



Marion County

OREGON

Public Works Land Development Engineering & Permits

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<http://co.marion.or.us/PW/Engineering/>

Annual Permit
General Provisions

Marion County Public Works ANNUAL PERMIT General Provisions

ANNUAL PERMIT Allowance:

The following work may be performed within Marion County rights-of-way greater than 40' in width under this ANNUAL PERMIT following the Notification of Work Under this ANNUAL PERMIT procedure. Work within the right-of-way includes, but is not limited to, construction activities and the placement of vehicles and other equipment.

1. Installation of unmetered utility poles, flush mounted structures or underground work located outside of the below listed clear zones. Projects not disturbing the In-Zone, or any soil within the public right-of-way, i.e, work in existing ducts, cabinets or vaults.
 - a. 16.5' measured from edge of traveled way (pavement if paved, gravel if gravel) to center of pole or structure on **rural** sections of the following National Highway System roads:
 - i. McKay Road, Yergen Road, and Ehlen Road (from OR219 to I-5)
 - ii. Cordon Road (from Hazelgreen Road to Caplinger Road)
 - iii. Hazelgreen Road (from OR99E to Cordon Road)
 - iv. Lancaster Drive in Salem UGB (County portions from OR 99E to ODOT jurisdiction just north of Devonshire Avenue, and from Center Street to Salem City limits just north of Rickey Street)
 - v. Silverton Road, McClaine Street, and C Street in Silverton (from Salem City limits just east of Fisher Road to OR214 in Silverton)
 - vi. First Avenue in Stayton (from OR22 to First Avenue/Main Street Canal, Linn County boundary)
 - b. 10.5' measured from edge of pavement or traveled way to center of pole or structure on all other **rural** roadways (no curbing).
 - c. 6' from face of curb to center of pole or structure on all **urbanized** roadways (curbing exists).
Note: Structure cannot impede sidewalk.

The following work may be performed within Marion County rights-of-way regardless of right-of-way width under this ANNUAL PERMIT following the Notification of Work Under this ANNUAL PERMIT procedure. Work within the right-of-way includes, but is not limited to, construction activities and the placement of vehicles and other equipment.

2. Overhead installation of pole attachments and/or wiring on poles.
3. Riser installation work on a pole and occupying existing conduit.
 - The Work in the Right-of-Way permit number for the trenching or boring conducted by the property owner or property owner's contractor shall be provided on the Notification of Work Under Annual Permit Form, or approved equivalent.

- If the contractor performing the work holds an Annual Permit with Marion County, the contractor's Annual Permit number can be provided in lieu of an individual Work in Right-of-Way permit number.
 - A copy of the form can be found at: <https://www.co.marion.or.us/PW/Engineering/permit/>. The Annual Permit holder is wholly responsible for verifying the permit for trenching or boring from the pole back to the serviced property is issued and valid prior to conducting work under this Annual Permit.
4. General Maintenance and Emergency repair work. A Notification of Work Under Annual Permit Form shall be submitted within three (3) business days of the emergency work justifying the emergent need. Checkbox 4 shall be checked for ANNUAL PERMIT Allowance #. A copy of the form can be found here: <https://www.co.marion.or.us/PW/Engineering/permit/>
5. Shoulder and/or single lane closures except on the following County high traffic road segments:
- Lancaster Drive (County portions from OR 99E to ODOT jurisdiction just north of Devonshire Avenue, and from Center Street to Salem City limits just north of Rickey Street)
 - Center Street (County portions from Lancaster Drive to Cordon Road)
 - McKay Road, Yergen Road, and Ehlen Road (from OR219 to OR99E)
 - Main Street in St. Paul and River Road (from OR219 to Keizer north City limits, and within Salem south UGB to Independence Bridge, Polk County boundary)
 - Hazelgreen Road and Pine Street (for County segments from Salem City limits just east of OR99E to Grant Street)
 - Silverton Road, McClaine Street, and C Street in Silverton (from Salem City limits just east of Fisher Road to OR214)
 - Cordon Road (from Hazelgreen Road to Caplinger Road)
 - State Street (from 37th Avenue to Salem City limits just west of Cougar Court, and from Cordon Road to Howell Prairie Road)
 - W Main Street, Cascade Highway, N Center Street, S Center Street, and First Avenue in Stayton (from Westfield Street to First Avenue/Main Street Canal, Linn County boundary)
 - Delaney Road (from I-5 to 3rd Street in Turner)
 - Turner Road, 3rd Street, Denver Street, and Marion Road (County portions from Salem south City limits to Mill Creek Road)
 - North Avenue in Jefferson, Jefferson-Marion Road, Stayton Road, Wilco Road, and Golf Club Road (from OR164 to OR22)
 - Shaff Road and Fern Ridge Road (County portions from just west of Gold Club Road/Wilco Road intersection to OR22)
 - Sublimity Road and W Starr Street (from Gold Club Road to N Center Street)
 - Front Street (from Woodburn north City limits to Crosby Road)
 - Sunnyside Road (from Salem south City limits to Southwood Court)
 - Liberty Road (from just north of Cole Road to Hylo Road)

Note: Marion County does not regulate public utility easements (PUE). Work located within a PUE does not require a permit from Marion County.

ANNUAL PERMIT Special Provisions:

Temporary Traffic Control: All temporary traffic control, including that for pedestrian and bicycle traffic, shall follow the most recent edition of the Oregon Temporary Traffic Control Handbook available at:

<https://www.oregon.gov/ODOT/Engineering/Pages/OTTCH.aspx>.

