



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

RIGHT OF WAY PERMIT APPLICATION

REQUIRED INFORMATION:	<input type="checkbox"/> Application (this form) <input type="checkbox"/> Payment of Applicable Fees <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Construction Drawings	<input type="checkbox"/> Cost Estimate (if required) <input type="checkbox"/> Performance Bond (if required) <input type="checkbox"/> Two-Year Maintenance Bond (if required) <input type="checkbox"/> Certificate of Liability Insurance (if required)
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Project Name:			
Project Address:			
Date of Application:			
Start Work Date:		Completion Date:	
Description of Work:			

Permittee/ Owner/ Franchise	Name:			
	Address:			
	Contact:		E-Mail:	
	Phone:		Mobile:	
Contractor	Name:			
	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 be responsible for 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 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. 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.

The City of Sherwood Field Inspector is _____

➤ CALL INSPECTOR AT LEAST 24 HOURS PRIOR TO BEGINNING WORK 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 construction plans and approved traffic control plan.
- 1.3 The Contractor shall be responsible for quality control inspection of all work performed in the ROW. The City may perform spot inspections to monitor the work. The Contractor shall correct construction work that does not conform to City standards.
- 1.4 Contractor must notify the Public Works Department immediately of any sanitary sewer overflow or spill at (503) 625-5722.
- 1.5 Immediately report to the City’s Field Inspector any damage to utilities, road surfaces, sidewalks and similar facilities.
- 1.6 The requirements of the City of Sherwood Engineering Design manual shall apply unless specifically modified by the City’s Field Inspector or City Engineer.
- 1.7 The City may require the applicant to submit material testing reports at any time during construction. Notify the City if there is a break in construction lasting longer than 3 days, not including weekends and holidays.
- 1.8 Follow the direction of the City of Sherwood if actual site conditions warrant the need to modify any previously approved construction or traffic control plans. The City reserves the right to make changes to the permit and approved supplementary documents at any time. If submitted plans were prepared by an engineer, submit as-built plans to the City at project completion.
- 1.9 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 safely secured and off the work site by the closing time specified below.

Weekend, Holiday and City Event Restrictions -- Work is not permitted on weekends, during city events, or on legal holidays observed by the city.

Legal Holidays are:

New Year’s Day (Jan 1), **Martin Luther King Day** (3rd Mon in Jan), **Memorial Day** (Last Mon in May), **Juneteenth** (Jun 19th), **Independence Day** (Jul 4), **Labor Day** (1st Mon in Sep), **Veterans Day** (Nov 11th), **Thanksgiving** (4th Thu and Fri of Nov), **Christmas Day** (Dec 25).

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City events:

Cruisin' Sherwood (early Jun), **Robin Hood Festival** (mid Jul), **Arts Festival** (mid Sep), **Christmas Tree Lighting** (early Dec), **Music on the Green** (Jul and Aug, Wednesday evenings after 5:00 pm).

The dates for these events change each year. Please check with the City to determine actual dates, restriction timing and applicability. Work is not permitted on City collector and arterial streets or in Old Town Sherwood during the City events listed above.

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.

Collector, Arterial and High Volume Roads – Except for the above mentioned 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.

School zone traffic – Work hours may be modified by the City Field Inspector to ensure that construction minimizes adverse impact to vehicular or pedestrian travel during student drop-off and pick-up times when work is occurring near a school zone.

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

- 1.10 Meetings between the City and the Contractor may be requested at any time by the City.
- 1.11 If a City of Sherwood Erosion Control or Grading Permit has been issued by the building department, an approved Initial ESC inspection is required prior to beginning construction activities.
- 1.12 The Contractor is responsible for obtaining and conforming to all applicable permits.
- 1.13 This permit authorizes construction activity in public ROW and PUE under the control and jurisdiction of the City of Sherwood. When working within the PUE, the contractor is required to obtain necessary permissions and coordinate work with the property owner prior to construction.
- 1.14 The City may issue a Stop Work Order for violations to these permit conditions, or if any field conditions exist such that the City Field Inspector feels the site is unsafe or construction is not meeting jurisdictional standards. Work will not be permitted to resume until violations are corrected and provisions are in place to ensure conformance with City standards.
- 1.15 Modification to water infrastructure within the ROW needs to be coordinated with Sherwood Public Works. If the modification of water is behind the City meter and on private property, the Sherwood Building Department should be notified to assess if a permit is required.

SECTION 2 – WORK SITE:

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- 2.1 The spreading or tracking of mud or debris upon any City roadway is strictly prohibited and shall be cause for immediate stop work under this permit. 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 Inspector.
- 2.2 The Contractor shall replace any damaged or destroyed landscaping, fences, sidewalks, striping, etc. 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 shall be backfilled at the end of each work day. If the City determines backfilling at the end of each day is not feasible, holes shall be safely covered and cordoned off.

SECTION 3 – TRAFFIC:

- 3.1 Traffic control (including pedestrian) 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 for construction lasting longer than 3 days. For construction that last fewer than 3 days, traffic control constant with the Oregon Temporary Traffic Control Handbook for Operations of Three Days or Less (latest edition) may be used. Road closures will **not** be allowed unless approved in advance by the City. Traffic control plans are generally required and must be submitted to and approved by the City prior to on-site mobilization. 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 Contractor shall provide a safe pedestrian route that is inspected and approved by the City prior to closing any sidewalks for construction.
- 3.3 Any trucks hauling shall use a designated route approved by the City. 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 Communicate and coordinate, as needed, with adjacent residents, businesses, and other service providers (i.e. school district, utilities, transit providers, garbage haulers, etc.) Applicant shall inform Tri-Met (503-962-7655), Sherwood School District (503-825-5000), 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.
- 4.2 Where the utility is placed within the flow line of a ditch, backfill and surface restoration shall be determined by the City. Rip-rap may be required for ditch restoration.

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- 4.3 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 Inspector. A one foot T-cut is required for all open cuts in asphalt. Asphalt cuts shall be sealed with hot rubberized asphalt crack sealer.
- 5.2 Overcutting pavement is not allowed in the City of Sherwood. Any overcutting that occurs must be cut out before final approval is granted. Hot rubberized asphalt sealant is required for asphalt joints.
- 5.3 Open trenching of asphalt is generally prohibited for conduit installation and will be permitted only when directional boring is not feasible. 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 Inspector. 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.
- 5.4 The dimensions of pavement cut may be increased by the City's Field Inspector if pavement cut is adjacent to deteriorated (cracked, alligatored, etc.) pavement.
- 5.5 All removed pavement shall be replaced with hard surface at the end of each day's work. Provide hot mix or cold patch, a steel plate or other surface approved by the City Engineer. A steel plate must be pinned in place in such a manner that it cannot be displaced by traffic, and cold mix placed around the edges. M.U.T.C.D. signage shall be placed at appropriate intervals on each side of the plating. Final surface repair is required within 5 working days unless variance is granted by the City Engineer.

For a period of two 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'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 ensure conformance with the City standards.

SECTION 7 – SPECIAL CONDITIONS:

- 7.1 See attached Special Conditions (If applicable)

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