

PERSONAL  
NON- CONTRACTORS  
RIGHT-OF-WAY/EXCAVATION PERMIT

Date Issued: \_\_\_\_\_

Applicant's Name:	
Mailing Address:	Phone Number:
Location of Work:	
Beginning Date:	Ending Date:

When performing work within any public right-of-way within the City of La Grande, and when any of the following apply, an Excavation/Right-of-Way permit is required.

- ☐ Excavation in any street, alley or planting strip.
- ☐ Closure of street, alley or sidewalk, all or part of.
- ☐ De tour of traffic
- ☐ Block more than 9-feet of street adjacent to the curb.
- ☐ Block sidewalk for more than one hour.
- ☐ Other \_\_\_\_\_

**DESCRIBE WORK TO BE PERFORMED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SURFACE TYPE:**   Unimproved   ☐                      Gravel   ☐                      Paved   ☐                      Planting Strip   ☐



**AGREEMENT OF APPLICANT'S IN THE EVENT OF ISSUANCE OF THIS PERMIT**

**Excavation:** No excavation in the public right-of-way within the city of La Grande shall be made prior to 48-hours from the time of securing the permit. Repairs are to be made within a reasonable time. Permittee will restore or replace any repairs in which defects appear during a period of one (1) year subsequent to the date of completion of such repairs. Repairs to streets, sidewalks, planting strips, or alleys covered under this permit shall be done in accordance with the City standards and to the satisfaction of the Engineering Division. The permittee shall place temporary surfacing on all cuts within the driving lane until permanent repairs are in place and in cuts made after September 15<sup>th</sup> in any street until it is permanently repaired.

**Notification Information:** The following agencies must be notified for locate of utilities by permittee before excavation:

**ONE CALL UTILITY NOTIFICATION 1-800-332-2344**

It is the permittees responsibility to notify any of the utilities not notified by the One Call System.

**Additionally:** the following should be notified when applicable (if you are closing all or a portion of any street): Police (963-1017), Fire (963-3123) Ambulance (963-8421), & Grande Ronde Transportation (963-6119).

**ALL EMERGENCY SERVICE SHALL BE NOTIFIED PRIOR TO CLOSING AND  
IMMEDIATELY AFTER OPENING OF ANY STREET OF ALLEY.**

In the event, 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 shall have the right to delay issuance of the permit until the probability of such damage or inconvenience has passed.

**STREET CLOSURES/DETOURS/TRAFFIC CONTROL:** In the even that work within the public right-of-way requires the closure of any part of said 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 required, to provide protection for workers,

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pedestrians, and motorists. Permittee will maintain required safety devices during all hours of closures or detours of motorists and pedestrians. Additionally, the following should be notified when applicable: Post Office, U.P.S. and City Garbage Service.

**TO BE COMPLETED BY THE ENGINEERING DIVISION**

Proof of insurance is required. Contractors will provide proof of a valid residential contractors license or Builder's Board Number from the State of Oregon and fill out the appropriate "Contractor's Right-of-Way/Excavation Permit.

A copy of a Home Owner's Insurance Liability with a minimum of \$500,000 shall be required. The Engineering Division, depending on the type of work being done in the right-of-way may waive this minimum.

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 grantee 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 grantee due to the issuance of this permit.

The applicant further agrees to perform the above 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, please notify the Engineering Division for a Final Inspection. All forms must be inspected for compliance to City standards before pouring any concrete. Please allow 24-Hours for form inspections.**

Applicant's Signature: \_\_\_\_\_

Certificate of Insurance \$ \_\_\_\_\_

APPROVED ☐ DENIED ☐ Issue Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Permit Issued by: \_\_\_\_\_

Permit Valid for \_\_\_\_\_ days after issuance.