



Right-of-Way Permit Application

Permit Type: Amendment

*This form is valid July 1, 2024 – June 30, 2025
Incomplete applications will not be processed.*

Return Permit Amendment & submittals online:
<https://www.washcooraca.com>
 Washington County, Oregon
 Dept. of Land Use & Transportation
 Operations & Maintenance Division
 1400 SW Walnut Street, MS 51
 Hillsboro, OR 97123
 (Phone): 503-846-7623 / (FAX) 503-846-7620
MLUTRoadPerm@washingtonty.gov

Permit Information
Permit Number: _____
Reason for Amendment: _____

Complete only the sections that are different from original permit application.

Additional Permittee Responsible for Permit		
Permittee Name: _____		
Contact Name: _____	Phone: _____	
Address: _____	City: _____	State/Zip Code: _____
E-mail: _____		Mobile Phone: _____

Contractor		
Business Name: _____		License or CCB Number(s): _____
Contact Name: _____		Phone: _____
Address: _____	City: _____	State/Zip Code: _____
E-mail: _____		Mobile Phone: _____

Emergency Contact	
Contact Name: _____	
24 Hour Emergency Phone: _____	E-mail: _____

Proposed Start Date: _____ Estimated Completion Date: _____

Change in Scope of Work

No Yes *(Attach updated drawings if applicable)*

If yes, describe how scope has changed from original application: _____

I certify that I am an authorized signer for this permit amendment application. Once the permit is issued, I accept and agree to comply with all requirements, terms, conditions and provisions associated with the permit. I agree to indemnify and save harmless Washington County, its Board of Commissioners, its officers and employees from all suits and actions; or claims of any character brought because of any injuries or damages received or sustained by any person, or property on account of the operations of the said Permittee, his Subcontractors or the employees of either; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the said Permittee.

Original Permittee Printed Name: _____ **Title:** _____

Original Permittee Signature: _____ **Date:** _____

Additional Permittee Signature: _____ **Date:** _____
 (If applicable)

Original Permittee name must match name on original permit to be valid.



**Right-of-Way Permit Application
Reference Sheet**
Permit Type: Amendment

Do not submit this checklist.
It is intended as a reference for the permittee only and does not need to be made part of the permit application submittal materials.

Minimum Submittal Requirements Checklist

No.	Item / Description
1	Completed Application: <i>Signed and Dated. Upload online to the Accela Citizen Access Portal: www.washcooraca.com, or the application may be submitted via mail, fax, email, or hand delivered.</i>
2	<p>If applicable, construction and/or site plans should include the following:</p> <p>a) <i>Plan view of the project site highlighting changed work.</i> b) <i>Cross-Sections and / or profiles if project designed by a registered engineer or architect</i> c) <i>Erosion Control Plan if project designed by a registered engineer or architect</i></p> <p><i>Construction and /or Site Plans shall be to a uniform engineering scale (1:10, 1:20, etc.), legible and include all proposed work in the right-of-way and shall be composed on no larger than 11" x 17" paper stock (8.5" x 11" preferred).</i></p> <p><i>If unique traffic control plans or erosion control plans are required submit plans with application illustrating the scope and scale of the proposed activity.</i></p>

Permit Amendment Approval Process

No.	Item / Description
1	County reviews application, in the order it was received. Additional information from the Applicant may be needed.
2	County prepares amended permit, develops additional conditions & special provisions and calculates additional deposit if applicable (typically within ten (10) business days of receiving a complete application packet).
3	Applicant submits required deposit. If the required deposit exceeds \$500, a performance bond may be submitted for the amount of the deposit above \$500. Deposit is refundable after a one year maintenance period for work in the roadway, and all permit conditions have been met. Deposit may be refundable immediately after completion of work for work outside of roadway.
4	Permittee is issued the amended permit. An addition \$100 permit fee may be assessed if additional review time is required.

Special Notes:

All or part of the deposit may be forfeited if more than three inspections are required, or work is not completed according to the conditions set forth in the permit.