



Marion County  
OREGON

Public Works Land Development Engineering & Permits  
5155 Silverton Rd NE  
Salem, OR 97305  
(503) 584-7714  
<http://co.marion.or.us/PW/Engineering/>

**For Internal Use Only**

Record Number: \_\_\_\_\_

Date App Received: \_\_\_\_\_

General Land  
Development and  
Event Permit  
Application

**Instructions:**

- Sections 1, 2, 3, and 6 are required for all applications. Section 4 is only needed if applicable.
- Sections 5, 7, 8, 9, 10, 11, and/or 12 are to be completed as instructed by Section 6.
- Signature and date are required on the last page, complete the fee summary table if applicable.
- Email digital applications and site plans to [MCLDEP@co.marion.or.us](mailto:MCLDEP@co.marion.or.us)

Note: A site plan is *required* for all applications (except Annual Blanket applications).

<b>1. Project/Event Information (Required)</b>	
Project/Event Name:	
Detailed Description of Work/Event:	
Worksite/Event Address:	
Affected/Fronting Parcel or Tax lot #:	
Notes:	<ul style="list-style-type: none"> <li>• Parcel or Tax lot numbers appear like 072W08D000300. Refer to the <a href="#">Marion County GIS Program</a> for assistance.</li> <li>• A matching parcel number and address is required as a matter of permit traceability, even for work exclusively in public right-of-way.</li> <li>• If multiple locations are involved identify a primary and list only ONE parcel number and address per application.</li> </ul>
Associated Land Use Case(s) – If Applicable:	

<b>2. Property Owner Information (Required)</b>	
<ul style="list-style-type: none"> <li>• For work exclusively within right-of-way provide the information of the affected/fronting property owner.</li> <li>• Enter Customer's information if work is for a customer and is connecting to private property.</li> </ul>	
First and Last Name:	
Mailing Address:	
E-mail:	
Primary Phone:	

<b>3. Applicant Information (Required) – If PUC enter PUC info</b>		<input type="checkbox"/> Check if same as Owner
First and Last Name:		
Organization Name:		
Mailing Address:		
E-mail:		
Primary Phone:		

<b>4. Agent for Applicant Information (If Applicable)</b>		<input type="checkbox"/> Check if same as Owner	<input type="checkbox"/> Check if same as Professional (Section 5)
<ul style="list-style-type: none"> <li>• An "Agent" is an Applicant's designated representative</li> </ul>			
First and Last Name:			
Organization Name:			
Mailing Address:			
E-mail:			
Primary Phone:			

<b>5. Licensed Professional Information (If Applicable)</b>			
Note for PUCs: If using subcontractor, enter subcontractor info. If not, enter PUC info.			
If more than one contractor will be used, complete the form linked below and include it with your application:			
<input type="checkbox"/> <a href="#">Licensed Professional Information for Projects with Multiple Contractors</a> Attached.			
License Type:		Business Name:	
License #:		E-mail:	
First and Last Name:		Emergency Phone:	
Mailing Address:			
Contractor Certificate of Insurance and Additional Insured Endorsement Required. See Marion County <a href="#">Insurance Requirements</a> .			

<b>6. General Information (Required) – Check all that apply</b>
<input type="checkbox"/> Includes Working in the Right-of-Way → Complete Section 7 Below and Section 5 Above <ul style="list-style-type: none"> <li>Includes Sidewalk/Roadcuts, Stormwater Drainage, Private Utility work, Major Construction</li> <li>Check if applying for Annual Blanket Work in Right-of-Way Permit</li> </ul>
<input type="checkbox"/> Includes Erosion/Sediment Control → Complete Section 8 Below <ul style="list-style-type: none"> <li>Includes Erosion Prevention and Sediment Control in area(s) under County jurisdiction</li> </ul>
<input type="checkbox"/> Includes Access (Driveway) Work → Complete Section 9 Below <ul style="list-style-type: none"> <li>Rural: Typically includes any access work within the first 20' of edge of roadway</li> <li>Urban: Typically includes any access work between road and back of sidewalk</li> </ul>
<input type="checkbox"/> Includes On-site Stormwater → Complete Section 10 Below
<input type="checkbox"/> Is for an Event and/or Road Closure → Complete Section 11 Below
<input type="checkbox"/> Is Public Utility Company (PUC) Work → Complete Section 12 Below and Section 5 Above
<input type="checkbox"/> Plan Check ONLY → No additional sections required. Fee: 0.5% of Engineer's Estimate

<b>7. Work in the Right-of-Way Application Specific Information</b>			
Required if "Includes Working in the Right-of-Way" is Checked in Section 6			
As applicable to the proposed work, these items may be required for an application to be deemed "Complete".	<input type="checkbox"/> Construction Plans <input type="checkbox"/> Proposed Work Schedule <input type="checkbox"/> Cost Estimate <input type="checkbox"/> Contractor Certificate of Insurance and Endorsement <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Proposed After Hours Site Safety Plan		
Note: Not all applications will require all these items.			
<b>Additional Major Construction Application Specific Information</b>			
<input type="checkbox"/> Financial Guarantee	<small>Rural: 125% of Eng's Est. Urban: 100% of Eng's Est.</small>	Amount:	Type:
<input type="checkbox"/> Utility Coordination Verification			
<b>Additional Private Utility Application Specific Information</b>			
O.U.N.C. District Code Number:			

