



# PRIVATE USE OF PUBLIC WAY PERMIT APPLICATION

**A. Private Use of a Public Way Involves (temporary/rental):**

- Construction Storage/Staging Area
- Community Events
- Building Move (see section F)
- Special Event: \_\_\_\_\_
- Other: \_\_\_\_\_

**B. Job Site Information:**

Job Address: \_\_\_\_\_

Applicant /Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Expires: \_\_\_\_\_

**C. Period of Use:**

From: (date) \_\_\_\_\_ (time) \_\_\_\_\_ To: (date) \_\_\_\_\_ (time) \_\_\_\_\_

**D. Area of Use:** \_\_\_\_\_ Square Feet

**E. Description of Proposed Use:**

Describe the proposed use and any changes to, or removal of, traffic control devices/signs, protection of any street trees, public facilities, utilities, and impacts to the general public. For building moves, also describe the proposed move route.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Building Move Requirements:** The following details are required with the application.

- Building Size: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Distance: \_\_\_\_\_
- Related Building Permit #: \_\_\_\_\_
- Building Move Route Map (north arrow • street names • utility conflicts • street trees impacted)
- Building Move Concurrences (see page 3)

**G. Traffic control plan required?**  No  Yes Approved by: \_\_\_\_\_

**NOTE:**

- No work/use is allowed on arterial or collector streets and/or within the downtown core area from 7:15AM to 8:15AM and from 4:00PM to 6:00PM, unless otherwise authorized (i.e. long term closures).
- Contact EPD for building moves prior to submitting this application to permit staff.
- Contact Urban Forestry at 541-682-4800 prior to any use or work within a Street Trees dripline and/or cutting of roots.
- During use of public way, applicant shall maintain commercial general liability insurance in the amount of \$2,000,000 per occurrence and \$3,000,000 in aggregate, to ensure all activities listed.
- Contact Risk Services for neighborhood block parties to see if a reduction to the insurance requirements can be approved.
- No Parking signs to be in place 48 hours prior to move.

**H.** As the applicant, I state that I have read and understand the conditions printed on both sides of this application for using the public way and further state that the use/work permit being sought is for the purposes stated and no other, unless expressly requested on this application and authorized by a permit. I agree to indemnify and hold the City of Eugene, its officers, agents and employees harmless from any injury or damage caused by or relating to the activities specified in this application.

\_\_\_\_\_  
 Name (Please Print) Signature Date

**CONDITIONS OF APPROVAL**

1. The applicant represents all parties and interests and shall furnish material, do all work, pay all costs, and shall, within a reasonable length of time, restore any damaged portion of the public way to a condition similar or equal to that existing before the commencement of the described work or uses, including any seeding or sodding necessary.
2. The applicant and the applicant's successors or assignees agree to hold harmless the City of Eugene and it's duly appointed agents and employees against any action for personal injury or damage sustained by reason of exercise of a permit, if granted.
3. All use, work and construction within the public right-of-way is subject to the regulations set forth by the Eugene City Code, and is subject to engineering standards as established by the City Engineer.
4. The proposed work, use, etc. requested shall be located and constructed to the satisfaction of the City Engineer or a duly authorized representative. No revisions or additions shall be made to the proposed scope of work on the right-of way without the written permission of the City.
5. The applicant shall at all times, conduct the work or activity in such a manner as to minimize hazards to vehicular and pedestrian traffic. In performing work or use in the public way the applicant shall provide traffic control acceptable to the City's Traffic Engineer or designee. All required traffic controls, i.e. signs, barricades, flaggers, etc., shall be furnished by the applicant. The actual work shall only be done during daylight hours, unless expressly authorized by the City.
6. The applicant shall not trim, cut, or in any way disturb any landscaping (trees or shrubbery) within said public way without the approval of the Urban Forester or a duly authorized representative.
7. The work performed by the applicant is for a bona fide purpose and not for the purpose of creating parking or areas for the servicing of vehicles on the street right-of-way. Parking on the public right-of-way is prohibited, unless authorized by the appropriate permit. Commercial, non-public signs that overhang the right-of-way are prohibited, unless expressly authorized by the City's Sign Code or appropriate permit.
8. The City reserves the right to make such changes, additions, repairs, and relocations within its statutory limits to the facilities constructed under a public property/right of way work/use permit or other appurtenances on the right-of-way as may at any time be considered necessary in the future to permit relocation, reconstruction, widening, or maintaining of the street and/or to provide proper protection to life or property adjacent to the City and/or State right-of-way.

