



Community Development Division
Engineering Department
 22560 SW Pine Street
 Sherwood, OR 97140
 503-925-2309

RIGHT OF WAY PERMIT APPLICATION

REQUIRED INFORMATION:	<ul style="list-style-type: none"> ○ Application (this form) ○ Payment of Applicable Fees ○ Traffic Control Plan (required when working in street) 	<ul style="list-style-type: none"> ○ 2 Sets of Construction Drawings ○ Performance Bond (if required) ○ Two-Year Maintenance Bond (if required) ○ Cost Estimate (if required)
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Project Name:			
Project Address:			
Date of Application:			
Start Work Date:		Completion Date:	
Description of Work:			

Permittee/ Franchise	Name:				
	Address:				
	Contact:		E-Mail:		
	Phone:		Mobile:		
Contractor Information	Name:			CCB #:	
	Address:				
	Contact:		E-Mail:		
	Phone:		Mobile:		

1. Applicant covenants and agrees to comply with all laws of the State of Oregon and the City of Sherwood Municipal Code pertaining to the above described work and the work to which it is incident. Applicant further certifies that the information and statements given in this application are true and correct. All work permitted under this permit is for construction work within the public ROW or PUE only. Applicant shall provide information verifying proposed construction under this permit is in public ROW or PUE.
2. By the making of this application, the applicant covenants and agrees to indemnify and hold harmless the City of Sherwood from all claims, loss or damage resulting from all work performed under this permit. See the City of Sherwood Engineering Design and Standard Details Manual for restoration requirements and specifications of public infrastructure.
3. This permit is valid for 30 calendar days from the date of approval unless expressly written into the permit under "Special Provisions". The City reserves the right to cancel this permit at any time.
4. Utility locates are the responsibility of the permit holder or the permit holder's authorized representative and must be complete prior to commencing with work. All utilities shall be potholed.
 - CONTACT THE OREGON UTILITY NOTIFICATION CENTER AT **1-800-332-2344** FOR LOCATES.
5. Applicant agrees to conform to the City of Sherwood Right of Way Permit Provisions and Special Provisions attached to and made part of this permit.
6. In the event of a sewage overflow or spill, the contractor shall immediately notify the City of Sherwood, Clean Water Services, and DEQ. See City of Sherwood Special Permit Provisions, General Provisions, Item #1.5.
Andrew Stirling at (503) 925-2307
7. The City of Sherwood Field Representative is: Jeanette DeCastro at (503) 925-2305

➤ CALL ENGINEERING 24 HOURS PRIOR TO BEGINNING WORK AT (503) 925-2305 AND AT COMPLETION FOR FINAL INSPECTION

Signature of Applicant

Date

For City Use Only: ROW Permit # _____

City of Sherwood Approval : _____ Date: _____

CITY OF SHERWOOD RIGHT OF WAY PERMIT PROVISIONS

SECTION 1 – GENERAL PROVISIONS:

- 1.1 As used herein, the term “Contractor” shall include “Franchisee”, “Permittee” and “Applicant”.
- 1.2 All work crews shall have a complete copy of the permit at the work site including the approved permit, approved plans and permit requirements, and these Special Permit Provisions.
- 1.3 The Contractor shall be responsible for quality control inspection of all work performed in road right-of-way (ROW). The City may perform spot inspections to monitor the work. Construction work that does not conform to City standards shall be corrected by the Contractor.
- 1.4 The City may require a daily progress report of construction activity concerning this project. Notify the City if there is a break in the construction lasting longer than 3 days, not including weekends and holidays.
- 1.5 Contractor must notify the Public Works Department immediately of any sanitary sewer overflow or spill at (503) 625-5722, Monday through Friday 8:00 AM to 5:00 PM, and including weekends and holidays.
- 1.6 Immediately report to the City’s Field Representative any damage to utilities, road surfaces, sidewalks and similar facilities.
- 1.7 The requirements of the City of Sherwood Engineering Design and Standards Details shall apply unless specifically modified by the Permit, these Special Permit Provisions or by the City’s Field Representative or City Engineer.
- 1.8 The City may require the applicant to submit daily inspection and material testing reports at any time during construction.
- 1.9 Plans are approved in general only. Field changes may be required by the City.
- 1.10 Upon completion of the work, the Contractor shall notify the City no less than 24 hours in advance for a final inspection.
- 1.11 Work Hours, Noise Restrictions, Holiday Restrictions and City Events

General -- Work cannot begin earlier than the starting time specified below. At the close of each day, the Contractor shall secure the work site and have all crews, material and equipment off the work site by the closing time specified below.

