



**City of Millersburg**  
4222 Old Salem Rd. NE  
Albany, OR 97321  
(541) 928-8945

DATE OF APPLICATION: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT NO: \_\_\_\_\_  
CITY REPRESENTATIVE: \_\_\_\_\_

## PERMIT FOR PRIVATE CONSTRUCTION OF PUBLIC INFRASTRUCTURE

### PROJECT PERSONNEL / LOCATION

Applicant (Developer): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_ Emergency 24-Hr. Phone: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

### CONDITIONS OF PERMIT

1. This permit is issued under authority of the Millersburg City Code and Ordinances.
2. The approved drawings, special provisions, and the City of Albany Standard Construction Specifications (including warranties) are by this reference made a part of this permit.
3. This permit is effective for one year from the effective date listed below unless renewed.
4. A minimum 48 hours written notice of the preconstruction conference, led by the Applicant's Engineer, is required. Representatives of the Contractor, Applicant, Utilities, and the City will attend. Minutes of the preconstruction conference shall be forwarded to the City.
5. The Applicant agrees to provide the City with a detailed work schedule and a minimum 48 hours written notice of start of work.
6. The Applicant's Contractor is solely responsible for conditions of the jobsite, including safety of all persons and property during performance of the work, and after normal working hours, until the Public Improvement is accepted by the City. Safety provisions shall conform to OSHA and all other applicable regulatory agency requirements. Inspection of the work by City staff does not include review or approval of the Contractor's safety measures.
7. The Applicant's Engineer shall provide daily on-site inspection of construction, submitting written daily inspection reports, and shall ensure all work is completed in conformance with the plans and specifications.
8. The Applicant agrees to pay all testing costs.
9. There will be no connection to or use of the public improvement prior to acceptance of same by the City.
10. Upon project completion, all project as-built drawings shall be submitted to the City Representative in an electronic digital format and three copies of an exact replication of the final project drawings shall be submitted on white, acid free, Engineering Bond paper.
11. The applicant shall submit a copy of the approved 1200-C permit from the Oregon Department of Environmental Quality (DEQ) and the accompanying approved erosion and sediment control (ESC) plan. If discrepancies exist between the City approved ESC plans and those approved by DEQ then the more stringent requirements will be enforced. However, regardless of the approved best management practices (BMPs) the applicant will work with City representatives to modify BMPs as necessary to respond to conditions in the field and adequately protect the site.

**PERMIT FEES** (Attach Copy of Contract – If final cost of construction varies from contract, fees may be revised.)

Cost of Street:..... \$ \_\_\_\_\_  
Cost of Storm Drain:..... \$ \_\_\_\_\_  
Cost of Water:..... \$ \_\_\_\_\_  
Cost of Sanitary Sewer:..... \$ \_\_\_\_\_  
Total Cost of Construction:..... \$ \_\_\_\_\_

a) Administration: \$100 Fixed Fee, **PLUS**:..... \$ 100.00  
**Plus** 4% of Construction Cost from \$0 to \$25,000..... \$ \_\_\_\_\_  
**Plus** 3% of Construction Cost from \$25,000 to \$50,000..... \$ \_\_\_\_\_  
**Plus** 2.5% of Construction Cost above \$50,000..... \$ \_\_\_\_\_

**TOTAL FEE**:..... \$ \_\_\_\_\_

Deposit to Fund Number: Street Acct # 02-31-105 \$ \_\_\_\_\_ Water Acct # 05-31-105 \$ \_\_\_\_\_  
Storm Acct # 03-31-105 \$ \_\_\_\_\_ Sewer Acct # 04-31-105 \$ \_\_\_\_\_

**Permit Checklist**

- 1. Drawing Approval Expiration Date: \_\_\_\_\_ Project No: \_\_\_\_\_
- 2. Payment of Fees
- 3. Contractor's Certification of Insurance Showing the City as Additional Insured
- 4. Required Bonds
- 5. Traffic Plan Approved
- 6. Date of Preconstruction Conference: \_\_\_\_\_
- 7. Copy of approved DEQ 1200-C Permit with Erosion and Sediment Control Plan
- 8. Other: \_\_\_\_\_

**THE UNDERSIGNED** Property Owner, Engineer and Contractor hereby agree to comply with all City Ordinances, and the terms and conditions of this permit, and further agree that all work will be performed in accordance with the approved plans and specifications.

**PROPERTY**

OWNER (Required): \_\_\_\_\_ BY: \_\_\_\_\_  
ENGINEER: \_\_\_\_\_ BY: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_ BY: \_\_\_\_\_  
PERMIT ISSUED BY: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

**PROJECT ACCEPTANCE CHECKLIST**

Date/ Initial

- 1. Written certification from applicant's engineer of project completion in accordance with drawings and specifications
- 2. All testing documentation
- 3. Accurate, reproducible record drawings provided
- 4. As-builts (electronic format)
- 5. Proposed easements/rights-of-way documents provided by the applicant's engineer
- 6. Two year warranty guarantee for trees and plantings. One year warranty guarantee for all other infrastructure
- 7. Release of liens and claims form submitted
- 8. Warranty letter sent
- 9. Other: \_\_\_\_\_

**ACCEPTANCE**

City acceptance of project by: \_\_\_\_\_  
Date of acceptance and start of warranty for street, trees & plantings: \_\_\_\_\_  
Date of acceptance and start of warranty for infrastructure: \_\_\_\_\_