



Marion County
OREGON

Public Works Land Development Engineering & Permits
5155 Silverton Rd NE
Salem, OR 97305
Ph. (503) 584-7714; Fax (503) 373-4418
<http://co.marion.or.us/PW/Engineering/>

Utility Work in
Right-of-Way
Permit
Applicant Guide

Road Closure Permit Applicant Guide

- 1) Apply for your road closure permit 30 days in advance of the requested closure to allow for emergency services notification and response.
- 2) The application for road closures can be accessed at this link: [**General Application](#)
- 3) Complete the following sections of the application:
 - a. Section 1
 - i. Detailed Description of Work/Event: Please include the purpose and dates of the closure.
 - ii. For the road closure address/parcel use a parcel located at the beginning location of the road closure. You can access the parcel number from our GIS portal found here: [GIS Portal](#)
 1. Our GIS maps functions best using the most recent version of Google Chrome. It is recommended you use the **Property Viewer** (link available under Popular Applications). Navigate to your property and click it. This will bring up a window with information about your property. The Parcel number is the Taxlot Number provided in the pop-up menu. It will appear similar to: 072W08D000300. Note this is not the Tax Account starting with an “R”.
 - iii. The parcel number and worksite address must correlate to the same property.
 - b. Section 2 – include your email address
 - c. Section 3 (if applicable)
 - d. Section 4 (if applicable)
 - e. Section 6 – check “is for road closure”
 - f. Section 11
 - g. Sign and date your application – the application can be signed digitally (we will also accept a scanned hard-copy signature)
- 4) Required documentation to accompany your application:
 - a. Signing Plan
 - i. Include your advanced “notice of closure” sign plan. These must be placed seven (7) days prior to closure.
 - b. Detour Plan

- c. Insurance Certificate with Additional Insured Endorsement. You can access Marion County's Insurance Requirements at the following link: [Marion County Insurance Requirements](#)
 - i. Examples of Insurance documentation that satisfies Marion County Requirements can be found at the links below:
 1. [Additional Insured Endorsement Examples](#)
 2. [Certificate of Insurance Example](#)
- 5) Email the application with required documentation to MCLDEP@co.marion.or.us
 - a. Hardcopy applications can be mailed or hand delivered to us at:

Marion County Public Works
Attn: LDEP
5155 Silverton Road NE
Salem, OR 97305
- 6) The fee for a road closure permit is \$150. You will receive an email with the Permit Number (555-xx-xxxxxx-PW) and instructions for paying online.

Below please find some basic information for our permitting processes.

The life of an application:

- Application received
 - Application is put through a completeness review. If deemed incomplete the application returned along with instructions on the additional information required
 - Application corrected by applicant and re-submitted
- Once corrected and complete application is received:
 - Application entered into database
- Invoice is sent via email
 - Applicant Submits Payment
 - Once payment has been received, formal review begins
- Traffic Engineer receives application
 - Application is reviewed and Road Closure Notification issued to potentially impacted parties
 - Changes to plans are made, if conflicts surface
- Permit is issued via email

**All linked documents can be found on our webpage at the top of these instructions.