Holiday and City Event Restrictions -- Work is not permitted on legal holidays beginning on noon the day preceding a legal holiday or holiday weekend and the following midnight on legal holidays or the last day of holiday weekends, except for Thanksgiving, when work is not permitted between noon on Wednesday and midnight the following Sunday.

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Legal Holidays are:

- New Years Day, on January 1
- Memorial Day on the last Monday in May
- Independence Day on July 4
- Labor Day on the first Monday in September
- Thanksgiving Day on the fourth Thursday in November
- Christmas Day on December 25

Work is not permitted on City collector and arterial streets or in downtown/Old Town Sherwood during the following City events:

- Cruisin' Sherwood – Early June
- Robin Hood Festival – Mid July
- Arts Festival – Mid September
- Christmas Tree Lighting – Early December
- Music on the Green – July and August, Wednesday evenings after 5:00 pm

The dates for these events change every year. Please check with the City to determine actual dates, restriction timing and applicability.

Residential Areas – Except for Holiday and City Event Restrictions, work is permitted in or adjacent to residential areas from 8:00 am to 5:00 pm Monday through Friday. Work is not permitted on weekends from Friday at 5:00 pm to the following Monday at 8:00 am unless authorized in advance by the City Engineer.

Collector, Arterial and High Volume Roads – Except for Holiday and City Event Restrictions, work on collector and arterial roads and other high traffic volume roads is permitted from 9:00 am to 3:00 pm Monday through Friday, unless otherwise authorized by the City Engineer. Work is not permitted on weekends from Friday at 5:00 pm to the following Monday at 8:00 am unless authorized in advance by the City Engineer.

Other Areas – In other locations within in the City, work is permitted from 8:00 am to 5:00 pm Monday through Friday. Work outside of normal work hours or on weekends must be approved by the City in writing.

Noise Ordinance – Adhere to ordinance 9.52.040 regarding permissible sound levels.

- 1.12 Regular meetings between the City and the Contractor may be required as determined by the City Engineer.
- 1.13 If a City of Sherwood Erosion Control or Grading Permit has been issued by the building department, a pre-construction inspection is required prior to beginning construction activities in the public right of way.
- 1.14 The Contractor is responsible for obtaining and conforming to all permits.
- 1.15 The City may issue a Stop Work for violations to these permit conditions. Work will not be permitted to resume until violations are corrected and provisions are in place to insure conformance with the Permit and Special Permit Provisions.

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- 1.16 Modification to water infrastructure within the ROW needs to be coordinated with Sherwood Public Works Department. If the modification of water is on private property, the Sherwood Building Department should be notified to assess if a permit is required.

SECTION 2 – WORK SITE PROVISIONS:

- 2.1 The spreading of mud or debris upon any City roadway is strictly prohibited and violation shall be cause for immediate stop work under this permit. Clean-up shall be at Contractor's expense. The roadway shall be cleaned of all dirt and debris at the end of each work day, or more frequently, as determined by the City Field Representative.
- 2.2 The Contractor shall replace any damaged or destroyed landscaping or fences to original or better condition.
- 2.3 All construction operations will be limited to 1,000 feet or a maximum of 10 working days at any one time, including final clean-up and area restoration to original or better condition.
- 2.4 All open excavation and holes will be covered outside of work hours or when work is not in progress. See SECTION 5 – EXCAVATION/CONSTRUCTION, for additional details.

SECTION 3 – TRAFFIC PROVISIONS:

- 3.1 Traffic Control is the responsibility of the Contractor. Traffic control is critical and shall be performed as specified in the Manual on Uniform Traffic Control Devices (M.U.T.C.D.) specifications. Road closures will not be allowed. Traffic control plans are generally required and must be submitted to and approved by the City prior to on-site construction. Hours of construction may be restricted by the City if traffic flow is affected. Traffic control shall be maintained during all construction activities in public street ROW.
- 3.2 Existing roadway traffic markings are to be replaced to original or better condition when affected by construction.
- 3.3 Any trucks hauling shall use a designated route approved by the City Engineer or representative. The City may require the applicant to submit a truck hauling route plan showing how heavy trucks will access the site from outside the city limits.
- 3.4 Applicant shall inform Tri-Met (503-962-4949), Sherwood School District (503-825-5900), and Pride Disposal (503-625-6177) at least 48 hours in advance of construction activities that may impact their operations.

