



**City of Newport  
Right-of-Way Permit Application  
Permit # \_\_\_\_\_**

Newport Engineering  
Dept.  
169 SW Coast Hwy  
Newport, OR 97365  
541-574-3366

**Allow Up to Three (3) Weeks for Application Processing**

**Call Before You Dig: dial 811, or go to [digsafelyoregon.com](http://digsafelyoregon.com) for online locate requests  
Inspection Requests (48 hrs notice): 541-574-3366 or [rightofwaypermits@newportoregon.gov](mailto:rightofwaypermits@newportoregon.gov)**

Address/Location of work:

**\*SITE PLAN:**  
Application will not be processed without a completed check list with attached drawing.

WORK:	Water	Gas	Street Cut	One Land Closure
	Sewer	Comm.	Paving	Site Specific TCP (Attach Plan)
	Storm	Electric	Landscaping	Site Specific Pedestrian Control Plan (Attach Plan)
	Trenching	Boring	Staging in ROW	
	Sidewalk / Driveway	Tree Trim / Removal**	Block Public Parking	
TYPE OF SERVICE	Single Family	Commercial	Motel	NO. & SIZE OF SERVICE
	Duplex	Retail/Service	Municipal	Water/Sewer
	Triplex	Restaurant	Church	Service Size
	Fourplex	Fish Plant	Public /	Water Only
	Apartments		Institutional	Hydrant Meter

\*\*Complete Tree Trimming/Removal Checklist (attach to application)

Part of Community Development Building Permit

Building Permit Number:

Expected start date:

Expected project duration:

**Contractor Information**

Primary Contact for questions and fees

Business Name:

Business Contact:

Address:

City:

State:

Zip:

24-hr Emergency Phone:

Email:

Main Phone (if different):

CCB License #:

City of Newport Business License #:

**Property Owner Information**

Primary Contact for questions and fees

Property owner name:

Address:

City:

State:

Zip:

Phone:

Email:

**Applicant's Declarations**

- \* Drawings, plans, & specifications submitted with application comply with all applicable technical codes, rules, & regulations.
- I have reviewed, understand, and agree to comply with standard permit requirements posted with this application.
- Fees must be paid prior to application review.
- Work cannot commence until application is reviewed, approved, and returned by the City of Newport.**

Applicant  
(print name):

Signature:

Date:

Property owner  
(print name):

Signature:

Date:



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APPLICATION REVIEW FEES		FEE	EXTENSION				
Application Fee		\$100.00					
Expedited Review (3 Calendar Days)		\$100.00					
Submittal Date:		Total:					
Applicant Signature:							
PERMIT SERVICE FEES	# OF SERVICES	CHECK SIZE OF SERVICE				FEE	EXTENDED COST
Water/ Sewer		3/4"	1"	1-1/2"	2"		
Water (Irrigation Meter)		3/4"	1"	1-1/2"	2"		
Meter		3/4"	1"	1-1/2"	2"		
Master Meter		3"	4"	6"	8"		
Hydrant Meter							
Outside City Limits							
Sewer Lat Inspection							
Asphalt Cut	Length: X	Area	=				
Service Charge							
Submittal Date:		Total:					
Applicant Signature:							
PERMIT EXTENSION AND OTHER FEES							
Permit Extension for 60 Days						\$	100.00
Working Without A ROW Permit - \$500.00 / Date Work Occurs		Day:	X \$500.00 =				
						Total:	
						Receipt Number	
Approval Date:						Expiration Date	
Applicant Acknowledgement:							
ROW Permit must be closed to insure no further fees attached to permit. Applicant is responsible to arrange final inspection with City for permit close-out.							
Applicant Signature							
PERMIT CLOSEOUT							
Complete Drawing Provided: <input type="checkbox"/> Yes <input type="checkbox"/> N/A		Bond Attached: <input type="checkbox"/> Yes <input type="checkbox"/>		Bond #:			
Approved by:		Approval Date:		Expiration Date:			
As-Built Drawing Submitted: Y N		Date:		Fees Paid Y / NA		Receipt #:	
Final Inspection Approved by:				Date			
Comments:							

Note: Permit Requirements Attached.

# Right-of-Way Permit Requirements

1. Applicant shall attach the following to the Right-of-Way Permit Application:
  - A. Plans, drawings, and specifications in sufficient detail to demonstrate:
    - 1) That all work will be performed and any facilities will be constructed in accordance with all applicable codes, rules, and regulations.
    - 2) If applicant is a franchise or a contractor working on behalf of a franchise, that all work will be performed, and any facilities will be constructed, in accordance with the franchise agreement.
    - 3) The location, route, and description of all of applicant's new facilities to be installed, as well as their relation to streets, curb, sidewalk, rights-of-way (ROW), and all existing utilities in the construction area.
    - 4) The construction methods to be employed for protection of existing structures, fixtures, and facilities, and a description of any improvements that the applicant proposes to temporarily or permanently remove or relocate.
  - B. A written construction schedule, including a deadline for completion. The construction schedule is subject to approval by the City Engineer or the City Engineer's designated representative (designee). Schedules shall follow those outlined in the *Oregon Standards and Specifications for Construction*, (OSS), current edition.
2. Comply with all applicable laws, rules, regulations, codes, and standards, including but not limited to:
  - A. Oregon Standard Specifications for Construction Manual, (OSS); current edition.
  - B. City of Newport Municipal Code (NMC) – available at City Hall or on the City website at <http://newportoregon.gov/dept/adm/documents/NewportMunicipalCode.pdf>.
  - C. Oregon Temporary Traffic Control Handbook
  - D. Rules adopted by the Oregon Utility Notification Center. Call for locates at 811 or 503-232-1987.
  - E. City of Newport Standard Details- available at City Hall or on the City website.
3. All construction shall be in accordance with the permit and approved plans and specifications. Any changes must be approved by the City Engineer or designee prior to proceeding with work.
4. Provide, upon request, any information needed by the City Engineer to determine compliance with applicable requirements.
5. Keep a copy of the approved permit and plans on-site and available upon request by any City representative.
6. Notify the City Engineer not less than two working days prior to any excavation or construction in the ROW.
7. All permittees shall make a good faith effort to coordinate their construction schedules with those of the City and other users of the ROW.

