

## Request to Perform Work in the Public Right of Way

In addition to completing this form, the applicant shall provide a **site plan** (see attached Permit Request Site Plan sheet) and a **cover letter** describing the work and why it must be performed in the right-of-way.

Contact the reviewing technician for current permit fees. There is a non-refundable review fee assessed by the City Bureau of Water Works.

It requires 5 - 7 days to process a permit request after the receipt of a complete application.

Contractors performing work in the right-of-way must have all necessary insurance and bonding. For questions about insurance (See attached insurance and bond information sheets), call Sundee Hamrick, Insurance & Bond Coordinator - **503-823-7614**

For traffic control plan approval call Traffic Investigations – **503-823-7233**

For permits to reserve parking, call the Permit Center - **503-823-7365**

Monitoring Wells, a semi-permanent installation, require a decommission Performance Bond with the amount of bond to be generated by the contractor. (See attached Performance Bond sheet)

Fax the completed permit request and all information required to **503-823-4554**.

Who is requesting this work?

Name & Address

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

What is the adjacent or benefiting address?

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

Who will be the contractor working in the R-O-W?

Name & Address

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

What street do you plan to work in?

\_\_\_\_\_

What are the two bounding streets?

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

**Type of Permit** (Check all that apply)

Blasting

In addition to above, provide approved permit from Fire Marshall including all attachments.

Test Bores/Monitoring Wells

Number of test bores/monitoring wells \_\_\_\_\_

Diameter of bore \_\_\_\_\_ Depth of bore \_\_\_\_\_

Performance Bond Number \_\_\_\_\_ (**Monitoring Wells Only**)

Monitoring well State of Oregon ID Number \_\_\_\_\_ (**Monitoring Wells Only**)

Underground Storage Tank Removal

Remove  Abandon In-place (Check one)

Number of tanks \_\_\_\_\_

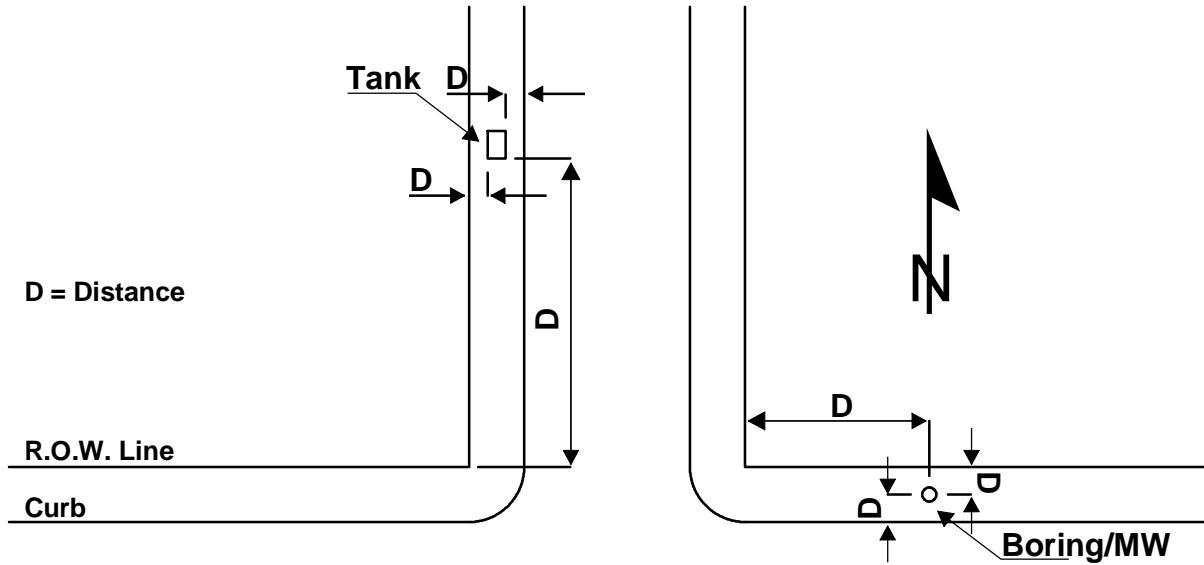
Depth of tank(s) (from surface to top of tank) \_\_\_\_\_

Vapor Recovery System (See attached Vapor Recovery System information sheet)

