**REQUIREMENTS FOR EXCAVATION IN PUBLIC RIGHT OF WAY**
**Contractor's Responsibility**

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APPLICATION

- *Submit application, with one 8 ½" x 11" site plan, allowing 5 working days prior to proposed dates of excavation.*
- Include plans or dimensioned drawing with application showing how cuts are to be restored and the location of cuts in relation to property lines and streets. Please include cross streets on drawings.
- Obtain ALL appropriate building permits and agreements.
- Once permit is approved and issued:
    - Pay $42.55 permit fee.
    - Pay $77 water/sewer line inspection fee (per service).
    - Pay $87/hour street/curb/sidewalk inspection fee.
    - Pay $1.60/lineal foot fee for ALL work in the Public right of way.

**NOTE: By signature of the applicant on this permit, applicant is financially responsible for the fees unless the City of Florence Public Works Department is notified by the applicant that the job was canceled.**

JOBSITE

- Call for locates: 1-800-332-2344
- Call for inspections: 541-997-4106
- Call for inspections of forms before curbs and concrete driveway aprons are poured. No inspections will be given until permit is paid in full. **When calling for inspection, you must use the (1) project address as listed on the permit (NO lot numbers) and (2) leave a contact name and (3) phone number. Inspections will be denied unless all three items appear in the inspection request. If inspection is denied, please call it in again, including all information, for the next working day.**
- All street or alley cuts are to be inspected by a City inspector.
- The following will accompany Contractor's copy of permit if requested:
    1. Typical Street Cross Section (F-201)
    2. Concrete Curbs (F-203)
    3. Sidewalks (F-205)
    4. Concrete driveway aprons and curb cuts (F-208a – F-208b)
    5. Wheelchair ramps (F-206 – F-206a)
- City of Florence Public Works Inspector:
  Sean Selig 541-997-4106

CERTIFICATE OF INSURANCE REQUIREMENTS

- Certificate MUST be in a business name.
- $1,000,000 minimum Aggregate Liability Coverage
- City of Florence must be named as certificate holder and "Additional Insured."
- Current certificate must be on file before permit will be issued.
- Certificate may be faxed to the City of Florence Public Works Department at 541-590-4017.

OFFICE USE ONLY
PERMIT NO. _____

# CITY OF FLORENCE PUBLIC WORKS
# RIGHT OF WAY EXCAVATION WORK PERMIT

Applicant (City Approved Contractor)_____

Applicant's Address_____Phone_____

Purpose of Excavation: ☐ Sewer ☐ Water ☐ Driveway ☐ Curb Cut ☐ Sidewalk ☐ Other _____

Attention: Oregon law requires 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 (503) 232-1987. For locates, call 1-800-332-2344.)**

One-Call Center Identification No. (for this project):_____Planning #:_____

Description of Work:_____

_____

_____

| Project Address | Start Date | Completion Date | Surface Type | Total ROW Work |
|---|---|---|---|---|
| | | | | |
| | | | | |

** Asphalt to be patched to grade the same day per Inspector's Instructions.*

***Street Cuts on Arterials & Collectors will be hot patched the day of the cut.*

I agree to comply with all provisions of City of Florence FCC Title 8 Chapter 2 Standards & Specifications for excavating and restoring any Public Improvement, holding the City of Florence **harmless from any liability of any kind resulting from or in connection with my/our activities in excavating and restoring any Public Improvement.**

X Signed:_____Date:_____

☐Insurance Certificate on file, $1,000,000.00 blanket coverage endorsed for completed operations through the fast permanent restoration of City Streets.

☐Plans Attached ☐W & S Fees Paid **Copies To:** ☐Permitee ☐Public Works ☐ Address File

*OFFICE USE ONLY* *INSPECTOR APPROVAL*

| | | |
|---|---|---|
| **Basic Permit Fee** | $42.55 | Comments: |
| Lineal foot charge ($1.60/LF) ALL Right of Way Work | $ | |
| Inspection Fee $77 Water/Sewer Line | $ | |
| Inspection Fee $85/hr Street/Curb/Sidewalk 1 Hour Minimum | $ | |
| **TOTAL DUE:** | $ | Inspection Date / Inspector |

Remarks

Approval: Date:

**CITY OF FLORENCE**
**CONSTRUCTION PERMIT IN PUBLIC RIGHT OF WAY**
**Per ordinance no. 14, series 2007**

Applicant:_____Engineer/Contractor:_____

Address:_____Address:_____

Phone:_____Phone:_____

Signature of person with authority to bind applicant:_____

Applicant's registered agent in the State of Oregon:_____

**CONSTRUCTION SITE**
Assessor's Map:_____

Location:_____Tax Lot No._____

**TYPE OF CONSTRUCTION**
_____Opening Paved Street – DEPOSIT REQUIRED

_____Opening Unpaved Street – DEPOSIT REQUIRED

_____Curb Cuts _____Number of Cuts Frontage of Lot_____feet

_____Private Construction within right of way

_____Sewer Connection/Tap

_____Driveway

_____Sidewalk Construction

_____Other (Describe the nature of work and intended purpose)_____

_____

_____

_____

_____

**PERMIT REQUIREMENTS**
_____Application approved by appropriate department – (attach construction plans)

_____Deposit $_____

_____Fee $_____

Total Paid $_____

## Contractor Shall Provide

Contractor's License Number and Expiration Date:_____

Contractor's Insurance Company and Policy Number:_____

Amount of Insurance carried by Contractor:_____

Amount of Insurance required by City:_____

Amount of Bonding required by the City – if applicable:_____

Emergency Contact Information:_____

*Contractor must furnish proof of the above before this permit is issued.

