



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) [] DRIVEWAY APRON PERMIT: YOU MUST COMPLETE A - H BELOW IF YOU HAVE CHECKED THE DRIVEWAY APRON BOX.
a. Attach a plot plan 11x17 or smaller. (If you are building or have a planning action, turn in the same plan you will provide to Land Mgt)
b. Choose One: [] Constructing New Approach [] Modifying Existing Approach [] Evaluation of Existing Approach
c. Width of driveway access at the property line (If no choice is made, we will provide you with the minimum requirement)
d. Apron Surface Request: [] Asphalt [] Concrete [] Gravel (asphalt or concrete finish is required on paved roads)
e. How many tax lots will this access serve? How many accesses currently exist?
f. Staking or flagging of the area is required. Describe how the access is marked:
g. Is this permit a requirement for: A Building Permit? Y [] or N [] A Planning Action? Y [] or N [] (If yes-attach conditions of approval)
h. Describe the purpose of the access? (ex: home, RV parking, industrial)
i. Additional Comments

(9) [] PROJECT DEVELOPMENT/ROAD CONSTRUCTION PERMIT: Engineered plans and surety may be required (SEE REVERSE)
(10) [] 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

(11) [] UTILITY PERMIT: Submit 11X17 or smaller engineered plans. MUST mark locations with paint or flagging. Work Order #
Approx mile post Description of work

(12) [] 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

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 15.205-225 and Lane Manual 3.120-124 and 15.505-550, 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
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 explicit 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 five different types of facility permits: Driveway Apron, Project Development/Road Construction, Pruning/Tree Removal/Roadside Logging, Other, or Utility. Check ONE box per facility permit application.
- (8) **DRIVEWAY APRON PERMITS:**
 - Please fill in all the required information and attach required materials. We cannot process your permit unless sections A-H are complete.
 - If you have a pending Building Permit (BP) or Planning Action (PA) with Land Management Division (LMD), give us the BP number or PA number and attach the Planning Action Conditions of Approval and site plan.
 - Be sure to stake and flag the center of the location where you intend to construct your driveway. Flagging is available from the Permit desk. If using your own flagging or markings please describe them. County staff will inspect the site so flagging must be visible from road. If the access currently exists, it can be placed at the side of the access.
- (9) **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.
- (10) **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 / \$3,000,000 aggregate (no exceptions). We can provide an example of a COI and Endorsement for reference.
- (11) **UTILITY PERMITS:** Each location requires a new permit. Engineered plans required. Include site information such as address, pole #, etc.
- (12) **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.
- (13) **SIGNATURE:** Be sure to sign and date the application.

ADDITIONAL INFORMATION: DEVELOPMENT REQUIRING A DRIVEWAY FACILITY PERMIT

A facility permit is required for any work within a County Road right-of-way. In addition, a facility permit is required for the following types of new development prior to land use authorization on the building permit:

- 1. New structures on vacant parcels;
- 2. Additional dwellings on property where a dwelling already exists except for temporary medical hardship homes or replacement dwellings;
- 3. If specified as a condition of approval in a land use decision.

If you are required to have a facility permit to fulfill any of the requirements in 1 – 3 above, you MUST PROVIDE THE SAME PLOT PLAN FOR YOUR ACCESS AS YOU SUPPLIED TO LAND MANAGEMENT. For site plan checklist go to the Lane County website at: http://www.lanecounty.org/Departments/PW/LMD/LandUse/Documents/Handouts/Site_Plan_How_To_Handout.pdf or visit Public Works Dept or LMD at 3050 N Delta Hwy in Eugene.

<u>SCHEDULE OF FEES</u>	Permit Fee*	Deviation Requests	Director Appeal	Appeal to Board of Commissioners	Notes
(See Lane Code Chapter 15.210 (12 & 15.709))					
Residential and Commercial Approaches	\$450	\$1000	\$1000	\$2800	Includes normal permit administration, two inspections and an additional form inspection in the case of a concrete driveway apron.
Project Dev; Road Const; Other Activities	Deposit \$250 +	\$1000	\$1000	\$2800	Average costs are \$1000. Total costs shall be based on the actual costs incurred. The initial \$250 deposit will go toward actual costs.
Landscaping; Residential Drainage	\$250	\$1000	\$1000	\$2800	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; Utility	No Fee**	\$1000	\$1000	\$2800	**A bond or surety & insurance are required for pruning, tree removal, roadside logging & temporary approaches associated with this.

*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. Lane County recommends you post only the non-refundable application fee when applying for a permit that is not required by Land Mgmt or any other agency because A DENIAL OF YOUR REQUESTED PERMIT DOES NOT CONSTITUTE A REFUND regardless of the amount of money that has been posted up front.