However, in the event that a permit is granted to construct, locate, operate and maintain public utility facilities on the right-of-way the applicant utility company, upon written request by the City Engineer shall perform such alterations or change of locations of the utility company's facilities without expense at the City. Should the applicant's utility company fail to make satisfactory arrangements to comply with a request within a reasonable time, the City reserves the right to make such alterations or change of location or removal of the utility company's facilities. The applicant agrees to pay for the cost incurred.

9. A permit, when granted is effective only in so far as the City has jurisdiction and does not release the applicant from the need to check with private utility locations.
10. The application affirms that the scope of the proposal shown on submitted plans is true and correct, and binds and obligates him/herself to perform the operation in accordance with the application and related plans and to abide by the above conditions.

<b>CONDITIONS:</b>	<b>FOR OFFICE USE ONLY</b>
<input type="checkbox"/> Traffic control plan per approved plan.	
<input type="checkbox"/> Use/work around public street trees must comply with City of Eugene standard drawing LS120.	
<input type="checkbox"/> Building move route approved by EPD & PWM.	
<input type="checkbox"/> Building move verification form approved by Land Use.	
<input type="checkbox"/> Applicable conditions required from the building move verification form have been included.	
<input type="checkbox"/> Commercial general liability insurance provided.	
<b>Additional Requirements:</b>	

**Permit #:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Fees:** \_\_\_\_\_

Building Move Concurrences

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Description of Proposal: \_\_\_\_\_

The applicant is responsible for obtaining permits and concurrences from all of the following agencies affected by the move route in order for the City of Eugene to approve the Building Move Permit. Please note, the applicant may incur expenses due to requirements with these agencies.

**City of Eugene Police Department**  
300 Country Club Road  
Eugene, OR 97401  
Attn: Shawn Marsh  
[Shawn.g.marsh@ci.eugene.or.us](mailto:Shawn.g.marsh@ci.eugene.or.us)  
541-682-5157

**City of Eugene Traffic Operations**  
1820 Roosevelt Blvd.  
Eugene, OR 97402  
[pwmaintenance@ci.eugene.or.us](mailto:pwmaintenance@ci.eugene.or.us)  
541-682-4800

**City of Eugene Urban Forestry**  
1820 Roosevelt Blvd.  
Eugene, OR 97402  
Attn: Chris Girard  
[Chris.j.girard@ci.eugene.or.us](mailto:Chris.j.girard@ci.eugene.or.us)  
541-682-4824

**EWEB Power**  
P.O. Box 10148  
Eugene OR 97440  
Attn: Michele Klemp  
[michele.klemp@eweb.org](mailto:michele.klemp@eweb.org)  
541-685-7325

**Lane County Public Works**  
3050 N Delta Hwy  
Eugene OR 97408  
Attn: Laurie Parker  
[Laurie.parker@co.lane.or.us](mailto:Laurie.parker@co.lane.or.us)  
541-682-6902

**Lane Electric**  
787 Bailey Hill Road  
Eugene OR 97402  
Attn: Tony Toncray  
[operationmgr@laneelectric.com](mailto:operationmgr@laneelectric.com)  
541-484-1151

**ODOT**  
2080 Laura Street  
Springfield, OR 97477  
541-744-8080

**Union Pacific Railroad**  
For routes proposed to cross railroad properties and facilities, provide written concurrence through the Roadmaster's office in Oakridge or for Burlington Northern through their office in Albany.

Please review the information provided by the applicant and indicate if this proposal will impact your use and indicate any conditions required for concurrence.

No concerns

Conditions of concurrence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date