



## **Instructions for Filling out the Utility Right-of-Way Use Permit Application Form**

1. Save PDF of application form to your hard drive.
2. Fill out all applicable sections: A through G.
  - a. All boxes must be completed.
  - b. Incomplete applications will be returned, and may cause delays.
  - c. When filling out multiple-line responses, tab to the next line when you reach the end of a line, otherwise the font gets too small to read.
3. Filing electronically, go to the top of the form and click on the link: [\\*Eugene PWM Utility Permits](#). This will open an email message in your default mail program.
4. Attach the saved PDF permit application and all associated plans and traffic control plans. Send plans in 11" x 17" PDF format only; other formats are not supported.
5. If you are not filing electronically, you may print this form for submittal.