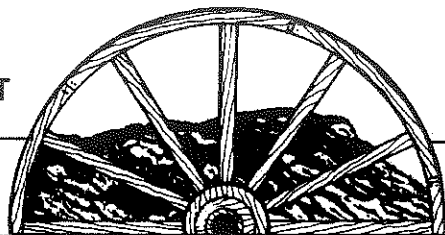


CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

August 14, 2023

To All Contractors:

**A REMINDER FOR ALL CONTRACTORS WHO WORK WITHIN THE
CITY RIGHT-OF-WAY!!**

Per City Ordinance, if you do any type of work within the City right-of-way, you need to obtain a Right-of-Way Permit.

The following information needs to be on file and current at the Public Works Department, Engineering Division for a Contractor and/or Excavator prior to any work being done within the City of La Grande right-of-ways.

1. A current copy of your Contractors License.
2. A current copy of your Contractors Bond.
3. A current copy of your Certificate of Insurance,
(naming the City of La Grande as additional insured).
4. An initial Right-of-Way Permit form
(one time form obtained from the Engineering Division at the Public Works Department)

Once the above paper work is on file and current, each job constructed within the City's Right-of-Way, may be called into the Public Works Department, Engineering Division, at (541) 962-1333.


Consequences for not obtaining a Right-of-Way Permit for each job will be followed as per City of La Grande Ordinance Number 2807, Series 1991.

Contractors are responsible to notify and coordinate work with adjacent property owners prior to beginning work in the right-of-way.

City of La Grande Standards may change as Federal and State Regulations change. A packet of current City of La Grande Standard Drawings may be obtained at the Public Works Department, Engineering Division.

Please contact the Public Works Department, Engineering Division at (541) 962-1333 if you have any questions.

Sincerely,


Kyle Carpenter
Public Works Director

COMPANY NAME: _____

APPLICANTS NAME: _____

EXCAVATION

Prior to any work being done within a City right-of-way, a permit must be secured through the Engineering Department. When a RIGHT-OF-WAY PERMIT is requested, the applicant will be asked to provide forty-eight (48) hours notice prior to beginning work. This is to allow time for location of utilities and to provide notice to other City Departments. Repairs within the right-of-way shall be made within a reasonable time. Permittee shall be responsible for all work done in the right-of-way for a period of one (1) year.

All repairs to streets, sidewalks, planting strips, or alleys shall be done in accordance with City standards, and to the satisfaction of the City. Permittee shall place temporary surfacing on all cuts within the right-of-way until permanent repairs are made by the Permittee. Depending on weather conditions, cuts made in any street after September 15th may require temporary surfacing and maintenance until weather allows for permanent replacement of the surface.

NOTIFICATION

It is the responsibility of the Permittee to notify all utilities prior to any excavation. Many utilities may be reached at the ONE CALL UTILITY NOTIFICATION 1-800-332-2344; however, this One Call Notification does not relieve the Permittee from assuring that all utilities have received notification.

Additionally, the following should be notified when applicable: UNION COUNTY ROAD DEPT. (541) 963-1016, ODOT (541) 963-3177, and GRANDE RONDE TRANSPORTATION (541) 963-6119.

It shall also be the responsibility of the Permittee to notify ALL emergency service agencies (Police, (541) 963-1017, ask for dispatch), Fire/ Ambulance (541) 963-3123) prior to closing and immediately after opening any street or alley.

In case of street or alley closures, additional notification shall be provided to the US Postal Service, United Parcel Service, and City Garbage Service.

The Permittee will also notify/coordinate with all adjacent property owners when working in the right-of -way, prior to beginning work.

STREET CLOSURES

In the event that the work within the public right-of-way requires the closure of any part of the right-of-way or detouring of pedestrians or motorists, the City will require the Permittee to provide approved signs and barricades or any other traffic control as recommended. This is to provide protection for workers, pedestrians, and motorists. Permittee shall maintain required safety devices during all hours of closures or detours. Flagmen will be used whenever two opposing lanes of traffic use less than the normal lanes of travel without barricades to delineate travel paths or when required by the City.

ISSUANCE OF A PERMIT

If, in the opinion of the City, by reason of weather conditions or the season of the year, or for any other reason, the proposed activity will unusually damage the City right-of-way or seriously inconvenience the public in the use of the right-of-way, the City has the right to delay approval of the permit activities until the probability of such damage or inconvenience has passed.

Any Permittee with current information on file with the City may request authorization by phone no less than forty-eight (48) hours prior to beginning excavation activities, giving the necessary information concerning the type of activity, location, estimated duration of activity, etc. Authorization may be revoked at any time by the City for cause.

CONTRACTORS DATA SHEET

COMPANY NAME _____					
MAILING ADDRESS _____					
PHONE NO's: _____	Home/Shop: _____	Cellular _____		Notes: _____	
	LICENSE NO. # _____	TYPE _____	GENERAL <input type="checkbox"/>		SPECIALTY <input type="checkbox"/>
			(check one)		
			EXEMPT <input type="checkbox"/>		NON-EXEMPT <input type="checkbox"/>
		(check one)			
CERTIFICATE OF INSURANCE PROVIDED:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	AMOUNT \$ _____	
BOND AMOUNT \$ _____					
BONDING COMPANY _____					

AGREEMENT

The Permittee agrees to protect and save harmless the City of La Grande and each of the officers and employees of said City, against any injury or damage that may result from the acts of said Permittee on or in said right-of-way, and against any damage or liability of any character whatsoever arising or growing out of any act of said Permittee due to the issuance of this permit. The applicant further agrees to perform work in accordance with all of the provisions of Ordinances, Policies and Resolutions of the City of La Grande Pertaining to such work. Upon completion of activities within the right-of-way, the Permittee shall notify the Engineering Division for Final Inspection.

I, the applicant do hereby declare that I have read and agree to the terms of this permit and that all information provided in the data sheet is correct and true.

CONTRACTOR SIGNATURE _____

APPROVED _____

DATE _____

**STAFF
COMMENTS:** _____