



GENERAL RIGHT -OF- WAY PERMIT APPLICATION

Date:	Project Name:		
General Location:	Site Address (or closest address):		
	Applicant:	<input type="checkbox"/> Primary Contact	
	Name:		
	Organization Name:		
	Address:		
	City:	State:	Zip Code:
	Mobile #:		
	Email:		
Description of Work:	Contractor:		
	<input type="checkbox"/> Primary Contact		
	Name:		
	Organization Name:		
	Address:		
	City:	State:	Zip Code:
	Email:		
CCB#:			
Start Date:	End Date:	Estimated number of days of construction:	
Street Closure: <input type="checkbox"/> Yes <input type="checkbox"/> No *If proposing street closure, additional review by Transportation is required.			

This application is for:

- POD / Shipping / Storage Container Placement
- Sidewalk Construction or Repair
- Driveway Approach Installation, Repair, or Replacement (\$10 fee required)
- Fire Service or Water Tap (\$250 fee required)
- Sanitary Sewer Tap or Disconnection (\$155 fee required)
- Storm Sewer Tap or Disconnection (\$155 fee required)
- Other (please enter a detailed description above)
- Street Tree Installation, Removal, or Replacement:
 - Removal:
 - Number of trees to be removed: ____
 - Species of tree(s) if known: _____
 - Purpose of removal: _____
 - Installation:
 - Number of trees to be planted: ____
 - Species of tree(s): _____
 - *City of Hillsboro's approved [Street Tree List](#)
 - ____ (Initial) I understand planting street trees requires the installation of [Root Barriers](#)

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits

GENERAL RIGHT -OF- WAY PERMIT APPLICATION (CONTINUED)

Submittal Requirements (see [City of Hillsboro Right-of-Way Permit Guidelines](#))

- One (1) set of complete construction drawings (including Traffic Control Plan)
- OR-
- Electronic Submittal of complete construction drawings (including Traffic Control Plan)
- Certificate of Liability from Licensed Contractor (if hiring a contractor)

BY SIGNING BELOW, THE APPLICANT(S) SHALL CERTIFY THAT:

- The above request does not violate any recorded deed restrictions that may be attached to or imposed upon the subject property.
- If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- All the above statements and the statements in any plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants to acknowledge that any permit issued, based on this application, may be revoked if it is found that that any such statements are false.
- The applicant has read the entire contents of this application, including the policies and criteria, and understands the requirements for approving or denying the application.

Applicant / Authorized Agent

Name (Print): _____

Signature: _____ Date: _____

Please submit your application and all required supporting documents to:

Permits@Hillsboro-Oregon.gov.

If you have any questions, please contact 503-681-6153

FOR OFFICIAL USE ONLY

Assigned Review # _____

Received by Staff: _____

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GUIDELINES FOR SUBMITAL- GENERAL RIGHT -OF- WAY PERMIT APPLICATION

Description

The General Right-of-Way permit is required for any work conducted by residents, commercial businesses, or their hired contractors, when this work is conducted in the public right-of-way or City-owned easements. Some examples of work requiring a General Right-of-Way Permit include:

- Planting, removal, or replacement of street trees
- Public sidewalk repair
- Construction of a new driveway approach or repair to an existing driveway approach
- Water, storm sewer, or sanitary sewer lateral connection (tap) to or disconnection from mainline
- Any other work requiring temporary closure of a portion of the public right-of-way

Permit Application Requirements

To apply for a General Right-of-Way Permit, an applicant must submit the following items:

- A completed and signed General Right-of-Way Permit Application Form
- One hard copy or one electronic (.pdf) copy of a complete set of construction drawings
 - Work in the public right-of-way or City-owned easements must meet City of Hillsboro [Design and Construction Standards](#)
 - The construction drawings shall be accompanied by a Traffic Control Plan (see [State of Oregon 2011 Temporary Traffic Control Handbook](#) for guidance)
- A copy of the certificate of insurance from the Licensed Contractor doing the work
 - (see an [Example Certificate of Insurance](#))

Fees

The City of Hillsboro requires a \$10 fee for General Right-of-Way Permits for construction of a new or replacement driveway approach only. Storm and sanitary taps have a \$145 flat rate inspection fee. Fire Service and Water taps have a \$250 flat rate inspection. The City currently does not charge a fee for any other General Right-of-Way Permits.

City Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro permitting staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately five business days.

Inspections

No less than 48 hours before the permitted work will begin, the applicant or their licensed contractor must schedule a pre-inspection with a City inspector to review the project work plan and ensure the project preparation and traffic control features have been correctly installed. No more than 48 hours after the permitted work has been completed, the applicant or their licensed contractor must schedule a post-construction inspection with a City inspector to ensure the work has been done in compliance with City Design & Construction Standards.

For further questions please contact:

Community Development Department

Phone:(503) 681-6153

Email: permits@hillsboro-oregon.gov

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