



City of Keizer  
 Department of Public Works  
 P.O. Box 21000  
 Keizer OR 97307

503-856-3561

**UTILITY WORK IN RIGHT-OF-WAY/STREET OPENING/CLOSURE  
 APPLICATION FOR PERMIT – (72 Hr Notice Required excl weekends)**

The following application does not become an approved permit is signed by an authorized agent of the utility company and authorized by a representative of the approving agency. If a certificate of insurance is not already on file with the approving agency it must be provided before a permit can be issued. Please provide three sets of construction plan/site plan with the completed permit application.

APPLICANT NAME: \_\_\_\_\_  
 OWNER NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ PROPOSED START DATE: \_\_\_\_\_  
 BUSINESS PHONE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
 24 HOUR EMERGENCY PHONE NUMBER: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 PROJECT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 PROJECT DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 THREE SETS OF CONSTRUCTION PLANS SUBMITTED [x]

**GENERAL PROVISIONS:**

1. The applicant must contact Keizer’s Right-of-Way inspector Lyle Bell at 503-856-3571 or belll@keizer.org BEFORE any site work can take place.
2. Arterial and Collector Street daytime work hours are 9:00 a.m. to 4:00 p.m. unless otherwise approved by City of Keizer.
3. Traffic control shall conform to the requirements of the MANUAL on UNIFORM TRAFFIC CONTROL DEVICES.
4. Pavement cutting will not be allowed without prior approval, approval will be given on a case by case basis only.
5. Open cuts of pavement within travel lanes shall be patched with cold mix or covered with steel plates to accommodate traffic overnight or until the final hot patch is constructed.
6. All trenching and pavement cuts shall be guaranteed against settlement.
7. EROSION CONTROL MEASURES REQUIRED (See back of form) Contact the Stormwater Dept at 503-856-3424.
8. All work in the public right-of-way and all work which is connected, directly or indirectly, to City of Keizer water, sanitary sewer or storm sewer lines shall be constructed in accordance with applicable City of Keizer Standard Construction Specifications.
9. ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 92-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. (Note: the telephone number for the Oregon Utility Notification Center is (503) 232-1987 or 1-800-332-2344.)

The Applicant shall indemnify and save harmless the Approving Agency, its Council, its Board of Commissioners, its officers and employees from all suits and actions; or claims of any character brought because of any injuries or damages received or sustained by any person, or property on account of the operations of the said Applicant, his Subcontractors or the employees of either; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the said Applicant.

The Applicant accepts and approves the terms and provisions contained and attached herein, including the special provisions and the Approving Agency’s adopted Design Standards. Permits for construction expire (6) months from date of issue.

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Permit Approved by:</b>	<b>Date:</b>	<input type="checkbox"/> ≥ 1,999 sf

**Additional Conditions of Permit:**

**If any lane closures will occur then 24 hours in advance notice of work contractor must contact Police and Fire Communications Center, Salem/Keizer School District, Transit District, USPS & Sanitation Companies.**

## Utility Right of Way/Street Opening/Closure – Erosion Prevention and Sediment Controls

1. Project Information	
Total Site Area (acres or square feet):	Total Disturbed Area (acres or square feet):
2. Best Management Practices (BMP)	
Please attach a site plan with the location of the best management practices identified below	
1.	Perimeter Control
2.	Construction Entrance/Exit
3.	Inlet protection
4.	Waste Management (Concrete, sanitary waste, etc)
5.	Spill Prevention (Tailgate meeting, absorbents)
6.	Temporary Stabilization (Stock piles, disturbed soil, etc)
7.	Final Stabilization
3. Inspection Table	
Required Inspection Frequency for Applicant's Inspector	
Site Condition	Minimum Frequency
1. Active Period	Daily when stormwater runoff, including snow melt, is occurring. At least once every 4 days when runoff is not occurring.
2. Prior to site becoming inactive or in anticipation of site inaccessibility.	Once to ensure that erosion and sediment control measures are in working order. Any necessary maintenance and repair must be made prior to leaving the site.
3. Inactive periods greater than fourteen calendar days.	Once every two weeks.
4. Periods during which the site is inaccessible due to inclement weather.	If practical, inspections must occur daily at a relevant and accessible discharge point or downstream location.
4. Required Conditions	
1.	<b>A pre-construction erosion control inspection must be requested by the applicant and conducted by City staff, with BMPs and measures in place, prior to disturbing any soil on site.</b>
2.	<b>All BMPs</b> and conditions contained within this application, including attached site plan must be implemented, installed and maintained by all permit registrants.
3.	The measures identified in this application are a <b>minimum</b> requirement for anticipated site conditions. Measures should be upgraded as needed to remain compliant and to adhere to these required conditions.
4.	Update and retain this <b>Application</b> , this includes documented inspections and control amendments.
5.	Inspect and maintain all BMPs regularly according to the <b>Inspection Table</b> .
6.	BMPs must be serviced when sediment loads have reached the manufacturers recommended capacity. (i.e. 1/3 <sup>rd</sup> the height of sediment fence or biobag)
7.	Loose soil and material is to be contained on the project site, <b>0.5 cubic feet</b> or more of material off site is a direct violation.
8.	If a stormwater treatment system is necessary, submit an operation and maintenance plan. The plan must be approved prior to use. Operate and maintain the system according to the manufacturer's recommendation.
9.	The project site must be stabilized at the end of <b>each work day</b> , ensuring no sediment transferred off site.
10.	After <b>14 days</b> of inactivity soil must be covered with mulch, straw or compost; After <b>30 days</b> of inactivity soil must be stabilized with seeding or a heavy mulch layer.
11.	A vegetative buffer must be maintained for projects adjacent to local waterways or wetlands.
12.	All temporary erosion control measures must be <b>removed</b> once final stabilization is achieved.
13.	<b>A final stabilization inspection must be requested by the applicant and conducted by City staff.</b>
4.	Every project is subject to the conditions and penalties described in <b>Ordinance #2014-711</b> (City of Keizer Erosion Control Ordinance).