



# CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

[www.donaldoregon.gov](http://www.donaldoregon.gov)

Emergency pager for Water and Sewer: 503-301-6479

## Right-Of-Way Permit Application

Approved Permits Expire Two (2) Months from the Date of Approval

**\$75.00 fee payable to  
City of Donald**

Application is made to:     Construct     Alter

Street     Curb     Sanitary Sewer     Storm Drain

Driveway     Water     Sidewalk     Gutter     Other

Description of work (attach a separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of work: \_\_\_\_\_

Right-of-Way:    Street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Owner/Utility: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Field Supervisors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer Email: \_\_\_\_\_

Liability Insurance Amount: \$ \_\_\_\_\_ Certificate of Insurance Attached: \_\_\_\_\_

Proposed Work Schedule Begin Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Plans Attached: Yes  No

(One Paper or One Electronic Copy Emailed to Public Works at [publicworks@donaldoregon.gov](mailto:publicworks@donaldoregon.gov))

Performance and Maintenance Bond Attached: Yes  No

**GENERAL PROVISIONS**

1. Contractor must be licensed & bonded to work in city rights-of-way. Bond and Certificate of Insurance with endorsement must be on file with the city of Donald prior to commencement of work. The certificate of insurance should list the City of Donald as the Certificate holder and the insurance policy must be endorsed to name the City as an additional insured for General Liability Ongoing and Completed Operations. Required minimum limits of insurance are as follows: \$1,000,000 per occurrence limit and \$2,000,000 Aggregate limit for General Liability. The additional insured endorsement in favor of the city must read "The City of Donald its officers, agents, volunteers and employees "are named as an Additional Insured for ongoing and completed operations. Commercial Auto Insurance with a minimum of \$1,000,000 Combined single limit if applicable. Worker Compensation with State Statutory limits if applicable.
2. Call public works two business days prior to commencing work at 503-678-1411.
3. Traffic control shall conform to the requirements of the ODOT manual on uniform traffic control devices
4. Pavement cutting will not be allowed without prior approval. Approval is given on a case-by-case basis only, please check with public works for specific streets affected.
5. Open cuts of pavement within travel lanes will be patched with cold mix or covered with steel plates overnight to accommodate traffic or until the final hot mix patch is constructed.
6. All trenching and pavement cuts will be guaranteed against settlement.
7. Donald Municipal Code 93.09 states that "no person shall plant, prune, remove, fertilize, or excavate within 10 feet of a public tree without first obtaining from the city a permit for which no fee shall be charged. The Public Works Director will determine if a permit is required.
8. A copy of an approved permit and construction drawing must be on the job at all times the work is being performed.
9. Oregon state law requires you follow rules adopted by the Oregon Utility Notification Center. You may obtain copies of the rules by calling the center at 1-800-332-2344 or visit [www.digsafelyoregon.com](http://www.digsafelyoregon.com).

*Unless otherwise addressed in a franchise agreement between the applicant and the City, the applicant shall indemnify and save harmless the City of Donald, its council, its agents, officers and employees from all suits and actions or claims of any character brought because of injuries or damages received or sustained by any person or property on account of the operations of the said applicant, his subcontractors, or the employees of either, or on account of consequence of any neglect in safeguarding the work; or because of any act or omission, neglect, or misconduct of said applicant, his agents, subcontractors or employees. If the applicant has an established franchise agreement with the City of Donald, the indemnification provisions specified in that agreement shall control.*

*I agree to comply with the above description, plans and specifications herewith submitted and as approved by the City of Donald, and with all applicable rules, regulations, ordinances, and resolutions of the City of Donald. I will keep a copy of the approved permit at the jobsite.*

APPLICANTS SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Permit Number:	
Date Received:	Amount Received:
Application Approved:	Approved By:
Date Reviewed by PW Director:	Date Reviewed by City Insurance: