



City of Newport Right-of-Way Permit Application

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

Please allow up to three weeks for processing.

Call Before You Dig: dial 811, or go to digsafelyoregon.com for online locate requests
Inspection Requests (24 hrs notice): 541-574-3366 or rightofwaypermits@newportoregon.gov

Address/location of work:

Describe work (attach sketch/plans):

Purpose of work: Water Sewer Storm Sidewalk/driveway Gas Comm. Electric
 Tree trimming* Tree Removal* Other:

Work includes: Boring Street Cut (area: _____ ft²) Traffic Control (attach plan)

Expected start date:

Expected project duration:

Contractor Information

Business name:

Address: _____ City: _____ State: _____ Zip: _____

24-hr Emergency Phone: _____ E-mail: _____

Main Phone (if different):

CCB License #: _____ City of Newport Business License #: _____

Property Owner Information

Property owner name:

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Applicant's Declarations

1. The drawings, plans, and specifications submitted with the application comply with all applicable technical codes, rules, and regulations.
2. I have reviewed, understand, and agree to comply with the attached permit requirements.
3. **Work cannot commence until application is reviewed, approved, and returned by the City of Newport.**

Contractor / Applicant (print name): _____ Signature: _____
Date: _____

Property owner signature required: Yes No

Property owner (print name): _____ Signature: _____
Date: _____

Insurance verified: Yes N/A Bond provided: Yes N/A Bond #: _____

SDCs paid: Yes N/A Receipt #: _____

Permit approved by: _____ Date: _____

Permit expires: _____ Permit #: _____

Final inspection approved by: _____ Date: _____

Comments:

***Note: Permit requirements are attached.**

Tree removal or trimming work requires completion of checklist prior to approval.

SKETCH WORK BELOW
(if no plans are attached)

- Show details and dimensions of Project
- Add Aerial Photos of Plan, show lot lines, North arrow
- Show Locations of all existing and proposed utilities, driveway's etc.

Right-of-Way Permit Requirements

- A. Applicant shall attach the following to the Right-of-Way Permit Application:
1. Plans, drawings, and specifications in sufficient detail to demonstrate:
 - a. That all work will be performed and any facilities will be constructed in accordance with all applicable codes, rules, and regulations.
 - b. 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.
 - c. 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, and all existing utilities in the construction area.
 - d. 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.
 2. 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 OSS.
- B. Comply with all applicable laws, rules, regulations, codes, and standards, including but not limited to:
1. Oregon Standard Specifications for Construction Manual, (OSS); current edition.
 2. City of Newport Municipal Code (NMC) – available at City Hall or on the City website at <http://newportoregon.gov/dept/adm/documents/NewportMunicipalCode.pdf>.
 3. Oregon Temporary Traffic Control Handbook
 4. Rules adopted by the Oregon Utility Notification Center. Call for locates at 811 or 503-232-1987.
 5. City of Newport Standard Details- available at City Hall or on the City website.
- C. 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.
- D. Provide, upon request, any information needed by the City Engineer to determine compliance with applicable requirements.
- E. Keep a copy of the approved permit and plans on-site and available upon request by any City representative.
- F. Notify the City Engineer not less than two working days prior to any excavation or construction in the right-of-way.
- G. All permittees shall make a good faith effort to coordinate their construction schedules with those of the City and other users of the right-of-way.

Permit #: _____

- H. 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. **Note: Inspections are only on Mondays, Tuesdays and Thursdays**, except under pre approved special circumstances.
- I. The City Engineer or designee shall be provided access to the work site and the opportunity to inspect any work in the right-of-way.
- J. Use suitable traffic control, barricades, signs, and other measures as required for safety of the general public and protection of property.
- K. Any obstruction or excavation in the right-of-way 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.
- L. Restore the rights-of-way to good order and condition as existed prior to the work being undertaken, unless otherwise directed by the City Engineer or designee.
- M. 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.
- N. Upon completion, notify the City Engineer or designee for final inspection of the work.
- O. All work that does not comply with permit requirements shall be corrected or removed at the sole expense of the permittee.
- P. All work must be completed within 120 days of permit issuance unless an extension or alternate schedule has been approved by the City Engineer.
- Q. 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.
- R. Promptly remedy any defects that appear, for two years after completion.
- S. City may require a financial security to assure restoration of rights-of-way and other property (see NMC 9.10.140 for complete requirements).
- T. 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).
- U. 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.
- V. Permittee holds the City and its employees harmless against any contaminated waste cleanup, injury, damage, or other claim resulting from work under this permit.

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Construction Specifications & Standard Details

The following construction specifications and standard detail drawings are attached:

Water

- Construction specifications (___ pages)
- Standard detail drawings: _____
- Notes: _____

Sewer

- Construction specifications (___ pages)
- Standard detail drawings: _____
- Notes: _____

Storm

- Construction specifications (___ pages)
- Standard detail drawings: _____
- Notes: _____

Sidewalk/driveway

- Construction specifications (___ pages)
- Standard detail drawings: _____
- Notes: _____

Street Cut

- Construction specifications (___ pages)
- Standard detail drawings: _____
- Notes: _____

Permit #: _____

Required Inspections

The following inspections are required:

Water

- Water tap (observe all work)
- Water service (prior to backfilling)
- Other: _____
- Other: _____
- Final inspection

Sewer

- Sewer tap (observe all work)
- Sewer lateral (prior to backfilling)
- Other: _____
- Other: _____
- Final inspection

Storm

- Other: _____
- Other: _____
- Final inspection

Sidewalk/driveway

- Concrete formwork (prior to pouring)
- Other: _____
- Final inspection

Street Cut

- Prepared base rock (prior to paving)
- Other: _____
- Final inspection

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:

DBH of tree to be removed (inches in diameter 4.5' above the ground)	Number of mitigation trees to be planted
<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.