



Marion County  
OREGON

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

LDEP  
Application Cover  
Sheet

## Marion County Land Development Engineering & Permits (LDEP) Application Cover Sheet

### Application Instructions:

- Sections 1, 2, 3, and 6 are required for all applications. Section 4 is only needed if applicable.
- Sections 5, 7, 8, 9, 10, 11, and/or 12 are to be completed as instructed by Section 6.
- Signature and date are required on the last page, complete the fee summary table if applicable.
- Email digital applications and site plans to [MCLDEP@co.marion.or.us](mailto:MCLDEP@co.marion.or.us)

Note: A site plan is *required* for all applications (except Annual Blanket applications).

Permit Applying for	Minimum Sections Required	Fee	
Work in Right-of-Way	1, 2, 3, 5, 6, 7	\$100.00	
Major Construction	1, 2, 3, 5, 6, 7	1% of Engineer's Estimate + Pre-Review Plan Check of 0.5% of Engineer's Estimate + Post-Review Plan Check of 0.25% of Engineer's Estimate	
Erosion Prevention and Sediment Control	1, 2, 3, 6, 8	\$150.00	
Access (Driveway)	1, 2, 3, 6, 9	\$50.00	
On-site Stormwater	1, 2, 3, 6, 10	\$100.00	
Event and/or Road Closure	1, 2, 3, 6, 11	Social Activity/Road Closure	\$150.00
		Commercial Activity – Up to 2 Days	\$500.00
		Commercial Activity – 2 Days or More	\$1,000.00
PUC Work in Right-of-Way	1, 2, 3, 6, 12	\$0	
Annual Blanket	1, 2, 3, 5, 6, possibly 7	\$100.00, \$0 for Public Utility Company	
Plan Review ONLY	1, 2, 3, 6	0.5% of Engineer's Estimate	



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**For Internal Use Only**

Record Number: \_\_\_\_\_

Date Intake Completed: \_\_\_\_\_

General Land  
Development and  
Event Permit  
Application

\_\_\_ Ready to Issue

\_\_\_ TCP Approved

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<b>1. Project/Event Information (Required)</b>	
Project/Event Name:	
Detailed Description of Work/Event:	
Worksite/Event Address:	
Affected/Fronting Parcel #:	
Notes:	<ul style="list-style-type: none"> <li>• Parcel #'s (or Tax Lot #'s) appear similar to 072W08D 00300. Refer to the County GIS Program for assistance.</li> <li>• If multiple parcels/addresses are involved identify the primary.</li> <li>• Worksite/Event Address is required for Utility Work in Right-of-Way Permits.</li> <li>• This information is required as a matter of permit traceability, even for work exclusively in public right-of-way.</li> </ul>
Associated Land Use Case(s) – If Applicable:	

<b>2. Property Owner Information (Required)</b>	
<ul style="list-style-type: none"> <li>• For work exclusively within right-of-way provide the information of the affected/fronting property owner.</li> <li>• Enter Customer's information if work is for a customer and is connecting to private property.</li> </ul>	
First and Last Name:	
Mailing Address:	
E-mail:	
Primary Phone:	

<b>3. Applicant Information (Required) – If PUC enter PUC info</b>		<input type="checkbox"/> Check if same as Owner
First and Last Name:		
Organization Name:		
Mailing Address:		
E-mail:		
Primary Phone:		

<b>4. Agent for Applicant Information (If Applicable)</b>		<input type="checkbox"/> Check if same as Owner	<input type="checkbox"/> Check if same as Professional (Section 5)
<ul style="list-style-type: none"> <li>• An "Agent" is an Applicant's designated representative</li> </ul>			
First and Last Name:			
Organization Name:			
Mailing Address:			
E-mail:			
Primary Phone:			

<b>5. Licensed Professional Information (If Applicable)</b>			
Note for PUCs: If using subcontractor, enter subcontractor info. If not, enter PUC info. If more than one contractor will be used, complete the form: <a href="#">Licensed Professional Information for Projects with Multiple Contractors</a> and include with your application.			
License Type (CCB, PE, etc.):		Business Name:	
License #:		E-mail:	
First and Last Name:		Emergency Phone:	
Mailing Address:			
Contractor Certificate of Insurance and Additional Insured Endorsement Required. See Marion County <a href="#">Insurance Requirements</a> .			

<b>6. General Information (Required) – Check all that apply</b>
<input type="checkbox"/> Includes Working in the Right-of-Way → Complete Section 7 Below and Section 5 Above <ul style="list-style-type: none"> <li>Includes Sidewalk/Roadcuts, Stormwater Drainage, Private Utility work, Major Construction</li> <li>Check if applying for Annual Blanket Work in Right-of-Way Permit</li> </ul>
<input type="checkbox"/> Includes Erosion/Sediment Control → Complete Section 8 Below <ul style="list-style-type: none"> <li>Includes Erosion Prevention and Sediment Control in area(s) under County jurisdiction</li> </ul>
<input type="checkbox"/> Includes Access (Driveway) Work → Complete Section 9 Below <ul style="list-style-type: none"> <li>Rural: Typically includes any access work within the first 20' of edge of roadway</li> <li>Urban: Typically includes any access work between road and back of sidewalk</li> </ul>
<input type="checkbox"/> Includes On-site Stormwater → Complete Section 10 Below
<input type="checkbox"/> Is for an Event and/or Road Closure → Complete Section 11 Below
<input type="checkbox"/> Is Public Utility Company (PUC) Work → Complete Section 12 Below and Section 5 Above
<input type="checkbox"/> Plan Check ONLY → No additional sections required. Fee: 0.5% of Engineer's Estimate