SECTION 4 – DRAINAGE:

- 4.1 Drainage integrity of roadway curb areas and ditches are to be maintained in operating condition in the area of the work site. If these areas are blocked, damaged, or if cleaning is required, the Contractor will repair or clean these areas as necessary.
- 4.2 Improvements crossing culverts and ditches will be laid thirty inches (30") minimum below the flow line of the culvert or ditch.
- 4.3 Where the utility is placed laterally within the flow line of a ditch, backfill will be determined by the City at the site. Rip-rap for erosion control may be required. Contact the City when a broken, clogged or undersize (less than 10" diameter) culvert is encountered.

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- 4.4 All applicable erosion control measures shall be in place prior to starting work and maintained throughout construction. Clean Water Services standards are to be complied with at all times.

SECTION 5 – EXCAVATION/CONSTRUCTION:

- 5.1 Open cutting of pavement shall only be allowed in areas specifically approved by the City Engineer or Field Representative.
- 5.2 Where open cutting of pavement surface is permitted, all pavements shall be saw-cut parallel and perpendicular to the road centerline, unless approved by the City's Field Representative. Pavement sections less than thirty inches (30") in width from the trench edge to the existing pavement edge shall be removed and resurfaced concurrently with other resurfacing.
- 5.3 The dimensions of pavement cut may be increased by the City's Field Representative if pavement cut is adjacent to deteriorated (cracked, alligatored, etc.) pavement.
- 5.4 All removed pavement shall be replaced with hard surface at the end of each day's work. Provide hot or cold asphaltic concrete, a steel plate or other surface approved by the City Engineer. A steel plate must be placed in such a manner that it cannot be displaced by traffic, and cold mix placed around the edges. A "SLOW" and a "BUMP" sign shall be placed at appropriate intervals on each side of the plating. Cold patch shall later be removed. Final surface repair is required within 5 working days unless variance is granted by the City Engineer.

For a period of two (2) years following the date the patched paved surface was completed, the Contractor shall be responsible for the condition of said pavement patches, and during that time period, repair to the City Engineer's satisfaction any of the patches that become settled, cracked, broken or otherwise faulty.

The City reserves the right to repair the surface and bill the Contractor for the appropriate costs associated with the repair.

SECTION 6 – STOP WORK:

- 6.1 The City may issue a Stop Work order for any violation to these permits conditions. Work will not be permitted to resume until violations are corrected and provisions are in place to insure conformance with the Permit and Special Permit Provisions.

SECTION 7 – SPECIAL PROVISIONS:

- 7.1 See attached Special Provisions (If applicable)

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SECTION 7 – RIGHT OF WAY PERMIT SPECIAL PROVISIONS:

1. All Erosion and Sediment Control measures must be installed and approved prior to work start. Obtain Grading and Erosion Control permit prior to any excavation to City of Sherwood Building Department. Submit a written Pollution Prevention Plan for review with Erosion and Sediment Control Plan (ESCP).
2. Contact ROW Inspector to request sanitary sewer lateral service installation inspection. Obtain plumbing permit for private-side lateral service prior to excavation for sanitary connection from City of Sherwood Building Department.
3. A Storm Water Connection Permit Authorization is required by Clean Water Services, and must be obtained prior to issuance of this Right-of-Way Permit. Coordinate plan submittal with Craig Christensen, P.E. of City of Sherwood Engineering Department – (503) 925-2301.
4. Contact ROW Inspector to request storm sewer lateral service installation inspection. Obtain plumbing permit for private-side lateral service prior to excavation for storm connection from City of Sherwood Building Department.
5. If applicable: Coordinate Reduced Pressure Backflow Assembly installation with Public Works Department – (503) 625-5722. Obtain plumbing permit for private-side water service prior to excavation for installation from City of Sherwood Building Department. Obtain approval of vault/enclosure siting prior to installation.
6. Equipment, vehicles, or staged materials shall not interfere with access to adjacent or neighboring properties. Store construction materials and vehicles on property when not in use.
7. If potholes are needed for utility crossings, maintain site sketch with utility line crossing depths and locations. Keep on site and available to ROW Inspector for review.
8. Contact ROW Inspector to request form inspection and receive approval prior to pouring concrete driveway and/or sidewalks in right-of-way.
9. Option: If Sherwood Broadband service is requested for the property, contact City of Sherwood – Brad Crawford at 503-625-4203 by phone or crawfordb@sherwoodoregon.gov by email to coordinate and for inspection of installation in ROW. (Fees may apply for service installation.)

Contact information for City of Sherwood Right-of-Way Field Representative/Inspector:
~~Jeanette DeCastro~~ ----- ~~503-925-2305~~ ----- ~~decastroj@sherwoodoregon.gov~~

Andrew Stirling **503-925-2307** **stirlinga@sherwoodoregon.gov**

I have read and agree to the ROW Permit Special Provisions:

Signature of Applicant

Date

City of Sherwood Approval

Date