

LINN COUNTY ROAD DEPARTMENT

3010 FERRY STREET SW, ALBANY, OREGON, 97322
TELEPHONE: (541) 967-3919 FAX: (541) 924-0202
www.co.linn.or.us/Roads



APPLICATION FOR RIGHT-OF-WAY ENCROACHMENT

APPLICANT

NAME:

MAILING ADDRESS:

PHONE:

FAX:

CELL:

NAME OF CONTACT PERSON:

EMAIL:

DESCRIPTION & LOCATION OF WORK

(CHECK ALL THAT APPLY)

ACCESS (indicate type and use below)

NEW

MODIFICATION

CHANGE OF USE

PUBLIC STREET

UTILITY (describe below and attach drawings)

PUBLIC

PRIVATE

UNDERGROUND

OVERHEAD

ROAD IMPROVEMENT (indicate purpose below and attach plans)

DRIVEWAY (indicate approximate length)

PLANNING PERMIT/CASE:

OTHER (sign, shelter, stock guard, landscaping, etc. describe below)

BRIEF DESCRIPTION OF WORK TO BE PERFORMED (facilities to be installed):

COUNTY ROAD OR LOCAL ACCESS ROAD NAME:

TOWNSHIP, RANGE, AND SECTION (Include tax lot and site address if applicable):

APPLICANT SIGNATURE:

DATE:

DEPARTMENT USE ONLY

DATE RECVD:

BY:

ATTACHMENTS

FEE PAID \$ _____

DIST SUPVSR:

DATE:

OPS / ENG:

DATE:

PERMIT NO:

COMMENTS:

PLANNING, REVIEWED BY (Access / Driveway permits only):

DATE:

Instructions for Encroachment Permit Application

(See Standard Provisions for additional information)

APPLICANT

List name of applicant (individual or business), complete mailing address, daytime phone number, and name of contact person if applicant is a business. Note: applicant for access permits must be property owner. Person performing work may be listed as contact person.

DESCRIPTION & LOCATION OF WORK

Indicate purpose of permit; Access, Utility, Road Improvement, or Other.

Access Permits:

Res/Field: \$30

Public street: \$150

Commercial: \$150

(Additional fees may apply)

Indicate if access permit is for new or existing access. If access is existing, indicate reason for permit (modification of culvert size or width, change of use from field to residential or commercial, etc.) Be sure to include site address (if applicable) and township, range, section, and tax lot Number. Reference the location to the nearest intersecting road.

Indicate on the application if access is for a new public street.

Approved permit will include specific details, standard drawings, limitations or other instructions as necessary. Encroachment Permit Standard Provisions are available upon request.

Utility Permits:

Fee: \$55

ORS 758.010 prohibits charging permit fee for certain public utility use of the road right-of-way. Permit fee is waived for these applicants.

(Additional fees may apply)

Indicate if utility is public or private, underground or overhead. All utility permit applications must include a location map and detailed drawing of the proposed utility installation. Drawings for utility installations other than simple service connections must indicate location of all existing utilities in the road right-of-way in the vicinity of the proposed work.

Drawings must include the proposed depth of bury from existing ground (for underground installations) and the location of all poles, pedestals, valves, boxes, vaults or other similar facilities. All proposed facilities must be horizontally referenced to the edge of pavement (except gravel surfaced roads) and the right-of-way line. Drawings must include a typical cross-section view for underground facilities.

Plans must clearly indicate if a hard surface cut is desired. Hard surface cuts are only allowed to access existing utilities if alternate means are not available. All road crossings are required to be directional bored.

New utility installations are not normally allowed within the area between the bottom of ditch and the edge of pavement. Prior coordination with District Supervisor will improve permit processing time.

Attachments larger than 11" X 17" are not acceptable. Please include three copies of all attachments. Include stamped, self addressed return envelope for fee exempt applications. Certificate of liability insurance must be on file.

Approved permit will include specific details, standard drawings, limitations or other instructions as necessary. Encroachment Permit Standard Provisions are available upon request.

Road Improvement:

Fee: \$150

(Additional fees may apply)

Indicate purpose of proposed road improvement (condition of development, etc.). Include detailed construction plans and specifications for work including traffic control and signing plan. Attach certificate of liability insurance listing Linn County as a certificate holder. Amount of insurance shall be \$1,000,000 unless otherwise specified.

Prior coordination with the County Engineer will improve permit processing time.

Approved permit will include specific details, standard drawings, limitations or other instructions as necessary. Encroachment Permit Standard Provisions are available upon request.

Driveway Permit:

Fee: varies

Residential and commercial driveways only: Driveway permit application must include drawing or sketch showing entire driveway from public street access to residence. Indicate width, length, type and depth of surfacing.

Permit fee is based on total driveway length.

Less than 50 feet: \$25 or free with access permit

50 feet to 200 feet: \$50

Greater than 200 feet: \$50 + \$0.10/ft over 200 feet

Other:

Fee: varies

Include purpose of application (sign, shelter, landscaping, etc.) and specific details of work to be performed. Contact Linn County Road Department for additional information as to attachments and other instructions.

Approved permit will include specific details, standard drawings, limitations or other instructions as necessary. Encroachment Permit Standard Provisions are available upon request.

Note: Failure to provide required information or attachments will delay permit application processing. Please call if you have any questions (541) 967-3919.

Additional guidance and Standard Provisions are available on-line @ www.co.linn.or.us/Roads