



39250 Pioneer Blvd. • Sandy, OR 97055 • 503-668-5533 • www.ci.sandy.or.us

RIGHT-OF-WAY PERMIT PLAN SUBMITTAL REQUIREMENTS

Two (2) sets of project plans must be submitted for review and approval. One set will be returned to the applicant with any redlines/corrections and a plan review comment letter.

For crossings or service laterals/drops serving single-family dwellings or small commercial/industrial sites a simple sketch may be submitted if project plans have not been prepared for the work. Use the permit application form on the City's website: <https://www.ci.sandy.or.us/publicworks/page/right-way-permits>

At a minimum, project plans shall be drawn to scale, (engineer scale only, not fractional or architect's scale), include plan and section views and must show the following information:

- Purpose of application, (directional bore; push; plow; street cut, etc.)
- Type of Utility, (CATV, Power, Telecomm, Gas, Fiber, etc.)
- Utility for which the work is being performed and the applicant's project or job number.
- Location of Proposed Utility Placement, Direction of Crossing, Parallel or Perpendicular to Street, etc.
- Street Address, (From – To) or stationing and/or nearest cross street(s)
- Size of excavation (including bore and exit pits) width, depth and length of trench. – All facilities must be located with a minimum of 30" cover, (including roadside ditches or swales). More cover may be required to avoid conflicts with existing utilities.
- Proposed start date and completion date.
- Size and material type for any duct or conduit, (all Power, Telecomm, Fiber and CATV facilities must be placed in duct or conduit).
- Plan view showing right-of-way and pavement width, (curb to curb or edge to edge) and proposed facility location within right-of-way. Show dimension between right-of-way line or street centerline and facility. If the location varies (i.e. not a consistent distance from right-of-way line or centerline) show distance from right-of-way or centerline for each station to station section. Plan view

should also show any features - (pole and/or pedestal locations, curbs, sidewalks, driveway approaches, etc.) in the immediate project area.

- Section view must show proposed facility location, right-of-way and street widths, (including curb and sidewalk locations) and depth of cover over facility. Show dimension between right-of-way line or street centerline and the proposed facility. If the location varies in distance from right-of-way line or centerline show each station to station section with distance from right-of-way or centerline.
- Indicate type of trench backfill and surface restoration proposed.

Simple crossings or service laterals need not be drawn to scale but must clearly convey the information required above. Plans submitted without the required information or illegible plans will be returned to the applicant.

A Certificate of Insurance naming the City of Sandy, its officers, agents and employees as additional insured is required for all work performed in the public right-of-way. A performance bond or other suitable guarantee may be required for work performed by contractors on behalf of franchised utilities or developers. Work performed by employees of franchised utilities is typically covered under the City's franchise agreement.

Questions regarding permit applications, plan submittal requirements, insurance and bonding may be directed to Thomas Fisher at 503-489-2161 or by email to: tfisher@ci.sandy.or.us