Utility General Provisions: All work in Marion County right-of-way shall follow Marion County Public Works Utility Permitting Utility Construction General Provisions and Engineering Standard Details, copies of which can be found at: <https://www.co.marion.or.us/PW/Engineering/permit/> and

<https://www.co.marion.or.us/PW/Engineering/engineeringstandards/Pages/default.aspx>.

Location of Facilities: All above-ground facilities shall be located at back of the right-of-way line, or as far back as is reasonably possible, outside the applicable clear zone. All effort shall be made to reduce impacts to the right-of-way, including crossing the utility connection into the serviced property as soon as possible. A "facility" is defined as a power pole, guy pole, guy wire, telephone pedestal, and any above-ground fixture that services the utility.

Pole Removal Upon Final Utility Removal: No later than six (6) months from the date the final utility is removed from a pole owned by the Annual Permit holder the pole shall be removed.

Work Hours: Work on roads which impacts traffic within an urban growth boundary, within city limits, or is on a rural arterial road is restricted to 8:30 AM to 3:30 PM. Permittee is wholly responsible for verifying location of work. For this purpose, rural arterial roads include:

- McKay Road, Yergen Road, and Ehlen Road (from OR219 to Aurora west UGB limits)
- River Road (from St. Paul south City limits to Keizer north City limits, and from Salem south City limits to Independence Bridge, Polk County boundary)
- Hazelgreen Road and Pine Street (from Salem east UGB limit to Silverton west UGB limit)
- Silverton Road (from Cordon Road to Silverton west UGB limit)
- State Street (from Cordon Road to Howell Prairie Road)
- Cascade Highway (from Silverton south City limits to Stayton north City limits)
- Delaney Road (from I-5 to Turner west City limits)
- Turner Road and 3rd Street (from Salem south City limits to Turner north City limits)
- Marion Road (from Turner south City limits to Mill Creek Road)
- Jefferson-Marion Road and Stayton Road (from Jefferson north City limits to Stayton west City limits)
- Sublimity Road (from Golf Club Road to Sublimity west City limits)
- Front Street (from Woodburn north City limits to Crosby Road)
- Sunnyside Road (from Salem south City limits to Southwood Court)
- Liberty Road (from just north of Cole Road to Hylo Road)

Work in County right-of-way that impacts traffic on the following roads will typically only be allowed to be performed under night work from 9:00 PM to 6:00 AM unless otherwise arranged and mutually agreed upon by Marion County and the Annual Permit holder. An approved Traffic Control Plan is required.

- Cordon Road (from Hazelgreen Road to Caplinger Road)
- Lancaster Drive (County portions from OR 99E to ODOT jurisdiction just north of Devonshire Avenue, and from Center Street to Salem City limits just north of Rickey Street)
- Silverton Road (from Salem City limits just east of Fisher Road to Cordon Road)
- State Street (from 37th Avenue to Elma Avenue)

- Cascade Highway, N Center Street, S Center Street, and First Avenue in Stayton (from Stayton north City Limits to First Avenue/Main Street Canal, Linn County boundary)

Notification of Work Under this ANNUAL PERMIT:

Prior notification of scheduled work shall be made to Marion County Land Development Engineering & Permits (LDEP) no less than two (2) business days before work is to begin, excluding County recognized holidays. Notification is to be made using the Notification of Work Under Annual Permit Form, or other County approved format containing equivalent information, and is to be emailed to MCLDEP@co.marion.or.us and accompanied by a site plan. Work that the County is adequately notified of and qualifies under the ANNUAL PERMIT Allowance section is considered approved unless permittee is informed otherwise by Marion County LDEP staff prior to the start of work. A copy of the form can be found at: <https://www.co.marion.or.us/PW/Engineering/permit/>

Work Requiring an Individual Work in the Right-of-Way Permit:

An individual Work in the Right-of-Way permit is explicitly required for all other work within Marion County rights-of-way that do not qualify under an ANNUAL PERMIT Allowance listed above, including but not limited to, the following work activities:

1. Facility and structure installation (pole sets, cabinets, hand holes, pedestals, vaults, etc.) within applicable clear zone.
2. Installation of power service cabinets and poles with metered utilities anywhere in County right-of-way.
3. Pole set or removal within sidewalk panel(s) and/or pedestrian ramps.
4. Road crossing, including trenching and boring.
5. Road closure in excess of a single lane.
6. Work within right-of-way with width of 40' or less.
7. Shoulder and/or lane closures on high traffic road segments as listed in the ANNUAL PERMIT Allowance section, allowance number 5.

Failure to Comply with Provisions:

Work conducted under this permit that is found to not comply with the provisions of this permit will be given one (1) "correction opportunity" per incorrectly constructed job to correct the work to the satisfaction of Marion County LDEP. The "correction opportunity" begins the day notice is sent to the permittee, considered as day zero, and expires at 11:59 PM fourteen (14) calendar days from day zero. If work is not adequately corrected by the end of the "correction opportunity" the Annual Permit may be revoked.

Failure to comply with any requirement of this permit may result in the revocation of the Annual Permit at the discretion of Marion County LDEP. Upon revocation of the Annual Permit, permittee shall not be issued an Annual Permit for work within Marion County right-of-way for no less than one (1) year from the date of revocation.