8. The City Engineer may impose conditions regulating the time, place, and manner of performing the work, such as specifying a time period within which all work must be performed and/or require coordination of construction activities.
9. The City Engineer or designee shall be provided access to the work site and the opportunity to inspect any work in the ROW.
10. Use suitable traffic control, barricades, signs, and other measures as required for safety of the general public and protection of property.
11. Any obstruction or excavation in the ROW shall be properly safeguarded by suitable barricades, and lighting at night (see NMC 9.10.120 for complete requirements). Promptly remove any obstructions when no longer needed.
12. Restore the ROW to good order and condition as existed prior to the work being undertaken, unless otherwise directed by the City Engineer or designee.
13. Final asphalt restoration must be with ACP (asphalt concrete pavement hot mix). If ACP isn't available at the time of restoration, then a temporary cold mix patch may be used and replaced with ACP within 30 days.
14. Upon completion, notify the City Engineer or designee for final inspection of the work.
15. All work that does not comply with permit requirements shall be corrected or removed at the sole expense of the permittee.
16. All work must be completed within 60 days of permit issuance unless an extension or alternate schedule has been approved by the City Engineer.
17. If requested, provide City with two complete sets of as-built plans showing the location of the new facilities, in a form acceptable to the City.
18. Promptly remedy any defects that appear, for two years after completion.
19. City may require a financial security to assure restoration of ROW and other property (see NMC 9.10.140 for complete requirements).
20. Any cut or opening in the street of 400 linear feet or greater requires at least 60 days advance notice to the city and all other utilities franchised or permitted to place facilities within the project area (see NMC 9.10.105 for complete requirements).
21. All contractors shall be licensed, bonded and insured. Contractors shall provide a certificate of insurance, with the City of Newport named as an additional insured.
22. Contractors shall work to keep debris out of the right-of-way during construction and hauling of material (see NMC 6.35.035 for complete requirements).
23. Permittee holds the City and its employees harmless against any contaminated waste cleanup, injury, damage, or other claim resulting from work under this permit.

**TREE TRIMMING OR REMOVAL REQUIREMENTS**  
**Right-of-Way Permit Application Checklist**

The following information must be submitted with a City of Newport Right-of-Way Permit Application for Tree Pruning or Removal:

- 1. A description of the number, diameter and species of tree(s) requested to be pruned or removed.
- 2. A site plan identifying the size, location and species of the tree(s) to be pruned or removed, including property lines, North arrow and adjacent streets. Applicants may use aerial maps as a site plan.
- 3. For pruning, a statement from a tree care professional indicating that the proposed pruning measures will not foreseeably lead to death or permanent damage to the tree(s).

**For removals:**

- 4. Reasons justifying the removal, referencing the criteria in Newport Municipal Code Section 9.10.025.
- 5. If the application is being made on the criteria in Section 9.10.025(A)(1-4), a formal report from a tree care professional establishing that one or more of the criteria for removal are being met may be required by the Public Works Department, in the case that the Department is unable to make its own determination.
- 6. For removals that are being referred to the Tree Board, a list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within 200 feet of the subject property.
- 7. Photograph(s) of the tree(s) to be removed wherein tree(s) to be removed are clearly marked with brightly colored tape.
- 8. A description of the proposed tree replacement, including planting details specifying the number, size, species, cost and proposed replacement location(s). If approval criteria in Section 9.10.025(A)(1-4) apply, then 1 mitigation tree is required for each tree that is removed. All other tree replacements shall be in accordance with the table below:

<b>DBH of tree to be removed (inches in diameter 4.5' above the ground)</b>	<b>Number of mitigation trees to be planted</b>
<4" (City planted)	1
4" to 6"	1
>6" to 12"	2
>12" to 18"	3
>18" to 24"	4
>24" to 30"	5
>30"	8

In lieu of replacing trees, the applicant may propose to pay into the City tree fund an amount equivalent to the value of the mitigation trees after installation, as detailed in NMC Section 9.10.055(E).

- ☐9. All contractors performing tree pruning or removals must be licensed, bonded and insured. Contractors shall provide a certificate of insurance, with the City of Newport named as an additional insured.

*If permission for tree removal is granted, all costs of removal, cleanup and replacement shall be borne by the person requesting the removal. Trees are to be removed at least flush with ground level, and all debris is to be removed.*

*Decisions of the Tree Board may be appealed to the City Council in writing within 10 calendar days of the date of the decision. If it is not appealed, a decision of the Tree Board becomes final 10 business days after the decision is issued.*