



City of Woodburn
Public Works Department
190 Garfield Street
Woodburn, Oregon 97071
503-982-5241

FRANCHISE UTILITY PERMIT APPLICATION Telecommunications, Electric and Gas Utility Permit Application

Permit No.: _____

Date: _____

FOR APPLICANTS USE ONLY

Job Location: _____

1. APPLICANT S INFORMATION:

CONTRACTOR INFORMATION:

Utility Company Name: _____

Contractor: _____

Mailing Address: _____

License Number: _____

Mailing Address: _____

Contact Name: _____

Contact Name: _____

Phone Number: _____

Phone Number: _____

24-HR Emergency Phone: _____

24-HR Emergency Phone: _____

Utility License Number: _____

Utility Company's TAX OR FEIN: _____

2. PROJECT INFORMATION:

Work Description: _____

Estimated Starting Date: _____

Estimated Ending Date: _____

Permit Expires 6 Months from Date of Issuance

3. REQUIREMENTS: Attach the following documents to this application:

- 2-sets of scale Construction Drawings
- Contractor must provide Liability Insurance Certification naming the City of Woodburn as additional Insured with an additional Insured Endorsement and Workman's Compensation.

4. INSTRUCTIONS: This application will not be processed if any of the requested/required information and correct fees are not submitted with the application.

Applicants Signature / Title _____

Date _____

The applicant agrees to abide by all standards, rules, regulations, ordinances, and policies of the City of Woodburn relating as now exist and as hereafter change or are amended.

FOR CITY USE ONLY

5. GENERAL PROVISIONS: Follow general provisions on sheet attached.

6. SPECIAL CONDITIONS:

7. APPROVAL:

Approved By _____

Approved Date _____

8. FINAL INSPECTION:

Inspected by: _____

Date: _____



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**GENERAL CONDITIONS
FOR
FRANCHISE AND UTILITY PERMITS**

Division 1. Generals

- ❑ 1. All work under this permit shall comply with the approved plans & special provisions, City of Woodburn Standard Specifications & Drawings, and the General Conditions for Permits.
- ❑ 2. Plans are approved in general only and do not relieve the applicant from completing the construction improvements to the City's standards and specifications.
- ❑ 3. This permit is being issued ONLY for work performed in the Public Rightof-Way under the jurisdiction of the City of Woodburn and in Public Utility Easements under the jurisdiction of the City of Woodburn. All work performed on private property and/or other jurisdictions will require the applicant to obtain the appropriate permits and/or approvals required.
- ❑ 4. Only Contractors with a current Construction Contractor's Board (CCB) license in the State of Oregon shall perform work within the Public Rightof-Way and/or Utility Easements.
- ❑ 5. Notify the City of Woodburn Public Works Department 48-hours prior to beginning construction, 503-982-5240. Any work done without the proper inspection will be subject to rejection. Notification for the commencement and completion of construction activities shall be done in writing to the City of Woodburn.
- ❑ 6. All underground utilities shall be installed with a minimum vertical separation of at least 1-ft. from existing water, sewer and storm pipes.
- ❑ 7. Applicant shall install a "tracer wire" or other similar conductive marking tape or device, if installing any non-conductive, un-locatable underground facility, to comply with the Oregon Utility Notification Center, one call system (per OAR 952-01-00700).
- ❑ 8. It is the responsibility of the permit holder, or the permit holder's authorized representative, to notify the Oregon Utility Notification Center and obtain all necessary permits. Attention: Oregon law requires



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you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. (Note: the telephone number for the Oregon Utility Notification Center is 1-800-332-2344). Understand that many of the City's underground lateral facility lines are deemed private or privately-maintained laterals. Pursuant to OAR 952-001-0070, the City will most often mark these laterals "UL" as unlocatable at the perpendicular of the City's main pipe indicating the location of the point of connection. It is the responsibility of the permit holder to understand the limitation of the UL markings, and to undertake all necessary precautions and diligence to avoid damage and impairment to any private or privately-maintained underground facilities.