## Contractor Will Give

1. Notification to Public Work Department of start date of the project.
2. Notification of project inspection during construction.
3. Notification of project completion date.
4. Notification for final inspection and approval.
5. Notification of approval of the project by the City applicant. This information will be sent by the City Recorder, and any deposits will be returned upon satisfactory completion of the project.
6. A set of as-built plans will be given to the City, if applicable.
7. Engineered drawings showing detailed plans for all facilities.
8. Map(s) showing location of <u>all</u> facilities.

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# THIS PERMIT IS NOT TRANSFERABLE

INSURANCE WAIVER:

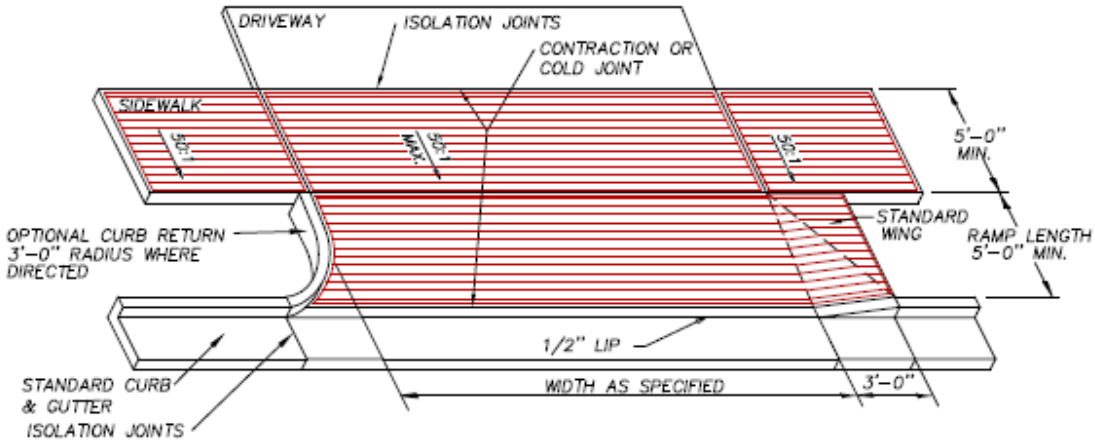
I, _____, agree to save the City, its officials, employees, and agents harmless from any and all costs, damages and liabilities which may accrue or be claimed from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under this permit. I am also aware of all requirements of Ordinance No. 14, Series 2007.

PENALTIES: On conviction of failure to comply with Ordinance No. 14, Series 2007, a fine not to exceed $200 for each day violation continues to persist after due notice has been given.

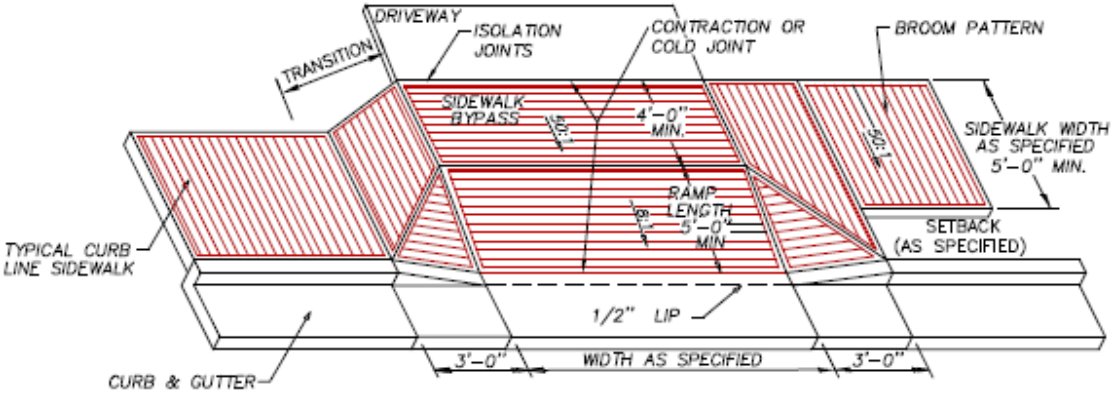
APPROVED BY:

_____ _____

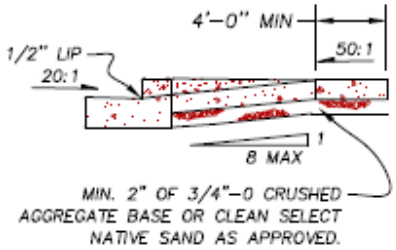
Public Works Director Date:




DRIVEWAY / ALLEY APPROACH FOR SET-BACK SIDEWALK




DRIVEWAY / ALLEY APPROACH FOR CURBSIDE & PARTIALLY SET-BACK SIDEWALKS




TYPICAL SECTION THROUGH RAMP

NOTES:

1) RESIDENTIAL DRIVEWAYS AND SIDEWALK SECTIONS THROUGH DRIVEWAYS SHALL HAVE A MINIMUM NORMAL THICKNESS OF 6". CONCRETE STRENGTH SHALL BE 3300 PSI.

