



City of La Grande
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La Grande, OR 97850
541.962.1309 phone
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UTILITY LICENSE APPLICATION

Pursuant to the City of La Grande’s Utility Licensing Ordinance Number 3245, Series 2019, every person who operates a Utility in the Right of Way (as defined in the Ordinance) shall obtain a Utility License from the City.

Instructions: Please provide all information requested below, including applicable application fees, to the City Manager’s office. The application must be signed by an authorized representative of the entity requesting a license. If the applicant is a foreign person or a non-resident of the State of Oregon and no permanent office location is proposed to be created in the City, the applicant must appoint a local person, acceptable to the Manager, as an agent for accepting service of process, notice and/or demand. The applicant must submit with the application the agent’s consent to acceptance of service of process, notice, and/or demand. An applicant may request that the City exempt the applicant from the requirement to maintain an office in the City.

The City will review the information and, if approved, will return a copy of the application executed by the City which will serve as the license required by the Utility Licensing Ordinance.

Applicant Information:

1. Applicant Name(s) (Include Corporate Name Registered with Oregon Secretary of State as well as any DBAs and Affiliates that will construct, own or control any facilities in the ROW):

2. Applicant’s Authorized Contact Name(s) and Title:

3. Applicant’s Address:

4. Address(es) where the applicant will have its office(s) within the City and the address of the principal office of the applicant:

5. E-Mail Address: _____

6. Phone Number: _____ Facsimile Number: _____

7. Please provide:
 - a. A general description of the Utility and the type(s) of Facilities that the applicant desires locate in the Right-of-Way.
 - b. The area(s) of City the applicant desires to place Facilities in the Right-of-Way which may include the entire City.
 - c. **If the applicant has not previously served City, attach a preliminary construction schedule for build-out of the Facilities the applicant desires to locate in the Right-of-Way.**

8. Check all of the following that apply regarding the services to be provided over the facilities in the ROW:
 - Cable
 - General Communications
 - Gas
 - Electric
 - Water
 - Sanitary Sewer
 - Garbage
 - Other: _____

9. Please attach information and/or documentation to establish that the applicant has obtained all governmental approvals, authorizations, and/or permits required to operate in City (and identification of such approvals, authorizations, and/or permits). A sworn statement certifying that the applicant has obtained all other required governmental approvals, authorizations, and/or permits to operate in City (and the identification of such approvals, authorizations, and/or permits) may be deemed sufficient information for the purposes of this requirement.

10. Please enclose the Application Fee of \$75.00.

By executing this License, the undersigned affirms that he/she is an authorized representative of _____ (“Licensee”) with the authority to execute this License Application. I hereby certify, on behalf of Licensee, that the information provided in the license application is true and correct as of the date hereof, and that Licensee agrees to abide by the obligations set forth in City of La Grande Utility License Ordinance Number 3245, Series 2019.

By: _____
 Print Name: _____
 Title: _____

Date: _____

The City hereby grants to Licensee the License required pursuant to City of La Grande Utility License Ordinance Number 3245, Series 2019.

By: _____
 Print Name: _____
 Title: _____

Date: _____