures you are implementing, such as traffic control measures, dust control measures, and types of backfill material to be used.

- Provide the start and end dates, start time of day and end time of day, of your project. It is important that you give time of day that you are requesting for your project work. There are codes and inspections that are time sensitive.
- Identify your method of intrusion into the surface of the right of way, such as cut, bore, or drilling.
- Describe the surface area length, width, depth, and height of your project.
- Identify what type of surface material is currently there, what you will do with this material, what is the replacement type of surface material you will use, and what type of backfill material you will be using.
- Any required separation from other facilities.

Placing new facilities in the right of way

Repairing/maintaining existing facilities

Project  
Description:

Period of use or time of construction: 7am to 6 pm only, unless it's an emergency.

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Daily Start Time: \_\_\_\_\_ Daily End Time: \_\_\_\_\_

---

**STOP: Answer these questions next**

Are you working in the right of way or connecting to City facility? If yes, continue at [Step 2a: Work Site Area](#)

Are you storing material/objects in the right of way other than during hours of work? If yes, continue at [Step 3: Submit a Work Plan](#)

---

**Step 2a: Work Site Area**

Cut       Bore      Other: \_\_\_\_\_

Length \_\_\_\_\_ Depth \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Existing Surface Material

Surface replacement material  
to be utilized:

Backfill material to be utilized:

---

**System Connections to City Infrastructure**

Directions: Submit plans that identify in detail the scope of work to be performed in the City right of way/easement. The work shall be performed by a licensed contractor that is aware of wastewater spills/overflow reporting requirements and City design standards. Your permit shall have specific instructions from the City inspector on how to perform the work. Keep these instructions on site.

Wastewater Connection

To Stub

Main Line

Other: \_\_\_\_\_

Stormwater Connection

Catch Basin/Bubbler

Stub

Main Line

Description:

Safety and Environment

**You are required to call: The Lane Utilities Coordinating Council's "One Call Number"**  
**811 or 1-800-332-2344**  
**48 hours before digging.**

### [Air Quality](#)

Type of Dust Control to be utilized: \_\_\_\_\_

### [Stormwater Pollution Prevention](#)

Directions: The City is required by Federal and State law to monitor the discharge of construction stormwater and site runoff. Applicants shall develop and submit a Stormwater Pollution Prevention Plan (SWPPP) that minimizes to the maximum extent practicable the discharge of sediment and other pollutants to the public stormwater system. Call LDAP with questions, **541 726-5489**.

Listed below are some of the most common issues on right of way construction projects. How will you address these items on your SWPPP? Please be aware that each project is unique and may present challenges not addressed in this set of examples.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Dewatering           | <input type="checkbox"/> Soil Erosion              | <input type="checkbox"/> Hazardous material storage/spill prevention |
| <input type="checkbox"/> Sawcut slurry runoff | <input type="checkbox"/> Site runoff/sedimentation |  |

### [Wastewater Spill/Overflow Prevention](#)

Directions: City policy requires that all work performed in the City right of way/easement is in full compliance with DEQ and EPA regulations. No spillage of raw sewage shall occur during construction, including spillage in an open trench or excavation. The contractor shall take all reasonable precaution to avoid spills and shall immediately notify City of Springfield Maintenance **541 726-3615** or **541 726-3761**; **After hours Emergency Response Team 541 953-3428** in the event of a spill.

Plan submittal for Wastewater main line work

- |   |  |
|---|--|
| <input type="checkbox"/> Bypass pumping | <input type="checkbox"/> Temporary plugging of sanitary main |
|---|--|

### [Traffic Control Plan Criteria for City of Springfield Traffic Control Plan Submittals](#)

Directions: You will need to submit a Traffic Control Plan, which will need to be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and Oregon Temporary Traffic Control Handbook.

Plan Submittal requirements:

Submit your Traffic Control Plan (TCP) with the following information on 8.5"x11" or 11"x17" paper. Fill out and submit this form with your TCP. The TCP shall be at a minimum, a legible hand drawing for operations of three (3) days or less and will follow the Oregon Temporary Traffic Control Handbook (OTTCH). For operations that will require a TCP outside the operational limits of the OTTCH a TCP shall be prepared and stamped by a Professional Engineer licensed in the State of Oregon. Depending on the scope of work The City of Springfield may also require a TPAR. The TCP must include the following information at a minimum:

Traffic Control Plan form is located at <http://www.springfield-or.gov/city/development-public-works/applications-licenses-and-permits/miscellaneous-permits-and-applications/>

A vicinity map:

That includes the north arrow, road names, intersection/driveway access points, curb lines, the work zone, and any special features such as buildings, access points, sight obstructions, that could affect the TCP.

Location:

Where will the TCP be active? This can be a line drawing of the work zone(s) and/or a map that clearly indicates where traffic control devices will be placed, including spacing and cone tapers.

Attachments of the appropriate traffic control diagram(s) as shown in the current MUTCD and/or the ODOT Oregon Temporary Traffic Control Handbook that reflect the work zone may be included as a standard reference. ODOT's Traffic Control Handbook website:

<https://www.oregon.gov/odot/Engineering/Pages/OTTCH.aspx>

- |  |
|--|
| <input type="checkbox"/> Traffic Control Plan attached in email to Land Development; LDS@springfield-or.gov        |
| <input type="checkbox"/> No Traffic Control Plan. There are no public traffic safety issues with this application. |



## Step 3-Submit a Work Plan

### What kind of work plan do you need?

You will need to submit a copy of the work plan, which includes:

- |  |  |
|--|--|
| <input type="checkbox"/> Site location and vicinity map include North arrow. | <input type="checkbox"/> Identify extent of excavations or bore locations.   |
| <input type="checkbox"/> Outline limits of disturbance/ of work area.        | <input type="checkbox"/> Show location of utilities within right of way. Identify pipe size and type, mainline connection location, and connection type. |
| <input type="checkbox"/> Identify staging/material storage areas.            | <input type="checkbox"/> Final Restoration / Paving Plan and Schedule.   |

**Work Plans attached in an email to Land Development; send to [LDS@springfield-or.gov](mailto:LDS@springfield-or.gov). Reference site location and name in subject line.**

\*Construction of ADA ramps or other ADA facilities require submittal of detailed topographic survey and design sheets stamped by a Professional Engineer licensed in the State of Oregon. Design of ADA facilities shall at a minimum meet the current federal Technical Requirements as described in the United States Access Board's 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Notice of Proposed Rulemaking (NPRM).

## Step 4: Information

### Fee

\*Updated fees are located in the City of Springfield Master Fees and Charges which is found on the City's website at:

<http://www.springfield-or.gov/city/development-public-works/applications-licenses-and-permits/land-use-permits-and-applications/>

The fee is broken into several parts:

- The Base Permit Fee
- A 5% Technology Fee
- An Asphalt Deposit is required when asphalt will be disturbed
- Additional financial security may be required.

### Deposits and Financial Security

Projects involving work within public right of way in the City of Springfield are subject to deposits or other approved forms of financial security that may include performance bonds, set-aside letters, or irrevocable letters of credit. The type of financial security is determined by the project's size, scope, and potential impact to public infrastructure. Examples of typical impacts that will require financial security include asphalt trench cuts and sewer repairs that involve cuts to a main line.

### Warranties

Financial security is held by the City during a warranty period that typically lasts one year and begins when the project passes final construction inspection. The warranty period allows the City to monitor the structural integrity of repairs and determine their long-term viability. Financial security provides the City with the means to repair infrastructure should failures that remain uncorrected by the applicant or applicant's representative occur during the warranty period. A final warranty inspection will be conducted eleven months after the final construction inspection. Financial security will be released when the warranty period has passed final inspection.

### Restoration of City facilities

It will be determined by the Public Works Director at the time of the 11 month inspection as required in Municipal Code 3.222 that the work area in the public right-of-way is in as good a condition or better than it was before the issuance of the encroachment permit. . Municipal Code 3.210 (2).

When do you need an Encroachment permit?

Municipal code 3.208 Work On or Under Surface—Encroachment Permit Required (<http://www.qcode.us/codes/springfield/>) defines when you need an encroachment permit.

When do you need a Placement permit?

Municipal code 3.224 Placement of Devices or Structures in the Public Way (<http://www.qcode.us/codes/springfield/>) defines when you need a placement permit.

## Step 5: Signature

By signature, I state and agree that I have carefully examined the completed application and do hereby certify that all information herein is true and correct. I further certify that any and all work performed shall be done in accordance

with all state, federal, and local laws, including but not limited to the Ordinances of the City of Springfield; applicable City specifications and drawings; and terms and conditions of the Permit as issued by the City. I further certify that only contractors and employees who are in compliance with ORS 701.026 will be used.

I agree that I am solely responsible for providing correct and complete information as may be required by the permit or by the City. If City personnel determines that any fact required of the application that is material to the assessment of the facility or operation's impact upon traffic safety, convenience, and/or the legal or property rights of any person (including government entities) is false, incorrect or omitted, the City may deny or revoke the permit and may require me, as permittee, to remove the facility or terminate the operation and restore the facility area to a condition acceptable to the DM at my expense. In such cases the City, in its judgment, may also require me to provide, at my expense, any additional safeguards and/or facilities required to protect the safety, convenience and rights of the traveling public and persons (including the City), if such additional requirements are adequate to achieve those purposes, as a condition of the continued validity of the permit.

I understand and agree that any supervision and/or control exercised by City personnel in no way relieves me or my agents, employees, or contractors, of any duty or responsibility to the general public nor does such supervision and/or control relieve me, my agents, employees, or contractors from any liability for loss, damage or injury to persons or property as provided in this release.

I understand and agree that City issuance of the Permit in no manner presumes or implies the approval or terms of approval of any future permit required by the City for the site. The City reserves the right to cause any work completed in compliance with the Permit to be altered in conjunction with any future development approval, public contract, or other permit that includes the site.

I understand and agree that the City may inspect the work site described in the Permit at any time during a one-year period following receipt by the City of notice of completion of the described work, and that the City may specify, at the City's sole discretion, any additional restoration work required to return the site to a standard acceptable to the City. The permittee will be notified in writing of any work required and will have thirty (30) days from date of the notice to complete the work. I understand and agree that work not completed at the end of the thirty (30) days will be performed by the City and the costs billed to the permittee.

I further agree to ensure that all required inspections are requested at the proper time, that the project address is readable from the street, and that the approved set of plans will remain on site at all times during construction.

As permittee, I further agree to indemnify, defend and hold harmless the City and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable in whole or in part to the acts or omissions of the permittee, and the permittee's officers, agents and employees, in performance of the Permit.

I further agree to obtain, at the permittee's expense, and keep in effect during the term of the Permit, Commercial General Liability Insurance covering bodily injury and property damage on an "occurrence" form, in an amount determined by the City as a condition to the permit, in addition to any other insurance required by the City as a condition of the Permit. Such insurance shall be primary and non-contributory. I understand and agree that failure to maintain such insurance does not negate any of the obligations stated in this application or the Permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Check one:  Owner  Applicant  Contractor  Utility Project Manager

**You are required to call: The Lane Utilities Coordinating Council's "One Call Number" 811 or 1-800-332-2344 a minimum of 48 hours before digging.**