



Public Works Division
Engineering Department
 22560 SW Pine Street
 Sherwood, OR 97140
 503-925-2309

RIGHT OF WAY USE PERMIT APPLICATION

<u>REQUIRED INFORMATION:</u>	☐ Application (this form) ☐ Location of Equipment on the Roadway - Drawings ☐ Dimensions of Equipment/ Container	☐ Payment of \$27.60 fee ☐ Proof of Written Notification made to Adjacent Properties with their Approval
Project Name: _____		
Project Address: _____		
Date of Application: _____		
Start Date: _____		Completion Date: _____
Description of ROW use: _____		
Permittee/ Applicant	Name: _____	
	Address: _____	
	Contact: _____	E-Mail: _____
	Phone: _____	Mobile: _____
Equipment/ Container Owner	Name: _____	
	Address: _____	
	Contact: _____	E-Mail: _____
	Phone: _____	Mobile: _____

1. Applicant agrees to comply with all laws of the State of Oregon and the City of Sherwood Municipal Code pertaining to the above right of way use and the work to which it is incident. Applicant further certifies that the information and statements given in this application are true and correct.
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 the right or way use 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 until the above listed completion date. Extensions may be issued upon request. The City reserves the right to cancel this permit at any time.
4. Applicant agrees to conform to the City of Sherwood Right of Way Permit Use Provisions attached to and made part of this permit.
5. **This permit will only be issued if there is not room or if site conditions prevent placement of the container or equipment on the applicant's property.**

The City of Sherwood will check the Equipment or Container for compliance with this permit and the Sherwood Municipal Code after it is in place.

Signature of Applicant

Date

For City Use Only: ROW Permit # _____

Received By: _____ Date: _____

CITY OF SHERWOOD

RIGHT OF WAY USE PERMIT PROVISIONS

SECTION 1 – CRITERIA

- 1.1 The use will occur for no more than two (2) consecutive weeks unless otherwise approved based on demonstrated necessity.
- 1.2 If the use is related to a construction or moving activity on an abutting property, there is not room on the applicant's property to accommodate necessary equipment, materials, or containers.
- 1.3 If on-street parking is being eliminated as a result of the temporary use of the ROW, adjacent property owners have been notified in writing and the applicant has provided documentation that they do not object to the proposed temporary use of the ROW.
- 1.4 Portable toilets are not permitted in the ROW via a ROW permit but may be approved through other means such as a special event permit.
- 1.5 The use is compliant with any applicable city's Engineering Design and Standard Details Manual.

SECTION 2 – VIOLATION'S

- 2.1 The City Engineer, or Designee, is authorized to revoke a ROW permit upon determining that the permit holder has violated the municipal code, permit conditions, or any applicable construction or other standards.
- 2.2 Construction or use of the ROW as described in the municipal code without a valid permit, and any other violation of the code, permit conditions, or any applicable construction or other standards, is a class B violation. Each day on which a violation occurs shall constitute a separate violation.
- 2.3 The municipal court may order a person responsible for a violation of the municipal code to restore the property, damaged area, or street surface to the standards described in the Engineering Design and Standard Details Manual. The court may include in the order such other conditions the court deems necessary to ensure adequate and appropriate restoration. Alternatively, the municipal court may direct the city to perform, either directly or indirectly, the restoration with the costs of such restoration assessed against the person responsible for the violation.
- 2.4 Violations may also constitute violations of other provisions of the Sherwood Municipal Code, including but not limited to *SMC 10.12.190 - Obstructing Streets*.

SECTION 3 – PLACEMENT / PARKING

- 3.1 No person shall park or leave standing a container, equipment or a vehicle of any kind;
 - a. Within ten (10) feet of a fire hydrant;
 - b. Within any portion of a crosswalk;
 - c. Within any area marked as a loading zone;
 - d. More than twelve (12) inches off the edge of the curb;
 - e. Within twenty (20) feet of an intersection;
 - f. Within three (3) feet of a private driveway.

CITY OF SHERWOOD RIGHT OF WAY USE PERMIT PROVISIONS

- 3.2 Roadways less than thirty-two (32) feet in width posted no parking on one side — the container or equipment placement is allowed on the non-posted side. Containers or equipment shall not block adjacent properties' driveway ingress/egress.
- 3.3 Roadways over thirty-two (32) feet in width with parking allowed on either side — containers, equipment and RV's must stagger their parking/ placement so no two motor homes, travel trailers, campers, containers or equipment are parked directly across the street from one another.
- 3.4 The placement of containers or equipment over eight (8) feet wide is prohibited on roadways less than thirty-two (32) feet in width with parking allowed on both sides and prohibited outright on roadways less than twenty-eight (28) feet in width.
- 3.5 No container or equipment shall be placed in violation of any other existing state and local laws regulating use of public ways.