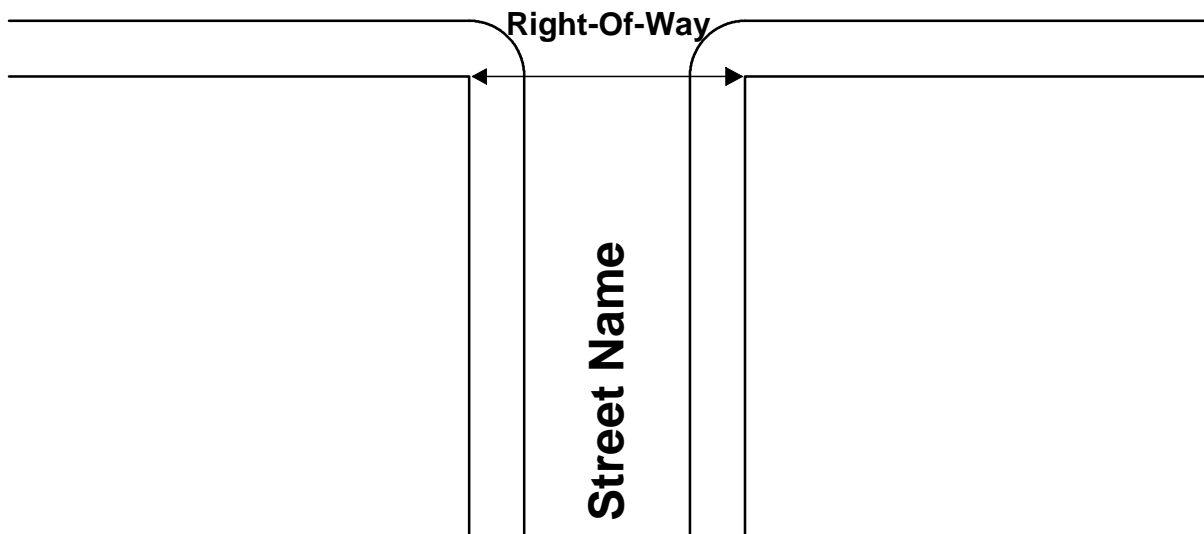
# Permit Request Site Plan

Produce a site plan including the following information

- A. Show streets & street names including curb line where applicable
- B. Show and label property lines of adjacent property
- C. Provide north arrow
- D. Show tank or boring/mw location dimensions off property line or curb line.
- E. Show tank or boring/mw location dimensions from nearest cross street R.O.W. line or curb line.
- F. Include depth of tank/boring/mw and diameter of boring/mw.
- G. Include address of site.



**Street Name**



# INSURANCE REQUIREMENTS FOR CITY OF PORTLAND OFFICE OF TRANSPORTATION RIGHT-OF-WAY PERMITS

PLEASE ALLOW 4 TO 6 BUSINESS DAYS FOR PROCESSING.

## The City of Portland requires:

1. A Standard Certificate of Liability Insurance, with the City of Portland named as the Certificate Holder (see address below).
2. An additional insured endorsement naming the City of Portland as an additional insured. The following types of endorsements are acceptable:
  - A. the attached endorsement form (the City form), OR
  - B. a CG 20 12 11 85 (a standard insurance industry form for 'Additional Insured - State or Political Subdivisions - Permits')

## Minimum Requirements for Liability Insurance

- \$ 50,000 - per claimant for property damage;
- \$200,000 - per claimant for all other claims arising out of a single accident or occurrence;
- \$500,000 - for any number of claims arising out of a single accident or occurrence; or
- \$500,000 - combined single limit (*or general aggregate*) policy.

## Purpose of Permit

In the section of the certificate "DESCRIPTION OF OPERATIONS/LOCATIONS...", please indicate any specific information regarding the permit. For example is this for a street or lane closure, sidewalk cafe, sidewalk vending, etc.? If there is a specific address, please list, otherwise indicate 'all operations.' Also, please reference the additional insured endorsement in this section.

## Cancellation Notification

Please note that the City of Portland requires thirty (30) days notice from the insurance company prior to terminating or canceling the policy.

## Additional Insured Endorsement - Option A: the City form

Please give all required information on the top section of the form: Insured Person or Business, Name of Insurance Company, Policy Number, Effective Dates of the policy. Please make sure that it is signed by an authorized person at your insurance company (usually an underwriter) and dated.

