

RIGHT-OF-WAY
ENCROACHMENT PERMIT



Applicant Information

Job/Site Address _____

Applicant(s) _____

Applicant(s) Address _____

Applicant(s) Mailing Address _____

Applicant(s) Telephone _____

If property owner different from applicant:

Owner(s) _____

Owner(s) Address _____

Owner(s) Mailing Address _____

Owner(s) Telephone _____

Type of Use: Type of work or structure proposed in Right-of-Way (ROW). Attach additional sheets if necessary.

Required Information:

1. Will any trees need to be cut as a result of the encroachment? ____ Yes ____ No
2. Topography: _____
3. Site plan (required). See attachment for requirements.

Inspections may be requested by notifying the City Public Works Department at 503.324.5112. One (1) business day is required to schedule an inspection.

The issuance or granting of an encroachment permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the *Oregon Structural Specialty Code*, the *Oregon and Two-Family Dwelling Code*, the *HUD Manufactured Home Standards and Regulations*, or the Uniform Building Code.

The applicant will be required to pay the amount set in the fee schedule. When a final decision is rendered by the staff, the City will send a final invoice to the applicant. Encroachment permits will not be issued until the fees are paid in full to the city.

In addition, the contractor shall provide the City with proof of workers' compensation and general liability insurance with an aggregate coverage of \$1,000,000 for personal injury/death and \$500,000 for property damage, naming the City as an additional insured.

From time to time as may be ordered by the Public Works Superintendent, and immediately after completion of the work, the Permittee shall, at the Permittee's sole expense, clean up and remove from the site all refuse and unused material of any kind resulting from the excavation, and upon the Permittee's failure to do so, the City may cause the clean-up and removal to be made, and assess the cost to the Permittee.

Unless otherwise provided for in the permit, all pavement resurfacing shall be inspected and approved by the City, and completed solely at the cost of the Permittee. If the work fails inspection, the Permittee shall rectify the problem within the time specified by the Public Works Superintendent. If the Permittee fails to rectify the problem, the Public Works Superintendent may cause the resurfacing to be done, and the costs therefore assessed against the Permittee.

I hereby certify that the above information is correct and understand that issuance of a permit based on this application will not excuse me from complying with effective Ordinances of the City of Banks and Statutes of Oregon, despite any errors on the part of the issuing authority in checking this application.

I hereby certify that I understand that an encroachment permit is revocable at any time.

I agree to indemnify and hold harmless the City of Banks against liabilities, judgements, costs, and expenses which may in any way accrue the City of Banks in consequence of granting this permit.

Applicant(s) Signature _____ Date: _____

Owner(s) Signature _____ Date: _____

Owner(s) Signature _____ Date: _____

Please note your permit expires if work hasn't started within 180 days from the date of issue by the City of Banks. Once you have begun work, your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

For Office Use Only	
Approved/Denied: _____	Date: _____
Director, Planning Department	
Approved/Denied: _____	Date: _____
Director, Public Works Department	
File # _____	Date Rec'd _____ Fee Paid _____
Receipt No.: _____	Rec'd By: _____