



**DOUGLAS COUNTY PUBLIC WORKS DEPARTMENT  
APPLICATION FOR RIGHT OF WAY ACTIVITY PERMIT**

SEE PAGE 2 FOR INSTRUCTIONS

PERMIT # _____
AUTHORIZATION # _____

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROJECT/ACTIVITY INFORMATION**

Project Situs Address: \_\_\_\_\_

County Road Name: \_\_\_\_\_ Milepost(s): \_\_\_\_\_

Property ID#: \_\_\_\_\_ Tax Lot #: \_\_\_\_\_

Location Description: \_\_\_\_\_

Project/Activity Description: \_\_\_\_\_

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

Work to be performed by:  Applicant  Contractor  Other \_\_\_\_\_

**PERMIT REQUIREMENTS** *Check applicable box below and attach required materials*

- Access Permit: *Select appropriate box below and submit a Location Map*
  - New Access (must mark location with paint or flagging)  Modifying Existing Access  Inspection of Existing Access
- Utility Permit: *Submit the following items*
  - Location Map      • Project Drawings      • Traffic Control Plan
- Site Development/ Road Construction Permit: *Submit the following items*
  - Location Map    • Project Drawings    • Traffic Control Plan    • Drainage Report & Traffic Impact Study (if applicable)
- Tree Removal Permit: *Submit the following items*
  - Location Map
- Other Work Permit (includes drainage, landscaping, commercial filming, and other work not covered above)
 

*Please describe work in detail, submit a Location Map, and attach any supporting materials* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit application with attachments to [rwbarret@co.douglas.or.us](mailto:rwbarret@co.douglas.or.us) or mail or hand deliver to:

Douglas County Public Works Department  
1036 SE Douglas Ave, Courthouse Room 304  
Roseburg, OR 97470

## APPLICATION INSTRUCTIONS

**Applicant Information:** Provide all requested information to ensure prompt processing of the application. The mailing address listed will be used to send an approved or denied permit, and the phone number and email will be used to contact the applicant with any questions during the review process.

**Project Situs Address:** Provide street address for the physical location of the proposed work site. If no address is available, put "N/A".

**County Road Name:** Provide the road name where the proposed work will be performed within County right of way.

**Milepost:** Provide the approximate mile post location of the proposed work site. These can be found clicking on the "Base GIS Map" link on the following County website: <http://www.co.douglas.or.us/GISweb/default.asp> and selecting the Transportation map

**Property ID #:** Provide the property ID # of the parcel where the proposed work is taking place. This ID # is in the form "R11111" and can be found at the County Assessor's website: [http://www.co.douglas.or.us/puboaa/puboaa\\_search.asp](http://www.co.douglas.or.us/puboaa/puboaa_search.asp)

**Tax Lot #:** Provide the Map Tax Lot# of the parcel where the proposed work is taking place. This Lot # is in the form "22-09W-18DB-01000" and can be found at the aforementioned County Assessor's website

**Location Description:** Provide any additional location information such as nearest town, cross roads, local directions, landmarks, etc to help identify the physical location of the proposed work site.

**Project/Activity Description:** Provide general description of the proposed work to be done. Examples include "Installing new power pole"; "Widen existing driveway"; "Cutting trees along right of way"; "Bore road and trench new service"; "Install new sidewalk"

**Work to be performed by:** Indicate who will be doing proposed work.

**Permit Requirements:** There 5 different types of Right of Way Activity Permits. Select only one box per application.

**Access Permit:** Select the appropriate type of access permit. Examples include a new driveway for new home, development, shop, or RV parking, widening existing driveway, or paving an existing driveway. For a new access, the location must be marked by flagging and/or paint so as to be visible from the road, and a location map must be provided with the application. If an existing access is not easily identifiable from the road, please mark with flagging and/or paint.

**Utility Permit:** Each different location requires a separate application and permit. Provide a detailed location map with the application. Attach the applicable Plan Sheet from the Project Drawings to the application. Attached Traffic control plans for work operations lasting three days or less shall conform to the latest version of the "Oregon Temporary Traffic Control Handbook for Operations of 3 Days or Less". All other traffic control plans shall conform to the latest version of the "Manual of Uniform Traffic Control Devices" (MUTCD).

**Site Development/Road Construction Permit:** Select this Permit for any projects involving new roadway or road frontage construction, existing roadway or road frontage improvements, or connecting to County storm drainage facilities. Examples include a subdivision involving new or existing public roads, road frontage improvements for retail, commercial, or residential property development, adding a turn lane to existing road, widening or extending existing road, paving of existing road, installing new sidewalks, or modifying existing sidewalks.

**Tree Removal Permit:** Provide a detailed location map with the application.

**Other Work Permit:** Select this Permit for any work in County right-of-way not covered by above. This includes any drainage work, landscaping, sign installation, mailbox supports, fence replacement, commercial or movie filming etc. Provide a detailed description of the work and Location map, as well as any other helpful materials.

**Application Signature:** Wet signature required. Unsigned applications cannot be processed properly.