

# INSTRUCTIONS FOR PERMIT TO CONSTRUCT APPROACH

Please complete all the items highlighted yellow on the Permit application:

1. Name, Address, and Phone Number
2. Road Name, Milepost, Side of Road (left or right in direction of Milepost.), Map No. And Tax Lot No.
3. Complete information in the Approach Section, indicating if this is a new request or a change in use. You will need to indicate the type; residential (under description please indicate what type of residence i.e., single, duplex, apartment, subdivision, etc.), commercial or industrial. Commercial or Industrial use may require site plans.
4. Be sure to sign and date application at the bottom left.
5. Include a check payable to Lincoln County in the amount of \$100.00

Print, and submit completed application to Lincoln County Public Works Office at 880 NE 7<sup>th</sup> St. Newport. Applications may also be submitted by fax, or mail. The fax number is (541) 574-1295.

You will be given marking ribbon, which should be placed on each side of your proposed access. The proposed access must be on property you own or have an easement to use.

The application will be assigned a Permit Number and a Road Department representative will inspect the proposed access site. After the permit has been approved, it will be returned to the office for processing and a copy of the approved permit will be sent to you.

If a culvert is needed, the approved permit application will specify the size and type. It is your responsibility to purchase the culvert and have it delivered to the access site. The Lincoln County Road Department will coordinate installation of the culvert upon final approval, or you may have a contractor install your culvert, at your expense, after confirming specifications with the Road Department.

Phone us at (541) 265-5747 for any questions or when you are ready for installation. Thank you.

APPLICATION AND PERMIT TO  
**CONSTRUCT ROAD APPROACH**  
 ON A COUNTY ROAD

Lincoln County Road Department  
 880 NE 7<sup>th</sup> St. Newport, OR 97365-2513  
 Phone: 541.265.5747 Fax: 541.574.1295

PERMIT NO.

**FEE: \$100.00**

(SUBJECT TO CHANGE WITHOUT NOTICE)

EXPIRATION DATE

NAME  ADDRESS   PHONE <span style="float: right;">FAX</span>	ROAD NAME  ROAD NUMBER <span style="float: right;">MILEPOST</span>  SIDE OF ROAD  MAP NUMBER <span style="float: right;">TAX LOT</span>
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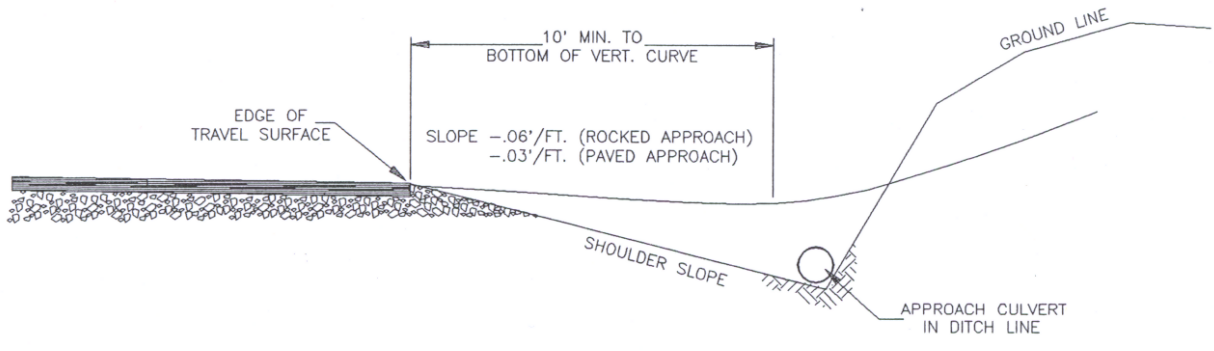
<p><b>APPROACH</b></p> <p>NEW <span style="margin-left: 100px;">CHANGE IN USE</span></p> <p>CHECK AND DESCRIBE YOUR USE</p> <p>RESIDENTIAL <span style="margin-left: 50px;">COMMERCIAL</span> <span style="margin-left: 50px;">INDUSTRIAL</span></p> <p>PERMANENT <span style="margin-left: 50px;">TEMPORARY</span> <span style="margin-left: 50px;">SEASONAL</span></p>	<p>(OFFICE ONLY) <b>REQUIREMENTS</b></p> <p>MONTH <span style="float: right;">TO</span>          DAY <span style="float: right;">TO</span>          HOUR <span style="float: right;">TO</span></p> <p>NOTICE : <input type="checkbox"/> NONE <input type="checkbox"/> 24 HOUR <input type="checkbox"/> 48 HOUR</p> <p>ACCESS WIDTH</p> <p>CULVERT DIAMETER <span style="margin-left: 50px;">LENGTH</span> <span style="margin-left: 50px;">TYPE</span></p> <p><input type="checkbox"/> INSURANCE <input type="checkbox"/> TRAFFIC CONTROL <input type="checkbox"/> BOND AMOUNT</p>
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**SPECIAL PROVISIONS**