## Additional Insured Endorsement - Option B: the CG 20 12 11 85

Please fill in the **Policy Number** on the additional insured form. In the section "State or Political Subdivision" type "**City of Portland**." In addition, typing the name of the insured person or business is highly recommended (in case paperwork gets separated).

## Regulations

The insurance certificate is intended to protect the public from any liability it may incur under the Oregon Tort Claims Act as a result of granting the requested permit. The insurance certificate and the endorsement must be approved by the City Attorney before we issue the permit.

ORS 30.270 sets the current liability limit under the Oregon Tort Claims Act. The City of Portland will require proof of insurance in amounts corresponding to the Tort Claims Act limits.

## Official Mailing Address:

City of Portland  
Street Systems Management  
ATTN: Sundee Hamrick  
1120 SW 5th Avenue, Room 825  
Portland OR 97204-1971

If you have any further questions, please call Street Systems Management at (503) 823-7614. Fax number (503) 823-4554.



## This Form to be Attached to Permittee's Certificate of Insurance

INSURED: \_\_\_\_\_

AFFORDING CO: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

The policy shall bear also the following endorsement:

"Without prejudice to coverage otherwise existing herein, the City of Portland, its officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the permittee within the City of Portland, Oregon."

"It is understood and agreed that this policy shall not terminate or be canceled without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the Office of the City Engineer, 1120 SW 5th Avenue, Room 825, Portland, Oregon 97204-1971."

Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insured would have been liable if only one person or interest had been named as insured. The coverage applies as to claims between insureds on the policy. This endorsement assures that the policy complies with the terms and conditions of the named insured's permit with the City of Portland."

\_\_\_\_\_  
Authorized Representative Signature

Dated: \_\_\_\_\_

Name & Address of Certificate Holder:

City of Portland  
City Engineer  
1120 SW 5th Avenue, Room 825  
Portland, OR 97204-1971

**POLICY NUMBER:**

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **ADDITIONAL INSURED – STATE OF POLITICAL SUBDIVISION – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

### **SCHEDULE**

**State or Political Subdivision:**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
  - a. "Bodily Injury," "property damage," "personal injury" or "advertising injury" arising out of operations performed for the state or municipality; or
  - b. "Bodily Injury" or "property damage" included within the "products-completed operations hazard."

CG 20 12 11 85

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## Street Opening Bond Information

Street Opening Bonds are required for permits allowing excavation in any part of the right-of-way. The annual Street Opening Bond is intended to guarantee that backfill and restoration work is done properly. The bond will cover all permits for excavation in the right-of-way until it expires. The bond is intended to provide a one-year guarantee against settlement and possible damage.

A person authorized by the bonding company to sign bonds on their behalf must sign the bond form. The bonding company gives their agents a power of attorney to act on their behalf, which they will attach to the bond after signing it.

Faxed copies of executed bonds have no value. In order to be in force, we must have the original signed form. The owner or an officer of the company being bonded must also sign the bond and list his position with the company. The completed bond needs to be returned to the City of Portland at 1120 SW 5<sup>th</sup> Avenue Room 825, Portland, OR 97204.

**Please fill out ALL information including: names, addresses, and phone numbers**

The bond will be put into the system then forwarded to the City Attorney for approval. The City Attorney must approve the bond before we will issue a permit.

**Please allow 4 to 6 working days for processing.**

Please contact me with any questions.

Thank You,

Sundee Hamrick  
Street Systems Management  
503-823-7614

**ANNUAL STREET OPENING BOND**

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_

Address & Phone No. \_\_\_\_\_

as Principal, and \_\_\_\_\_

Address, \_\_\_\_\_

a corporation organized and existing under the laws of the State of \_\_\_\_\_, and duly authorized to transact a surety business in the State of Oregon, as Surety, are held and firmly bound unto the CITY OF PORTLAND, a municipal corporation of the State of Oregon, and unto whom it may concern, in the penal sum of TWO THOUSAND AND NO/100 DOLLARS (\$2,000), lawful money of the United States, for the payment of which will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the above named principal from time to time is working on projects as provided by Section 17.32.040 of the Code of the City (Ordinance No. 130672) to dig up, break into, excavate, disturb, dig under or undermine a public street or part thereof in the said City of Portland.

