



# CITY OF TANGENT

P.O. Box 251  
Tangent, OR 97389  
www.TangentOR.gov

# Application For Right-Of-Way Encroachment

08/12/2024  
Page 1 of 2

Job Site Information	Use this space to describe the project and attach drawings
Job Site Address: _____	<div style="background-color: #FFFFE0; padding: 5px; border: 1px solid black; margin-bottom: 5px;"> <i>Failure to provide the required information or attachment will delay the permit application process.</i> </div>
Property Owner	
Name: _____	
Address: _____	
City/State/Zip: _____	
Phone: _____ E-Mail: _____	
Owner signature required (or copy of agreement/contract) <b>if the applicant is now owner:</b>  _____	
E-mail: _____	
Applicant (Fill out if the applicant is not the owner)	
Name: _____	
Address: _____	
City/State/Zip _____	
Phone: _____ Cell: _____	
E-Mail: _____	
Contractor	
Contractor: _____	
Address: _____	
City/State/Zip: _____	
Phone: _____ Cell: _____	
E-Mail: _____	
CCB # _____ Exp Date: _____	
Please Read Notice To Right & Sign Application:	
Signature of Applicant: _____ Date: _____	
Map & Tax #: _____	
Description of Work (Check all that apply)	
<input type="checkbox"/> <b>Access</b> (indicate type) <input type="checkbox"/> New <input type="checkbox"/> Modification <input type="checkbox"/> Change of Use <input type="checkbox"/> Public Street <input type="checkbox"/> Driveway Review	
<input type="checkbox"/> <b>Utility</b> <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	
<input type="checkbox"/> <b>Road Improvement</b> (attach plans)	
<input type="checkbox"/> <b>Driveway</b> (indicate approximate length)	
<input type="checkbox"/> Other (sign, shelter, stock guard, gate, etc., describe below)	
City Office Portion	
Department Recieved Approved Hold Engineer: _____	
Comments/Attachments: _____	
Planner: _____	
Comments/Attachments: _____	
Permit Fee	
Permit Fees: \$600	
<b>Paid on:</b> _____	
NOTICE TO CONTRACTORS	
<p>ALL CONTRACTORS AND SUBCONTRACTORS ARE REQUIRED TO BE LICENSED WITH THE OREGON CONSTRUCTION CONTRACTORS BOARD UNDER ORS 701. THIS PERMIT APPLICATION EXPIRES WITHIN 180 DAYS IF A PERMIT IS NOT OBTAINED AFTER THE APPLICATION HAS BEEN ACCEPTED AS COMPLETE.</p> <p>Please see the reverse side of the application for more information on the description and location of work.</p>	

City Hall  
32166 Old Oak Dr.  
Tangent OR 97389

www.TangentOR.gov  
Phone: 541-928-1020

Office Hours  
Monday – Friday  
9:00 A.M. – 4:00 P.M.

<b>Access</b>	<p>Indicate if access permit is for new or existing access. If access is existing, indicate reason for permit (modification of culvert size or width, change of use from field to residential or commercial, review/legalize, etc.) Be sure to include site address (if applicable) and township, range, section, and tax lot Number. Reference the location to the nearest intersecting road. Attachments larger than 11" X 17" are not acceptable Indicate on the application if access is for a new public street.</p> <p>Approved permit will include specific details, standard drawings, limitations or other instructions as necessary. Encroachment Permit Standard Provisions are available upon request.</p>
<b>Utility</b>	<p>Indicate if utility is underground or overhead or both. All utility permit applications must include a location map and detailed drawing of the proposed utility installation. Drawings for utility installations other than simple service connections must indicate location of all existing utilities in the road right-of-way in the vicinity of the proposed work. Drawings must include the proposed depth of bury from existing ground (for underground installations) and the location of all poles, pedestals, valves, boxes, vaults or other similar facilities.</p>
<b>Road Improvement</b>	<p>Indicate purpose of proposed road improvement (condition of development, etc.). Include detailed construction plans and specifications for work including traffic control and signing plan. Attach certificate of liability insurance listing City of Tangent as a certificate holder. Amount of insurance shall be \$1,000,000 unless otherwise specified.</p> <p>Prior coordination with the City Engineer will improve permit processing time.</p> <p>Approved permit will include specific details, standard drawings, limitations or other instructions as necessary. The City Development Code and Public Works Standards for Design and Construction are available on the City's website.</p>
<b>Driveway Permit</b>	<p><b>Residential and commercial driveways only:</b> Driveway permit application must include drawing or sketch showing entire driveway from public street access to residence. Indicate width, length, type and depth of surfacing.</p>
<b>Other</b>	<p>Include purpose of application (sign, shelter, landscaping, etc.) and specific details of work to be performed.</p> <p>Approved permit will include specific details, standard drawings, limitations or other instructions as necessary. The City Development Code and Public Works Standards for Design and Construction are available on the City's website.</p>

**[www.tangentor.gov/land-and-use-development](http://www.tangentor.gov/land-and-use-development) Has the Development Code, Public Works Construction and Design Standards, and other Land Use and Planning Documents.**