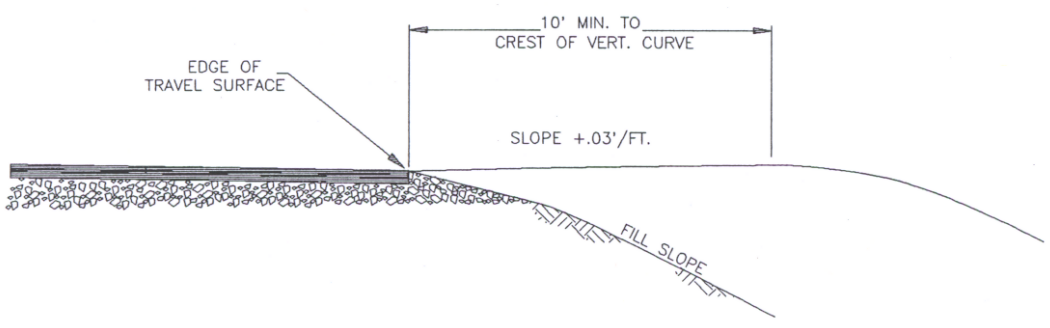
1. THIS PERMIT IS SUBJECT TO THE TERMS AND CONDITIONS GOVERNING ROAD APPROACH PERMITS BY THE LINCOLN COUNTY ORDINANCE. COPIES OF THE LINCOLN COUNTY ROAD APPROACH ORDINANCE MAY BE OBTAINED FROM THE COUNTY ENGINEER
2. THE APPROACH (S) SHALL BE CONSTRUCTED TO THE SPECIFICATIONS ON THE REVERSE SIDE OF THIS FORM.
3. APPLICANT OR HIS CONTRACTOR, SHALL NOTIFY THE ROAD SUPERINTENDENT AT THE LINCOLN COUNTY OFFICE IN NEWPORT, OREGON (541.265.5747) PRIOR TO COMMENCING WORK AND AFTER COMPLETING CONSTRUCTION OF THE APPROACH (S) COVERED BY THIS PERMIT.
4. NOTHING CONTAINED IN THIS PERMIT CONSTITUTES A FINDING OF COMPLIANCE WITH ANY LAND USE, ENVIRONMENTAL LAW, OR OTHER REGULATIONS. BEFORE COMMENCING ANY WORK UNDER THIS PERMIT, THE APPLICANT SHOULD OBTAIN ALL NECESSARY LAND USE AND ENVIRONMENTAL PERMITS, IF ANY, FROM ALL APPROPRIATE GOVERNMENTAL REGULATORY ENTITIES WITH JURISDICTION OVER THE AREA OF WORK.

APPLICANT DECLARES HE IS THE OWNER OR LESSEE OF THE REAL PROPERTY ABUTTING THE ABOVE DESCRIBED HIGHWAY, HAS AN EASEMENT, OR OTHER LAWFUL AUTHORITY TO APPLY FOR THIS PERMIT. THIS PERMIT IS ISSUED SUBJECT TO THE PROVISIONS CONTAINED HEREIN.

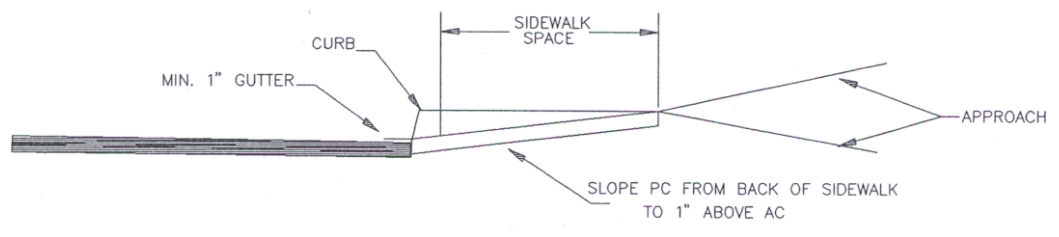
SIGNATURE <span style="float: right;">DATE</span>  TITLE <span style="float: right;">DATE</span>  _____ SENT BY <span style="float: right;">DATE</span>	FOREMAN <span style="float: right;">DATE</span>  ROAD MAINTENANCE SUPT. <span style="float: right;">DATE</span>  _____ PUBLIC WORKS DIRECTOR <span style="float: right;">DATE</span>
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- CUT SECTION -



- FILL SECTION -



- CURB SECTION -