

City of Rockaway Beach, Oregon  
276 S. Highway 101, PO Box 5  
Rockaway Beach, OR 97136  
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[www.corb.us](http://www.corb.us) • [cityhall@corb.us](mailto:cityhall@corb.us)



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**City of Rockaway Beach Right-of-Way Application/Permit**  
For construction or utility repair within a public road right-of-way

This application/permit is required for any installation and/or construction in the public right-of-way, whether permanent or temporary. **Approval must be received prior to work commencing within the right-of-way.**

Property Owner(s) Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Situs Address: \_\_\_\_\_ Tax Assessor Map/Tax Lot: \_\_\_\_\_

***Liability related to permitted work is the responsibility of designated individual/company completing the work.***

Contractor Name: \_\_\_\_\_ CCB Registration#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City Business License #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Permit is for construction or repair of the following:**

- Water service                       Sewer service                       Storm culvert  
 Sidewalk construction/repair       Driveway (\*see note below)       Dry utility (cable, fiber, power)  
 Other – Describe what is to be placed in the right-of-way: \_\_\_\_\_

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**\*Driveways - Road approach must be staked and flagged before the permit will be processed. If additional inspection trips are required, an additional \$25 fee will be assessed for each trip prior to issuing the permit.**

**Construction Material Information:**

Type of pipe/material to be used: \_\_\_\_\_ Diameter: \_\_\_\_\_ Length: \_\_\_\_\_

Backfill material to be used: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**DRAWINGS ARE REQUIRED UPON PLAN SUBMISSION.**

Drawings Submitted:  Yes       No                      Traffic Control Plan Submitted:  Yes       No

**NOTE: Plans must show location of improvements and distance from existing property lines, property corners, centerline of road and/or edge of asphalt. Any street closure that restricts emergency access requires a traffic control plan be submitted. For driveway improvements, refer to sample drawing provided.**

**Statements of Accountability:**

1. All work shall be done in accordance with all applicable provisions of federal, state, and local laws, ordinances, and administrative rules.

2. All activities allowed by this permit are subject to improvement regulations applicable to City of Rockaway Beach right-of-way. The City of Rockaway Beach Design Standards & Technical Specifications by reference are made a part of this permit.
3. All pertinent regulations must be complied with by the undersigned.
- 4. At minimum, a construction driveway shall be installed prior to issuance of an associated building permit.**
5. I agree to abide by all applicable regulations and understand that I am liable for proper completion of work under this permit.
6. This permit may be revoked at any time by the Public Works Director or their designee.
7. I acknowledge that this permit is valid for one (1) year from the date of issuance.

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt# \_\_\_\_\_

Permit Application  Approved  Not Approved      Engineered drawings required?  Yes  No

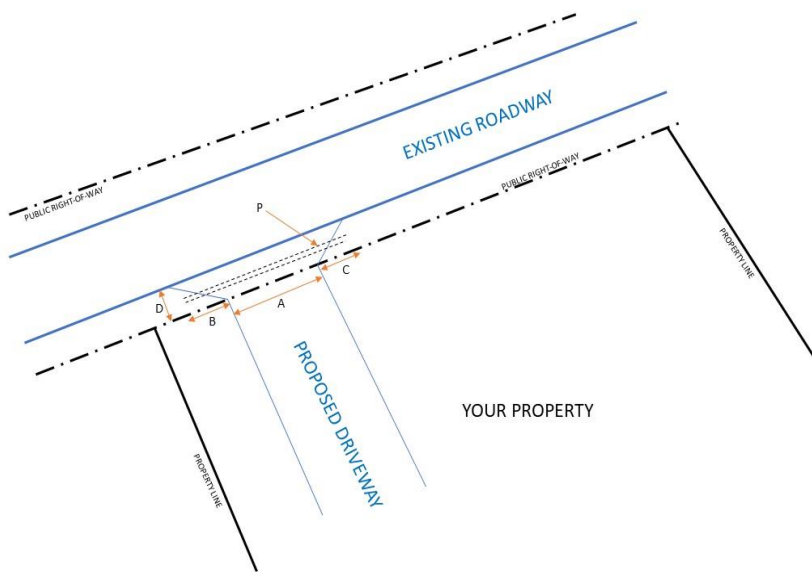
Traffic control plan required?  Yes  No

**MUST CALL FOR FINAL INSPECTION PRIOR TO APPROVAL FOR OCCUPANCY**

Final Inspection Required?  Yes  No      Final Inspection Date: \_\_\_\_\_  Approved  Not Approved

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Driveway Permit Drawing Example:**



Drawings must show all existing & proposed road approaches, driveways, structures, drainage ditches and culverts.

Driveway Drawings shall identify the following parameters as shown in example:

A = Proposed driveway width at property frontage (25' maximum per lot)

B = Driveway approach wing width

C = Driveway approach wing width

D = Distance from property line to existing edge of road

P = Drainage culvert, if desired (list pipe size, material, total length)