



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/>

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

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

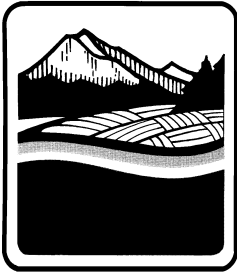
Permit Applying for	Minimum Sections Required	Fee
Work in Right-of-Way	1, 2, 3, 5, 6, 7	\$100.00
Major Construction	1, 2, 3, 5, 6, 7	1% of Engineer's Estimate + Pre-Review Plan Check of 0.5% of Engineer's Estimate + Post-Review Plan Check of 0.25% of Engineer's Estimate
Erosion Prevention and Sediment Control	1, 2, 3, 6, 8	See <i>Marion County Erosion Permit Fees Table</i>
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	See <i>Marion County Event/Road Closure Permit Fees Table</i>
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

Marion County Erosion Permit Fees

Erosion Prevention and Sediment Control Permit	
Location	Fee
In High-Risk Area	\$150.00
Large Development Erosion Prevention and Sediment Control Permit	
Number of Disturbed Acres	Fee
Greater than 1 up to 2	\$212.50
Greater than 2 up to 3	\$275.00
Greater than 3 up to 4	\$337.50
Greater than 4 up to 5	\$400.00
Greater than 5	\$462.50

Marion County Event/Road Closure Permit Fees

Type of Event	Fee
Social Activity/Road Closure	\$150.00
Commercial Activity - Up to 2 Days	\$500.00
Commercial Activity - 2 Days or More	\$1,000.00



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<p>For Internal Use Only</p> <p>Record Number: _____</p> <p>Date Intake Completed: _____</p>

General Land
Development and
Event Permit
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.
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Note: A site plan is *required* for all applications (except Annual Blanket applications).

1. Project/Event Information (Required)	
Project/Event Name:	
Detailed Description of Work/Event:	
Worksite/Event Address:	
Affected/Fronting Parcel #(s):	
Notes:	<ul style="list-style-type: none"> • Parcel #'s (or Tax Lot #'s) appear similar to 072W08D 00300. Refer to the County GIS Program for assistance. • If multiple parcels/addresses are involved identify the primary. • If no address is assigned to an affected property (such as an agricultural field), enter "No Address Assigned". • This information is required as a matter of permit traceability, even for work exclusively in public right-of-way.
Associated Land Use Case(s) – If Applicable:	

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

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

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

5. Licensed Professional Information (If Applicable)			
Note for PUCs: If using subcontractor, enter subcontractor info. If not, enter PUC info.			
License Type (CCB, PE, etc.):		Business Name:	
License #:		E-mail:	
First and Last Name:		Emergency Phone:	
Mailing Address:			

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

7. Work in the Right-of-Way Application Specific Information			
<i>Required if “Includes Working in the Right-of-Way” is Checked in Section 6.</i>			
As applicable to the proposed work, these items may be required for an application to be deemed “Complete”.	<input type="checkbox"/> Construction Site 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		
Additional Major Construction Application Specific Information			
<input type="checkbox"/> Financial Guarantee	<small>Rural: 125% of Eng’s Est. Urban: 100% of Eng’s Est.</small>	Amount:	Type:
<input type="checkbox"/> Utility Coordination Verification			
Additional Private Utility Application Specific Information			
O.U.N.C. District Code Number:			

8. Erosion/Sediment Control Application Specific Information	
<i>Required if “Includes Erosion/Sediment Control” is Checked in Section 6.</i>	
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:	

9. Access (Driveway) Application Specific Information <i>Required if "Includes Access (Driveway) Work" is Checked in Section 6.</i>	
Required for application to be deemed "Complete":	<input type="checkbox"/> Construction 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) from <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farming <input type="checkbox"/> Other, explain: to <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

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

11. Event and/or Road Closure Application Specific Information <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: _____
Will the entire street be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain:
Additional Road Closure Application Specific Information	
Required for application to be deemed "Complete":	<input type="checkbox"/> Signing Plan (includes advanced notice signing) <input type="checkbox"/> Detour Plan
Additional Event Application Specific Information	
Required for application to be deemed "Complete":	<input type="checkbox"/> Proposed Traffic Control and Personnel Form <input type="checkbox"/> Proposed Traffic Control Route Map or Sketch Note: Map shall show planned route or course, direction of travel, beginning and ending stations, all rest stops, proposed signing/traffic control plan, and proposed vehicle detour route (for Road Closures only)
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: _____
Event Route:	
Estimated Number of Participants:	
Number of Support Vehicles:	

12. Utility Work Application Specific Information						<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			
Proposed Start Date:						
Proposed Completion Date:						
Pole Data (if applicable)						
Pole 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 Pole:		ft	ft	ft	ft	ft
Pole Owner, if known:						

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	\$
Total			\$