- ❑ 9. The Applicant holder and Applicant's authorized representative shall be responsible for all damages related to work done under this permit, including, but not limited to damage to "unlocatable" underground facilities. All construction sites are to be restored to current City standards.
- ❑ 10. Provide a traffic control plan and install traffic control devices in accordance with the current the guidelines set forth in the current edition of the Manual on Uniform Traffic Control Devices (M.U.T.C.D.) and the Oregon Temporary Traffic Control Handbook, as it applies to the project. Use as many traffic control devices as necessary to make a safe work site for the Public and construction crews at all times.
- ❑ 11. Leave work area in a clean condition, free from litter and debris, at the end of each workday, or more frequently if directed by the City Inspector. Costs incurred by the City for any work done by City staff to clean up an unsafe and cluttered site will be passed on to the applicant.
- ❑ 12. Any changes to the approved plans shall be approved by Project Engineer and City Engineer prior to making the changes in the field.
- ❑ 13. All residents shall have uninterrupted access to their properties and to public roads. All streets, driveways, and sidewalks shall be open to the public at the end of each work day.
- ❑ 14. Construction work and activity shall be limited to Monday through Friday from 7:00 am to 7:00 pm, excluding legal holidays.



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Division 2. Materials

- ❑ 1. The use of materials different from the approved plans, permit specifications, or the City Standard Drawings & Specifications is not allowed, unless they are submitted and approved by the City Engineer prior to their installation/construction.

Division 3. Site work

- ❑ 1. All concrete and asphalt to be removed for installation of replacement structure shall be saw cut vertically to ensure neat vertical face to adjoin new. All damaged concrete sections shall be saw cut to the next joint and the panel replaced in its entirety.
- ❑ 2. Do not trim, cut or in any way disturb any trees, shrubbery, and other vegetation without the approval of the City Engineer.
- ❑ 3. Remove and dispose all waste materials of debris in an approved and “Permitted” landfill.
- ❑ 4. All underground work in the Public Right-of-Way shall be properly covered and/or surrounded with caution tape to protect the Public.
- ❑ 5. The permit holder shall comply with the approved erosion and sediment control plan at all times.
- ❑ 6. All damaged or removed street signs shall be replaced by the applicant. Installation shall be according to the current MUTCD standards and shall be completed no later than the end of the work shift.
- ❑ 7. Street Closures are issued through the Woodburn Public Works Department, 503-982-5240.
- ❑ 8. Existing property pins and survey monuments shall be preserved. When disturbed by construction activities, they shall be replaced/reinstalled by a Licensed Professional Land Surveyor.
- ❑ 9. “Sidewalk Closed” signs shall be placed at all intersections leading to the sidewalk where work is being performed.

Division 4. Streets

- ❑ 1. Pavement cutting is allowed only in areas specifically approved by the City Engineer or Field Representative.



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- 2. Open cutting of pavement will be allowed in areas approved by the City, under the following conditions:
 - a) Trench backfill shall be 1”-minus gravel or crushed rock compacted in 8” lifts to 95% AASHTO T-180.
 - b) The asphaltic concrete replacement shall be full depth thickness, as per existing level 3, ½” Dense graded asphaltic concrete mix in accordance with the 2015 Oregon Standard Specifications for Construction. The edges must be saw cut, properly prepared, and sealed upon completion. The trench shall be temporarily patched with cold patch material if the surface repair is not to be immediately completed. Surface restoration shall be done in accordance with the City of Woodburn “*Trench Cap*” detail No. 3800-5.
 - c) Width of trenches in which pipe is to be laid shall be twenty-four-inches (24”) greater than the diameter of the pipe, unless permission is obtained from the City Engineer.
 - d) Open trenching length shall not exceed one-half of the street width.
 - e) Before paving, proof of passing compaction tests on the compacted rock must be provided to the City Inspector.
 - f) No trench shall be left in an open condition overnight. When approved, underground work in the area of paved surfaces shall be covered by steel plates that are capable of supporting traffic loads, with hot or cold mix along all edges, and pinned to prevent displacement of the steel plates. Steel plates shall be daily inspected, any necessary repairs completed on a timely basis, and shall not remain for over 48-hours without written permission from the City. A “SLOW” and “BUMP” sign shall be placed at each side of the steel plating.
- 3. The staging of materials on the Streets is not allowed. This includes but is not limited to, rock, backfill materials, spoils, construction supplies, etc.
- 4. Existing roadway traffic markings are to be replaced to current standards where damaged by construction.

Division 5. Water

- 1. Only City staff can operate live water valves and Fire Hydrants. Notify the City of Woodburn prior to the need for the operation of live water valves.
- 2. The minimum vertical separation between the water line and any conduit shall be at least one-foot.



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Division 6. Sanitary Sewer

- 1. The minimum vertical separation between the Sanitary Sewer line and any conduit shall be at least one-foot.

Division 7. Storm Sewers

- 1. The minimum vertical separation between the Storm Sewer line and any conduit shall be at least one-foot.