2) CONCRETE FOR COMMERCIAL USE AND ALLEY APPROACHES SHALL HAVE A MINIMUM NOMINAL THICKNESS OF 8". CONCRETE STRENGTH SHALL BE 3300 PSI.

3) CURB TRANSITIONS FOR COMMERCIAL USE AND ALLEY APPROACHES SHALL BE 5 FT.

4) CONSTRUCT CONTRACTION JOINT IN CENTER OF DRIVEWAY WHEN DRIVEWAY WIDTH EXCEEDS 15'.

5) NO LIP AT GUTTER IF USED AS SIDEWALK ACCESS RAMP.

6) SEE SIDEWALK DETAILS FOR RESTRICTIONS AND SPECIFCATIONS NOT SHOWN.

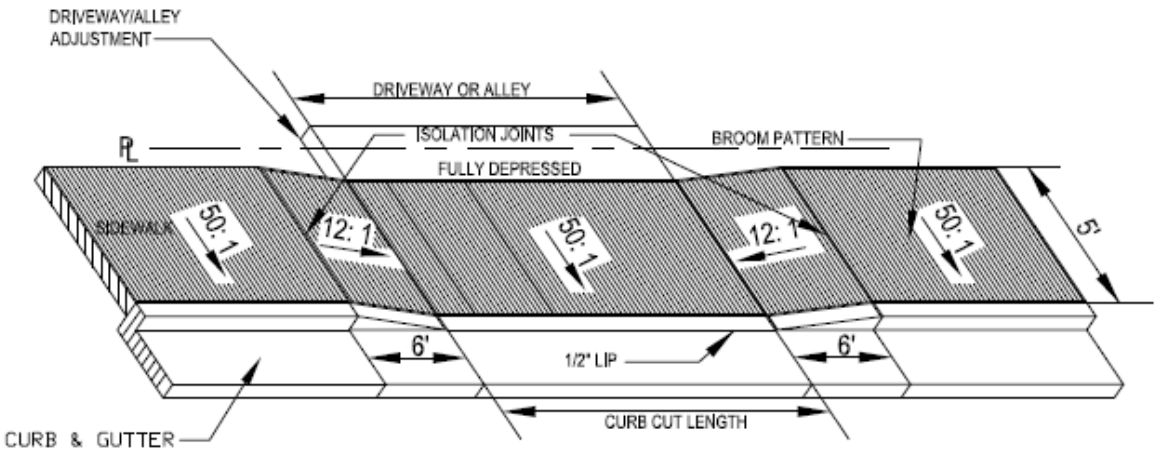
7) THE 50:1 CROSS-SLOPE OF SIDEWALK IS MEASURED FROM HORIZONTAL. THE 12:1 SLOPE OF SIDEWALK TRANSITION TO DRIVEWAY/ALLEY IS RELATIVE TO THE RUNNING SLOPE OF THE SIDEWALK. THE SLOPE OF THE APRON IS MEASURED RELATIVE TO HORIZONTAL.

**CITY OF FLORENCE STANDARD DRAWING**

DRIVEWAY AND ALLEY APPROACHES FOR SETBACK OR BYPASS SIDEWALK

| DATE: | DRAWING NO. |
|---|---|
| MARCH 2007 | F-208A |

FILENAME: F-208a.DWG




## CURBSIDE - SIDEWALK APRON FOR 5' WALKS

SLOPE:

50: 1 (2%)
12; 1 (8%)

NOTES:

1. ALL CONCRETE SHALL BE 6" INCH MINIMUM THICKNESS OF 3,000 psI. FIELD STRENGTH
2. ADD JOINT IN CENTER OF APRON AND CURB & GUTTER WHEN APRON WIDTH EXCEEDS 20' FT.
3. ALL SLOPES ARE RELATIVE TO HORIZONTAL.
4. IF THE APRON WILL ALSO SERVE AS A SIDEWALK ACCESS RAMP IN PLACE OF A STANDARD RAMP, THE APRON SLOPE FROM THE GUTTER TO THE SHALL BE 12; 1 OR LESS WITH NO LIP.

**CITY OF FLORENCE STANDARD DRAWING**

**DRIVEWAY AND ALLEY APRON 5' CURBSIDE SIDEWALK**

| DATE: | DRAWING NO. |
|---|---|
| 9-22-11 | F-208B |