



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

Utility Work in Right-of-Way Permit Applicant Guide

- 1) The application for Utility Work in Right-of-Way Permit(s) can be accessed at this link: ****[General Application](#)**
- 2) Complete the following sections of the application:
 - a. Section 1
 - i. The parcel number is required. 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".
 - ii. The parcel number and worksite address must correlate to the same property.
 - b. Section 2 – This is the homeowner's address.
 - c. Section 3 – This is the information for the company on whose behalf you are completing the application (Project Manager).
 - d. Section 4 (if applicable) – Your company's information, if applicable.
 - i. If this information is the same as section 3, you do not need to complete.
 - e. Section 5 – Provide the information for the contractor performing the work in the right-of-way, including CCB#
 - i. If your project will include more than one contractor, please complete this form and submit with your application: [Licensed Professional Information for Projects with Multiple Contractors.pdf](#)
 - f. Section 6: Check the first box.
 - i. Public Utilities Companies (PUC), check the sixth box down.
 - g. Section 7: If you are required to obtain an OUNC #, please add here.
 - i. Additional documentation regarding OUNC # can be found on our website at this link: [OUNC](#)
 - h. Section 12: To be completed by PUC's only.

- i. If you need to add more structures than are allowed on the application, please complete this form and submit with your application: [Structure Data for Projects Affecting More Than 5 Structures](#)
 - i. Sign and date your application – the application can be signed digitally (we will also accept a scanned hard-copy signature)
- 3) Required documentation to accompany your application:
 - a. Site Plan
 - b. Licensed Professional Information for Projects with Multiple Contractors (if applicable)
 - c. Structure Data for Projects Affecting More Than 5 Structures (if applicable)
 - d. Traffic Control Plan (TCP)
 - e. 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](#)
- 4) 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
- 5) You will receive an email with the Permit Number (**555-xx-xxxxxx-PW**) and instructions for paying online.
 - a. You can access the instructions for paying for a permit online on our website at: [Paying Fees and Document Exchanges](#)

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 it is 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
- Utility Inspector receives application

- Application is reviewed.
 - Inspector will contact applicant via email for questions or concerns.
 - Changes to site plan or traffic control may be required.
- Permit is issued via email – upon resolution of site plan and traffic control requirements.
 - Permits will not be issued until:
 - Payment has been received.
 - Insurance documentation on file is current.
- Permits are valid for one year from date of issue.

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