



LANE COUNTY DEPARTMENT OF PUBLIC WORKS
APPLICATION FOR FACILITY PERMIT

For Office Use Only

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
SEE PAGE 2 FOR INSTRUCTIONS AND FEES

ALL PLANS MUST BE 11X17 OR SMALLER UNLESS AN ELECTRONIC COPY IS PROVIDED

DATE:
PERMIT #:

(1) APPLICANT: Print Name
PROPERTY OWNER: Print Name (if different from Applicant)
Mailing Address: Street Address
City, State, Zip Code
Daytime Phone (Required) FAX
Evening Phone Cell Phone
E-mail Address

(2) Road name
(3) MAP - TAX LOT: Township Range Section Subsection Tax Lot
(4) Street address (if not addressed put N/A) Approximate Mile Post of Road
(5) Nearest Town
(6) Directions to site from nearest major cross road

(7) CHECK ONE BOX BELOW THAT BEST DESCRIBES THE WORK YOU PLAN TO PERFORM AND ATTACH REQUIRED MATERIALS

(8) [] PROJECT DEVELOPMENT/ROAD CONSTRUCTION PERMIT: Engineered plans and surety may be required (SEE REVERSE)
(9) [] PRUNING/TREE REMOVAL/ROADSIDE LOGGING: Describe right of way activity & how it is staked/flagged (required)
Contracting Company (if applicable) Phone Mailing Address including Zip

(10) [] OTHER WORK WITHIN THE RIGHT-OF-WAY: Work in the right-of-way not covered above. Please describe the work in detail. Attach a site plan and supporting materials. Please stake or flag the area

UTILITIES: Please use the new Facility Permit Application for Utility Work located at:
https://www.cognitofirms.com/LaneCountyOR/PublicWorksFacilityPermitApplicationForUtilityWork

ACCESS/DRIVEWAY APPROACHES: Please use the new Right-of-Way Access Connections Application located at:
https://www.cognitofirms.com/LaneCountyOR/PublicWorksFacilityPermitApplicationRightofWayAccessConnections

Application is hereby made for a facility permit for work to be done within a County Road right-of-way, subject to all terms, conditions, agreements, stipulations, and provisions of the issued permit, pursuant to the rules and regulations regarding roads and rights-of-way, as set forth in Lane Code Chapter 15 and Lane Manual 3.050.005-050.015 and 15.045, and any other applicable regulation, law, or ordinance. The undersigned hereby declares, certifies and affirms under penalty of law that all information provided on this form and attachments are, to the best of my knowledge, true and complete.

(13) SIGNATURE (Property owner/authorized agent) Date

RETURN TO: Lane County Public Works Engineering Permit Desk, 3050 N. Delta Highway, Eugene, OR 97408
LCRoadPermits@lanecountyor.gov Tel. 541/682-6902 FAX 541/682-8505

APPLICATION INSTRUCTIONS

- (1) **APPLICANT/OWNER INFORMATION:** The **Applicant Name** and **Address** is where we will send the permit after it becomes issued or denied. All information in this section must be complete including telephone numbers. If we are unable to contact you by phone, we will rely on the mail service and valuable time may be lost. A copy of the permit will only be sent to the owner if they have not signed the application.
- (2) **ROAD NAME:** Indicate the road name where you intend to do work within the public right-of-way, not necessarily the home address.
- (3) **MAP-TAX LOT:** Look at a property tax bill for this information. The 13-digit Map and Tax Lot number begins with 15, 16, 17, 18, 19, 20, 21, 22, or 23. If you need help finding this number contact the Assessment and Taxation office at 541/682-4321.
- (4) **STREET ADDRESS:** If no address has been assigned to the property, write "None" or put "N/A".
- (5) **NEAREST TOWN:** Please specify the nearest town, or if the property is within a town, the town where it is located.
- (6) **DIRECTIONS TO SITE:** Please give clear directions to the site from the nearest major crossroad. Include approximate distances, milepost, side of road (north, south, east, west), nearest address if the property is not addressed, flagging color and any other features that will enable county staff to easily find your property or the location of the work to be done.
- (7) **CHECK A BOX FOR THE PERMIT YOU ARE REQUESTING:** There are different types of facility permits that use this application: Project Development/Road Construction, Pruning/Tree Removal/Roadside Logging, Other. Check ONE box per facility permit application.

NOTE: New applications exist for Utility Permits and Access Connection Permits. See links on first page.

- (8) **PROJECT DEVELOPMENT/ROAD CONSTRUCTION PERMITS:** Survey work, engineered plans, insurance and bonding may be required for this work to be done. However, before going to these expenses, we suggest you fill out an application. After receiving the application and completing the necessary research, a meeting can be scheduled to discuss your request.
- (9) **PRUNING/TREE REMOVAL/ROADSIDE LOGGING PERMITS:** Attach a detailed map of the proposed area. All required flagging & signing shall adhere to the current edition of the MUTCD. A bond or surety check will be required (amount to be determined after site visit). A Certificate of Insurance (COI) with an Additional Insured Endorsement is also required. Additional Insured must specifically name Lane County, its Divisions, Commissioners, Officers, Agents, and Employees. The minimum coverage is \$2,000,000 per occurrence / \$4,000,000 aggregate (no exceptions). We can provide an example of a COI and Endorsement for reference.
- (10) **OTHER WORK WITHIN ROAD RIGHT-OF-WAY:** Use this section for Drainage, Landscaping, or any other work in the right-of-way that is not covered in the boxes above. Attach map showing the work requested. 11x17 or smaller plans are requested. An unusual request may take longer to process, so be sure and apply at least four weeks prior to commencement of the work requested.
- (11) **SIGNATURE:** Be sure to sign and date the application.

SCHEDULE OF FEES	Permit Fee*	Notes
Residential and Commercial Approaches	\$450 (\$250 Deposit + \$200 Permit Issuance)	Includes permit administration, two inspections and an additional form inspection in the case of a concrete driveway apron.
Project Dev; Road Const;	\$1000 Deposit + Actual Costs	Average costs are \$1000. Total costs shall be based on the actual costs incurred, such as plan review, applicant communications, and inspections.
Landscaping; Residential Drainage; Other Activities	\$250	Any plants added to the right-of-way must be on the County approved plant list. Drainage approval is unlikely unless there are existing weepholes.
Pruning / Tree Removal / Roadside Logging	No Permit Fee	A bond or surety & insurance are required for pruning, tree removal, roadside logging & temporary approaches.

Notes: A minimum of a non-refundable application fee of \$250.00 is required on most permits. This initial deposit will go toward the actual costs incurred. Due to the fee structure of Landscaping, and Residential Drainage, these permits will be paid in full prior to the issuance of a permit. In some cases, permit fees may not be determined until the permit has been fully processed. We recommend you post only the non-refundable application fee when applying for a permit because A DENIAL OF YOUR REQUESTED PERMIT DOES NOT CONSTITUTE A REFUND regardless of the amount of money that has been posted up front. Decisions can be appealed to the Board of County Commissioners which requires a \$2,800 filing fee. Deviations to designs standards may be sought pursuant to LC 15.800.130 which requires a \$1,000 filing fee. Variances to other code standards may be sought pursuant to LC 15.900.020 which requires a filing fee established by Land Management.