

<b>ROAD DEPARTMENT USE ONLY</b>
<b>RECEIVED BY UMATILLA COUNTY</b>
DATE: _____
REC'D BY: _____
PERMIT No.: _____-UP

FEE: \_\_\_\_\_

**UMATILLA COUNTY DEPARTMENT OF PUBLIC WORKS  
3920 WESTGATE  
PENDLETON, OREGON 97801**

**PERMIT APPLICATION FORM  
FOR  
INSTALLATION OF UTILITIES ON COUNTY AND PUBLIC ROADS**

I (We) \_\_\_\_\_,  
(Please Print or Type Name)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_, \_\_\_\_\_,  
(Telephone Number) (Email)

hereby respectfully request permission to access Umatilla County Road,  
\_\_\_\_\_, \_\_\_\_\_,  
(Road No.) (Road Name)

or Public Road \_\_\_\_\_ located between  
\_\_\_\_\_ and/or \_\_\_\_\_ in the  
(Nearest cross streets) (Mileposts)

\_\_\_\_\_ of Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_ E.W.M.  
(1/4 Section)

with a \_\_\_\_\_,  
(Water Line, Gas Line, Electric Line, Telephone Line, etc.)

the location of which is more particularly described by the attached sketch (attach copy of assessor's map) with installation location shown and a plan of the proposed installation showing depths, trench widths, distances from existing edges of traveled roadway, etc. I (We) agree to defend, indemnify and hold harmless Umatilla County and its officials and employees from all claims, liability and causes of action that arise from or relate in any way to my (our) installation of utilities on the county and public roads.

\_\_\_\_\_  
Signature of Permittee

## **PERMITTEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS:**

### **SPECIFICATIONS**

**A notice of at least 10 days from request to issuance of permit will be required in order for the Public Works Department to inspect and approve the proposed project. If right-of-way location needs to be determined, a minimum of 14 days will be required.**

**If the proposed project is a complete installation and not just a crossing, two sets of plans will be submitted along with the permit application to be used by the Public Works Director or his/her representative for permit approval.**

**Upon granting of this permit, the applicant hereby agrees to install necessary installations in the following manner:**

#### **1. Road Crossing**

**Unless written permission is first obtained from the Public Works Director to open cut above mentioned road, pipeline or conduit needing to cross under the surfaced portion of said road shall either be tunneled, jacked, driven, or placed in a hole bored under the surface for that purpose with the following provisions:**

- a. All installations shall be a minimum of 4 feet from the surface of the road to the top of the installation or a minimum of 3 feet from the bottom of the roadside ditch, if present, to the top of the installation, whichever is greater.**
- b. If the tunneling method is used, it shall be by an approved method which supports the surrounding materials so as to prevent caving or settlement.**
- c. If installing a pipe or conduit on a gravel road, the backfilling of the trench must be accomplished immediately after the facility authorized by the permit has been placed therein. The backfill must be compacted to at least 90% of the maximum density of the material used for backfilling to a point no nearer than 2 feet below the traveled road surface. The remaining 2-foot depth shall be backfilled with 5/8"-0, 3/4"-0, 1"-0, or 1-1/2"-0 crushed aggregate base or other approved backfill material and compacted in layers not to exceed 6" in depth to at least 95% of the maximum density of the backfill material used.**
- d. If installing a pipe or conduit on a paved road, the same backfill procedures used on a gravel road shall be used, except that the top 3" of the trench shall be filled with O.D.O.T. Class "C" Asphalt Concrete compacted to 95% of maximum density.**

**Other backfill methods must be approved by the Public Works Director prior to construction.**

#### **2. Pipelines**

- a. The minimum distance from the top of the pipe to the traveled road surface or ground elevation if not in the roadway itself shall be 48 inches, or a minimum of 36 inches below the bottom of the road ditch, whichever distance is greater, and these required distances may be increased by the Public Works Director or his representative if warranted by conditions such as possible increases in**

ditch depths from scouring or road maintenance, clearance of existing drainage structures or other utilities, code requirements, future road re-construction plans, etc. All pipelines shall be placed under drainage structures or under drainage ways, unless otherwise authorized in Special Provisions of this form. Pipelines may be attached to bridges if authorized by the Public Works Director at locations described in the Special Provisions.

- b. Where a buried crossing is sought, to expedite insertion, removal, or replacement of carrier pipes, or protect carrier pipes from external loads or shock, and to carry leaking fluids or gases from the roadway, it is required to place pressure pipeline crossings of County and Public roads in conduit or casing pipe. Exceptions may be made for coated and/or cathodic protected steel pipe placed by the trenching method, ductile iron pipe, and other durable type pipe having a long term life expectancy, leak proof joints, and the capability of withstanding the external loads applied to the pipe through vehicular use of the roadways. Coated pipe placed by the boring or jacking method should be placed in a casing pipe unless the coating is of a type resistant to abrasion.