<b>7. Work in the Right-of-Way Application Specific Information</b>			
Required if "Includes Working in the Right-of-Way" is Checked in Section 6			
As applicable to the proposed work, these items may be required for an application to be deemed "Complete".	<input type="checkbox"/> Construction Plans		
	<input type="checkbox"/> Proposed Work Schedule		
	<input type="checkbox"/> Cost Estimate		
	<input type="checkbox"/> Contractor Certificate of Insurance and Endorsement		
Note: Not all applications will require all of these items.	<input type="checkbox"/> Traffic Control Plan		
	<input type="checkbox"/> Proposed After Hours Site Safety Plan		
<b>Additional Major Construction Application Specific Information</b>			
<input type="checkbox"/> Financial Guarantee	Rural: 125% of Eng's Est. Urban: 100% of Eng's Est.	Amount:	Type:
<input type="checkbox"/> Utility Coordination Verification			
<b>Additional Private Utility Application Specific Information</b>			
O.U.N.C. District Code Number:			

<b>8. Erosion/Sediment Control Application Specific Information</b>	
Required if "Includes Erosion/Sediment Control" is Checked in Section 6	
Required for application to be deemed "Complete":	<input type="checkbox"/> Erosion Prevention and Sediment Control Plan
	<input type="checkbox"/> Proposed Work Schedule
Area to be Disturbed (square feet):	
Building Permit # - If Applicable:	

<b>9. Access (Driveway) Application Specific Information</b> <i>Required if "Includes Access (Driveway) Work" is Checked in Section 6</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Site Plan or Sketch
Proposed Use of Access:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Field <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain:
Access is to Be (Check all that apply):	<input type="checkbox"/> Constructed (new) <input type="checkbox"/> Modified (existing, extending culvert, paving, etc.) <input type="checkbox"/> Change in Use (existing) <b>from</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain: <b>to</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain: <input type="checkbox"/> Other (Hardships, etc.):
Type of Surface Proposed:	<input type="checkbox"/> Concrete (curbed street) <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel

<b>10. On-site Stormwater Application Specific Information</b> <i>Required if "Includes On-site Stormwater" is Checked in Section 6</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Construction Plans <input type="checkbox"/> Proposed Work Schedule
Building Inspection Plumbing Permit # - If Applicable:	
Building Inspection Structural Permit # - If Applicable:	

<b>11. Event and/or Road Closure Application Specific Information</b> <i>Required if "Is for an Event and/or Road Closure" is Checked in Section 6</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Certificate of Insurance and Endorsement
Proposed Dates of Road Closure/Event:	From: _____ To: _____
<b>Additional Road Closure Application Specific Information</b>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Traffic Control & Signing Plan <input type="checkbox"/> Detour Plan
<b>Additional Event Application Specific Information</b>	
<input type="checkbox"/> New Event <input type="checkbox"/> Repeat Event Request Pre-Plan Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No Pre-planning meeting with Marion County recommended for new events. (Repeat Events optional)	
Required for application to be deemed "Complete":	<input type="checkbox"/> Proposed Traffic Control <input type="checkbox"/> Proposed Route Map: Route Map shall show planned route or course, direction of travel, beginning and ending stations, all rest stops, proposed signing/traffic control plan. <input type="checkbox"/> Proposed Route Map Turn by Turn List <input type="checkbox"/> Proposed Detour Route Map (if required)
Sponsoring Organization:	
Type of Event:	<input type="checkbox"/> Bicycle <input type="checkbox"/> Pedestrian <input type="checkbox"/> Parade <input type="checkbox"/> Other, explain: Timed Event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Assembly Time:	Place: _____
Dispersal or Adjournment Time:	Place: _____
Estimated Number of Participants:	Number of Support Vehicles: _____

<b>12. Utility Work Application Specific Information</b>					<input type="checkbox"/> Occupy Only
Required if "Is for Public Utility Company (PUC) Work" is Checked in Section 6					
Required for application to be deemed "Complete":			<input type="checkbox"/> Construction Site Plans		
<b>Structure Data</b>					
Structure Number:					
Width of Right-of-Way, if known:	ft	ft	ft	ft	ft
Width of Road:	ft	ft	ft	ft	ft
Edge of Road to Center of Structure:	ft	ft	ft	ft	ft
Structure Owner, if known:					
If more than five (5) structures will be affected by the project, please complete the form <a href="#">Structure Data for Projects Affecting More than 5 Structures</a> and include with your application.					

**Note: This application is not an approved permit and does not authorize the start of work. The Permit will be valid only for those specified roads and right-of-ways under Marion County jurisdiction. Applicant is responsible for contacting other controlling jurisdictions.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Check if Applies	Applying For	Amount	Fees Due
<input type="checkbox"/>	Work in Right-of-Way	\$100	\$
<input type="checkbox"/>	Major Construction	1% of Engineer's Estimate	\$
<input type="checkbox"/>	Pre-Review Plan Check	0.5% of Engineer's Estimate	\$
<input type="checkbox"/>	Post-Review Plan Check	0.25% Engineer's Estimate (Due at permit issuance)	\$
<input type="checkbox"/>	Erosion/Sediment Control	See <i>Marion County Erosion Permit Fees Table</i> on Cover Sheet	\$
<input type="checkbox"/>	Driveway/Access	\$50	\$
<input type="checkbox"/>	On-site Stormwater	\$100	\$
<input type="checkbox"/>	Event/Road Closure	See <i>Marion County Event Permit Fees Table</i> on Cover Sheet	\$
<b>Total</b>			\$