**NOW, THEREFORE**, if the above named Principal shall faithfully comply with the Code and Ordinances of the City of Portland regulating such work in effect at that time, and shall further, in performing work, immediately remove all surplus sand, earth, rubbish and other material and shall immediately place in condition satisfactory to the City Engineer, the portion of such street, alley, or public highway so disturbed, dug up, or undermined, and shall keep such portion of said street in good repair for a period of one year from the date of the completion of such work, then this obligation shall be null and void, otherwise to remain in full force and effect.

This bond shall not be canceled for any reason without first giving 30 days written notice to the City Engineer, 1120 SW 5th Avenue, Room 825, Portland OR 97204.

**IN WITNESS WHEREOF**, the above named parties have duly executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Corporate Seal

By: \_\_\_\_\_  
Principal's Name & Title

By: \_\_\_\_\_  
Attorney-in Fact-for Surety

\_\_\_\_\_  
Firm Name of Attorney-in Fact

APPROVED AS TO FORM:

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

City Attorney

Phone No. \_\_\_\_\_

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

**POWER OF ATTORNEY ATTACHED**



CITY OF  
**PORTLAND**  
 OFFICE OF  
**TRANSPORTATION**

**Jim Francesconi, Commissioner**  
 1120 SW 5th Avenue, Suite 800  
 Portland, Oregon 97204-1914  
 (503) 823-5185  
 FAX (503) 823-7576 or 823-7371  
 TDD (503) 823-6868

**Brant Williams**  
 Director

**Eileen Argentina**  
 System Management

**Don Gardner**  
 Engineering & Development

**Jeanne Nyquist**  
 Maintenance

**Richard Steinbrugge**  
 Finance

**Laurel Wentworth**  
 Planning

PERFORMANCE BOND

Permit No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That, we \_\_\_\_\_

Address & Phone No. \_\_\_\_\_

as Principal, and \_\_\_\_\_

Address \_\_\_\_\_

a corporation organized and existing under the laws of the State of \_\_\_\_\_, and duly authorized to transact a surety business in the State of Oregon, as Surety, are held and firmly bound unto the CITY OF PORTLAND, a municipal corporation of the State of Oregon, in the penal sum of \_\_\_\_\_ Dollars (\$), lawful money of the United States of America, for the payment whereof well and truly to be made, we and each of us, jointly and severally, bind ourselves, our and each of our heirs, executors, administrators, successors and assigns firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH:

That whereas the Principal herein has made application to the City Engineer of the City of Portland for a permit to **DECOMMISSION MONITORING WELL(S)** under the provisions of Ordinance No. 130672, Code of the City of Portland, and whereas said application, a copy of which is attached, when approved by the City Engineer, of said City and a permit issued, subject to and upon certain conditions, directions, stipulations, terms, provisions and requirements provided for in said permit, said permit is made a part of this bond to the same extent and effect as if written herein and specific reference now made to all the terms, provisions, specifications and requirements set out, declared and provided for in said permit;

NOW THEREFORE, if the Principal herein shall faithfully and truly observe the terms, provisions, conditions, stipulations, directions and requirements of said permit and shall in all respects, whether the same be enumerated herein or not, faithfully comply with the same and shall assume the defense of, indemnify and save harmless the City of Portland, its officers, agents and employees from all claims, liabilities, loss, damage or injury which may have been suffered or claimed to have been suffered to persons or property directly or indirectly resulting from or arising out of the operations or conduct of said Principal or any subcontractor in the performance of the work under said permit and shall indemnify and make whole the City for any injury or damage to any street, highway, avenue or road or any part thereof, resulting from the operations or conduct of said Principal or any subcontractor in connection with the performance or conduct of the work under said permit, and shall in all respects faithfully keep and observe all of said terms, provisions, conditions, stipulations, directions and requirements, then this obligation is void, otherwise it shall remain in full force and effect.

WITNESS our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_  
 Principal's Name & Title

By: \_\_\_\_\_  
 Attorney-in Fact-for Surety

\_\_\_\_\_  
 Firm Name of Attorney-in Fact

APPROVED AS TO FORM:

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

City Attorney

Phone No. \_\_\_\_\_

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

**POWER OF ATTORNEY ATTACHED**