### **3. Installations Adjacent to Roadway**

- a. All installations shall be buried at a minimum depth of 4 feet from the existing ground elevation to the top of the installation and shall be outside of the traveled surface of the roadway.
- b. If said installation is installed in the shoulder of the road, backfill will be suitable to the Public Works Director or his/her representative. Backfill will be compacted to at least 90% of the maximum density of the material used to a point 1 foot from the elevation of the traveled surface of the road. The remaining 1 foot shall be backfilled with 5/8"-0, 3/4"-0, 1"-0, or 1-1/2"-0 crushed aggregate base and compacted in lifts not to exceed 6" in depth to at least 95% of the maximum density of the aggregate base. All drainage ditches disturbed by the installation shall be re-shaped and returned to working condition.

### **4. Traffic Control**

**Applicant must maintain and protect the movement and safety of traffic at all times.**

- a. In trenching across the County or Public road, no more than 1/2 of the traveled way is to be opened at one time unless provisions have been made for a detour route, approved by the Public Works Director or his/her representative. Closure of intersecting streets, road approaches, or other access points will not be permitted without providing alternate routes around or through the installation.
- b. In all cases, signing and flagging will meet the requirements of the latest Manual on Uniform Traffic Control Devices (MUTCD) for the particular situation and will be at the sole expense of and the responsibility of the Permittee.

**5. Insurance**

**The Permittee must carry all necessary liability insurance to protect the public at all times and may be required to show proof of such before issuance of the permit.**

**6. Repairs**

**All roadbed surfaces and ditches disturbed by utility installations, adjustments, or repairs covered by this permit will be repaired or replaced within one week of the installation unless other arrangements have been made as shown on the Special Provisions on this form.**

**All roadbed surfaces disturbed by utility installations, adjustments, or repairs covered by this permit which result in hazards to the traveling public shall be repaired or replaced within 24 hours of delivery of a written notice to the Permittee or adequately signed and/or barricaded, as per MUTCD Standards, to warn the public a hazard exists.**

**Any repair or replacement not accomplished by the Permittee under the above, within the specified time will be done by the County with no prior notice to the Permittee and at the expense of the Permittee. The County will also make any immediate repairs, alterations, or additions to any barricading, signing, or warning for a hazardous area when such barricading, signing, or warning is found to be inadequate, inappropriate, or ineffective without prior notice to the Permittee and at the expense of the Permittee.**

**For a period of one year following the patching of any paved surface, the Permittee shall be responsible for the condition of said pavement patches, and during that time shall, upon request of the Public Works Director, repair to the County's satisfaction any of the said patches which become settled, cracked, broken, or otherwise faulty.**

**The repair or maintenance of said installation shall be the responsibility of the applicant at all times. Any necessary repairs will be completed by the Permittee not more than 48 hours after notification by the Public Works Department.**

**7. Removal, Relocation, and Repair**

**This permit is issued pursuant to Oregon Revised statutes, ORS 374.305 to 374.325, which authorizes the Umatilla County Board of Commissioners to subsequently require the Permittee to remove, relocate, or repair the pole line, buried cable, pipeline, or other facility covered by this permit as needed or order the Department of Public Works to replace, repair, or maintain County Roads affected by the installation of these facilities at the sole cost of the Permittee, and by his/her signature on page 1 of this form, the permittee consents and agrees to such conditions.**

**Upon receiving written notice from the Board to remove, relocate, or repair the said facility the Permittee shall, within 30 days, make arrangements for the removal, relocation, or repair of same at his/her sole cost, in accordance with said written notice.**

**If the Permittee fails to commence installation of the pole line, buried cable, pipeline, or other facility covered by this permit within 60 days from the date the permit is issued, said permit shall be deemed null and void and all privileges thereunder forfeited, unless a written extension of time is obtained from the Public Works Director.**

**I hereby declare, by signing, that I have read and understand all specifications.**

\_\_\_\_\_  
**Signature of Permittee**

\_\_\_\_\_  
**Date**



## **APPROVALS**

---

**Section Foreman**

---

**Date**

**Permission is hereby granted by Umatilla County, pursuant to Oregon Revised Statutes 375.305 to 374.325, to make the aforesaid installation in accordance with all specifications. The Permittee as indicated on Page 1 shall at all times be responsible and liable for any and all damages arising from or caused by this installation and this permit may be revoked at any time.**

**PERMISSION GRANTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.**

---

**Public Works Director**

---

**Date**