<b>8. Erosion/Sediment Control Application Specific Information</b>	
Required if "Includes Erosion/Sediment Control" is Checked in Section 6	
Required for application to be deemed "Complete":	<input type="checkbox"/> Erosion Prevention and Sediment Control Plan <input type="checkbox"/> Proposed Work Schedule
Area to be Disturbed (square feet):	
Building Permit # - If Applicable:	

<b>9. Access (Driveway) Application Specific Information</b> <i>Required if "Includes Access (Driveway) Work" is Checked in Section 6</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Site Plan or Sketch
Proposed Use of Access:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Field <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain:
Access is to Be (Check all that apply):	<input type="checkbox"/> Constructed (new) <input type="checkbox"/> Modified (existing, extending culvert, paving, etc.) <input type="checkbox"/> Change in Use (existing) <b>from</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain: <b>to</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain: <input type="checkbox"/> Other (Hardships, etc.):
Type of Surface Proposed:	<input type="checkbox"/> Concrete (curbed street) <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel

<b>10. On-site Stormwater Application Specific Information</b> <i>Required if "Includes On-site Stormwater" is Checked in Section 6</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Construction Plans
Building Inspection Plumbing Permit # - If Applicable:	
Building Inspection Structural Permit # - If Applicable:	

<b>11. Event and/or Road Closure Application Specific Information</b> <i>Required if "Is for an Event and/or Road Closure" is Checked in Section 6</i>			
Required for application to be deemed "Complete":		<input type="checkbox"/> Certificate of Insurance and Additional Insured Endorsement Attached	
Start Date:		End Date:	
Start Time:		End Time:	
Start Location:		End Location:	
<b>Additional Road Closure Application Specific Information</b>			
Required for application to be deemed "Complete":		<input type="checkbox"/> Traffic Control & Signing Plan <input type="checkbox"/> Detour Plan	
<b>Additional Event Application Specific Information</b>			
<input type="checkbox"/> New Event, never been held in Marion County <input type="checkbox"/> Repeat Event, has been permitted previously		Do you want a Pre-Plan Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No Pre-planning meeting with Marion County recommended for new events.	
Required for application to be deemed "Complete":		<input type="checkbox"/> Proposed Traffic Control <input type="checkbox"/> Proposed Route Map: Route Map shall show planned route or course, direction of travel, beginning and ending stations, all rest stops, proposed signing/traffic control plan. <input type="checkbox"/> Proposed Route Map Turn by Turn List <input type="checkbox"/> Proposed Detour Route Map (if required)	
Type of Event: (Select all that apply)	<input type="checkbox"/> Banner <input type="checkbox"/> Bicycle <input type="checkbox"/> Block Party* <input type="checkbox"/> Filming <input type="checkbox"/> Pedestrian <input type="checkbox"/> Parade <input type="checkbox"/> Other, explain:		
	Timed Event (ex: bike race)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	*Block Party Event Applications are required to submit proof of notification to all affected neighbors in the form of signatures. See <a href="#">Event Permit FAQ</a> for more information.		
Est # of Participants:		Est # of Support Vehicles:	
Will any Public Agencies Assist? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the Contact Info here:			

<b>12. Utility Work Application Specific Information</b>					
<i>Required if "Is for Public Utility Company (PUC) Work" is Checked in Section 6</i>					
Required for application to be deemed "Complete":		<input type="checkbox"/> Construction Site Plans			
<b>Structure Data</b>					
<i>If more than 5 structures will be affected by this project, attach the form below in lieu of filling out this section:</i>					
<input type="checkbox"/> <a href="#">Structure Data for Projects Affecting More than 5 Structures</a> Attached					
Column #:	1	2	3	4	5
Structure Number:					
NJUNS Number (PUC's Only):					
Width of Right-of-Way (if known):	ft	ft	ft	ft	ft
Width of Road:	ft	ft	ft	ft	ft
Edge of Road to Center of Structure:	ft	ft	ft	ft	ft
Structure Type:					

**Note: This application is not an approved permit and does not authorize the start of work. The Permit will be valid only for those specified roads and right-of-ways under Marion County jurisdiction. Applicant is responsible for contacting other controlling jurisdictions.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Check if Applies	Applying For	Amount	Fees Due
<input type="checkbox"/>	Work in Right-of-Way	\$100	\$
<input type="checkbox"/>	Major Construction	1% of Engineer's Estimate	\$
<input type="checkbox"/>	Pre-Review Plan Check	0.5% of Engineer's Estimate	\$
<input type="checkbox"/>	Post-Review Plan Check	0.25% Engineer's Estimate (Due at permit issuance)	\$
<input type="checkbox"/>	Erosion/Sediment Control	\$150	\$
<input type="checkbox"/>	Driveway/Access	\$50	\$
<input type="checkbox"/>	On-site Stormwater	\$100	\$
<input type="checkbox"/>	Event/Road Closure	See Marion County Event Permit Fees Table on Cover Sheet	\$
Total			\$