

**THE CITY OF COLUMBIA CITY  
STREET DEPARTMENT**  
1840 SECOND STREET, P.O. BOX 189  
COLUMBIA CITY, OREGON 97018  
PHONE: 503-397-4010

**PERMIT TO CONSTRUCT RIGHT-OF-WAY IMPROVEMENTS**

Date \_\_\_\_\_

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Name of Applicant/Permittee

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Address

City/State/Zip

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Phone Number

Fax Number

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E-Mail Address

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Name of Contractor

Address

City/State/Zip

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Contractor Phone Number

State CCB License Number

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Right-of-Ways to be Improved/Description of Work

This permit is hereby issued to the above applicant for placing, building, or constructing improvements within the right-of-way of a Columbia City street in strict compliance with the approved plans attached hereto and in conformity to the terms, conditions, agreements, stipulations, and provisions contained in the application and this issued permit. The rules and regulations governing facilities to be permitted upon the City's street rights-of-way as set forth by the City ordinances and applicable regulations and laws or orders, must be followed.

Performance security in a form approved by the City and full maintenance warranty for a minimum of two (2) years after the date the improvements are formally transferred to the City are required. In addition, the contractor shall provide the City with proof of workers' compensation and general liability insurance with an aggregate coverage of \$1,500,000 for personal injury/death and \$500,000 for property damage, naming the City as an additional insured. Permittee and Contractor shall comply with the following conditions:

- 1. Work shall be performed in accordance with the plans and specifications approved in advance by the City and conditions of approval, if any, attached hereto. Improvements shall be constructed under the inspection and to the satisfaction of the Public Works Superintendent and/or City Engineer. The City may require changes in typical sections and details in the public interest if unusual conditions arise during construction to warrant the change.**
- 2. The permittee shall pay all City Engineering fees related to plan review and inspection.**
- 3. The improvements must be completed within one year of the date of issuance of this permit, or the bond or other security will be forfeited to City for use in completing the improvements.**

**4. Work shall not commence until after notification to the City and written authorization to proceed is granted, and if work is discontinued for more than 30 days for any reason, work shall not be resumed until after the City is notified and authorization for the work has been granted.**

**5. Upon completion, the Permittee shall provide the City with two sets of "as-built" drawings certified by a licensed engineer that construction was completed according to the approved plans and specifications, along with copies of all inspections or engineer's reports. As-built drawings shall also be submitted in electronic dwg format, AutoCAD 2000 or later version or an approved equivalent.**

**6. Permittee and Contractor shall fully indemnify, save harmless and defend the City from and against all liability, claims, demands, costs and expenses, including attorney fees at trial or upon appeal, based upon or arising out of damages or injuries to third parties, their property or to any public facilities or employees caused by the fault or negligence in whole or in part of the Permittee or Contractor, or their employees, subcontractors, invitees or licensees in the performance of the work. At the sole discretion of the City, either the Permittee or Contractor shall immediately repair the damage at Permittee's or Contractor's expense or the City shall make the repairs and obtain reimbursement for the cost of repairs from Permittee or Contractor.**

**7. This permit is not valid until signed by the Public Works Superintendent or City Administrator/Recorder of the City of Columbia City.**

**8. The Permittee and Contractor must enter into a Maintenance Agreement for the Improvements prior to beginning construction.**

_____	Applicant/Permittee Signature	_____	Date
_____	Contractor Signature	_____	Date
_____	Approval by City Representative/Title	_____	Issue Date

Required Attachments:

- \_\_\_\_\_ A certificate of insurance has been received.
- \_\_\_\_\_ Performance assurance in the amount of \_\_\_\_\_ has been approved and received.
- \_\_\_\_\_ Plans and specifications have been approved by the City.
- \_\_\_\_\_ Conditions of approval apply to this project and are attached.
- \_\_\_\_\_ Signed Maintenance Agreement