

City of Scotts Mills

265 4th St. PO Box 220 Scotts Mills, OR 97375 (503) 873-4535 www.scottsmills.org

Permit Fee: \$275.00*

Application For:

Work Within the Right-of-Way/Encroachment Permit

This permit is issued for the private long-term use of public right-of-ways and easements, including but not limited to landscaping, parking, accesses, etc. The applicant must submit this completed application along with the site map detailing the type of encroachment in regard to the right-of-way or public easement and any additional information applicable.

Owner Information

Owner's Name _____

Mailing Address _____

Phone Number _____

Applicant Information

Name _____

Mailing Address _____

Office/Cell Number _____

Applicant shall defend, indemnify, and save the City of Scotts Mills, its agents, and employees harmless from any and all claims, actions, costs, judgments, damages or other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), of whatsoever nature arising out of or incident to the negligent activities covered under the terms of this Permit.

Applicant Name _____ Signature _____ Date _____

Site Information

Site Address _____

Block (between x & Y Streets) _____

Estimated Start Date/Time _____

Estimated Closure Duration _____

Project Information

☐ Street ☐ Sidewalk ☐ Parking Spaces ☐ Alley ☐ Path

☐ Other: _____

Purpose: _____

FOR STAFF USE ONLY

Received by: _____ Approved by: _____ Date: _____

Additional Conditions of Approval:

*Acceptance of fee does not deem the permit approved. Fees collected are considered a deposit (non-refundable) and may not be the total for the entire project. Additional fees are the responsibility of the applicant and due within 10 days of billing.