



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

The following application does not become an approved permit until it is signed by an authorized agent of the utility company and is 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 plans/site plans with the completed permit application.

THIS SECTION IS FOR INTERNAL USE BY THE CITY OF KEIZER PWK#: _____ <input type="checkbox"/> <2000 ft ²	
Date received: _____	Date reviewed: _____ Fee Amount: \$ _____
Payment Date: _____	
Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied: _____	

Applicant:	
Owner Name:	Email:
Contact Person:	Email:
Business Phone #:	24 Hour Emergency Phone #:
Project Address:	
Project Description:	
Construction Activity (linear utility, single family, etc.):	
Project Start:	Project End:
Is project within 50 feet of a waterway? <input type="checkbox"/> Yes. <input type="checkbox"/> No. If yes, and your project is 200 ft ² or more, you need to fill out an Erosion Control Permit Application.	

GENERAL PROVISIONS:

1. The applicant must contact Keizer's Right-of-Way inspector at **503-856-3580** or RWP@keizer.org PRIOR to any site work taking place.
2. Sanitary sewer projects must have all required permits obtained from City of Salem. Questions can be directed to 503-588-6211; select option 5.
3. EROSION CONTROL MEASURES ARE REQUIRED. See page 2 for details.
4. ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 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 at 811.
5. Arterial and Collector Street daytime work hours are 9:00 a.m. to 4:00 p.m. unless otherwise approved by the City of Keizer.
6. Traffic control shall conform to the requirements of the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
7. Pavement cutting will not be allowed without prior approval. Approval will be given on a case-by-case basis only.
8. 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.
9. All trenching and pavement cuts shall be guaranteed against settlement for a period of 1 year.
10. All work in the public right-of-way and all work 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.
11. **If any lane closures will occur, contractor must give 24 hours advance notice of work to Police and Fire Communications center, Salem/ Keizer School District, Transit District, USPS, and Sanitation Services.**

EROSION CONTROL MEASURES

Erosion prevention and sediment control measures are required to prevent material from entering waterways and inlets. For questions about erosion control BMPs or requirements, contact the Environmental Compliance Coordinator at 503-856-3424.

Required Best Management Practices- Check all BMPs that apply:

Perimeter control:	<input type="checkbox"/> Sediment Fence	<input type="checkbox"/> Straw Waddles	<input type="checkbox"/> Other:
Construction entrance/exit:	<input type="checkbox"/> Existing Gravel Driveway	<input type="checkbox"/> Constructed Entrance	<input type="checkbox"/> Other:
Inlet protection:	<input type="checkbox"/> Silt Sack/ Insert	<input type="checkbox"/> Bio Bags	<input type="checkbox"/> Other:
Temporary stabilization:	<input type="checkbox"/> Natural Fiber Netting	<input type="checkbox"/> Plastic Sheeting	<input type="checkbox"/> Other:
Final stabilization:	<input type="checkbox"/> Planting	<input type="checkbox"/> Mulch	<input type="checkbox"/> Other:

Waste Management- Initial below to certify that you understand the following:

- ☐ I agree to install, use, and maintain a concrete washout for all concrete wastes generated on-site.
- ☐ I understand it is unlawful to accumulate solid waste that is hazardous to public health and safety or any waste not stored within an approved solid waste receptacle. I understand that it is unlawful to bury any solid, liquid, or hazardous waste on site.
- ☐ I understand that portable toilets must be regularly maintained and securely located behind the curb and not in a public/private street, alley or other trafficked pathway.
- ☐ I understand that it is my responsibility to prevent and clean spills to the best of my abilities and to immediately report spills over 5 gallons and/or toxic or hazardous spills of any amount to the City of Keizer.

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 injuries or damages received or sustained by any person or property on account of the operations of the Applicant, their 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.

APPLICANT'S SIGNATURE _____

DATE: _____

Permit Approved by:

Date:

Form may be filled out electronically. Please print when complete, sign the form and either email it to bremel@keizer.org or deliver it to the City of Keizer Public Works Department.