

Right-Of-Way Permits & Traffic Control Plans

Quick Reference Guide



COMMUNITY
DEVELOPMENT

Right-of-way is defined as “land that is owned by the public for transportation and utility facilities.”

Applicability and Standards

A right-of-way (ROW) permit is required when any work or pedestrian, bike, or vehicular traffic control is proposed in the ROW or a public easement.

ROW permits will be reviewed per City of Bend Standards and Specifications, the [Bend Code](#), and the [Bend Development Code](#).

Traffic Control Plans will be reviewed per [Manual Uniform Traffic Control Devices \(MUTCD\) for Streets and Highways – Oregon Supplement to the 2009 Edition](#) and [Oregon Temporary Traffic Control Handbook \(OTTCH\) For Operations 3 Days and Less](#).

The ROW Permit Tier (Tier 1, 2, or 3) and Traffic Control Plan Level (Level 1, 2, or 3) will be determined based on the proposal. The following sections provide guidelines for anticipated level of review, however the City may increase or decrease the level of review at any time during permit review depending on the scope of the proposal or changes to the proposal.

Tier 1 ROW Permit - Low Impacts

Tier 1 ROW permits are issued when work is proposed in the landscape strip or an unimproved area. Street cuts, curb cuts, and/or pavement restoration will NOT be permitted under a Tier 1 ROW permit. A Tier 1 ROW Permit shall not propose to affect City infrastructure.

A Tier 1 ROW Permit will be required when any of the following, but not limited to the following, are proposed:

- Utility installations within the landscape strip or an unimproved (unpaved) area that is not within a public easement
- Sidewalk installations

Tier 2 ROW Permit - Medium Impacts

Tier 2 ROW permits are issued when work is proposed in improved (paved) areas. Street cuts, curb cuts and pavement restoration are anticipated and will be permitted under a Tier 2 ROW Permit. A Tier 2 ROW Permit is anticipated to affect City infrastructure. A Tier 2 ROW Permit shall be associated with one tax lot.

A Tier 2 ROW Permit will be required when any of the following, but not limited to the following, are proposed:

- Utility installations located or partially located within an improved (paved) area within the ROW or within a public easement
- Street cuts and pavement restoration
- Driveway approach installations
- Curb ramp installation
- Street or alley paving that does not propose curbs
- Abandonment of public infrastructure
- Installation of water services (2-inches and less) and sewer services
- Boring or other trenchless technology (will require boring profile)

Tier 3 Infrastructure Permit - High Impacts

Tier 3 Infrastructure permits are issued for complex projects that propose public infrastructure to be accepted and maintained by the City of Bend.

A Tier 3 Infrastructure Permit will be required when any the following, but not limited to the following, are proposed:

- Public infrastructure that will require a Public Facility Infrastructure Agreement (PFIA)
- Sewer or water main installation (any length) and associated apparatuses (manholes, valves, hydrants, etc.)
- Installation of water/fire sprinkler services over 2-inches.
- Street or alley paving with curbs and associated storm infrastructure (i.e., catch basins, sedimentation manholes, drywells, etc.)
- Fire vault installation in ROW or public easement

Traffic Control Plans

A Traffic Control Plan (TCP) is required with any proposal that affects vehicle, bike, and/or pedestrian traffic. A TCP is required for special events that are proposed within the ROW and/or that affect traffic. The three levels of traffic control review are as follows:

- **Level 1 TCP** anticipates low impacts to the City system and is typically proposed on a Local roadway.
- **Level 2 TCP** anticipates medium impacts to the City system and is typically proposed on a Collector or Arterial roadway.
- **Level 3 TCP** anticipates high impacts to the City system and requires a stamped, engineered plan.

Required Review Process

Tier 1 and 2 Permits

- 1) Complete [Right of Way Application](#) and email to engineering@bendoregon.gov.
- 2) Upload site plan and traffic control plan (if necessary) and complete review process via ePlans.
- 3) Pay permit fees.
- 4) City issues permit and ROW packet with inspection information.
- 5) Schedule and complete inspections.

Tier 3 (Infrastructure) Permits

- 1) Complete [Right of Way Application](#) and email to engineering@bendoregon.gov.
- 2) Upload plans. Begin review process via ePlans.
- 3) Pay initial permit review fees (based on sheet count).
- 4) Complete review process via ePlans.
- 5) Pay final fees (inspection fees, document preparation fees, recording fees, etc.).
- 6) Complete required paperwork (easements, PFIA, etc.).
- 7) City will schedule and host a Pre-Construction Meeting.
- 8) City issues Notice to Proceed, permit, and ROW packet with inspection information.
- 9) Schedule and complete inspections.
- 10) City Inspector sign-off.
- 11) Provide 1-year warranty bond and performance bond (if applicable).
- 12) City Inspector 1-year warranty sign-off. Fix punchlist items from inspector review and receive warranty bond upon approval.

Traffic Control Plans (TCP) for Special Events:

If the TCP is for a new special event, it shall be submitted 90 days in advance. If the TCP is for a repeat special event, it shall be submitted 30 days in advance.

- 1) Complete [Right of Way Application](#) and email to engineering@bendoregon.gov.
- 2) Coordinate separately with Lorelei Williams (LWilliams@bendoregon.gov) for Special Event Permit requirements, if applicable.
- 3) Upload traffic control plan and complete review process via ePlans.
- 4) Pay permit fees.
- 5) City issues permit and ROW packet.

2017-18 Fees (effective July 1, 2017 – June 30, 2018)

Tier 1

Tier 1 Permit	\$242	Each
Tier I Rockery/Retaining Wall	\$232	Each
ROW Permit Issued Under SFD Permit without street cut	\$190	Each
ROW Permit Issued Under SFD Permit with street cut	\$324	Each
Existing Sidewalk or Driveway Approach Panel Replacement	\$116	Each
Temporary Street Use	\$242	Each

Fees include one inspection (additional inspections may be assessed based on scope of work).

Tier 2

Tier 2 Permit (local road)	\$575	Each
Tier 2 Permit (collector or arterial road)	\$930	Each
Tier 2 Retaining Wall	\$284	Each
Permit Revision	\$161	Each
Night Work in City ROW or on private property	\$306	Each

Fees include three inspections (additional inspections may be assessed based on scope of work).

Tier 3 - Infrastructure

Tier 3 Permit – First two sheets in plan submittal and construction meeting	\$3,736	Base
Tier 3 Permit – Additional sheets	\$887	Each
Up to 20 hours inspections	\$2,536	Each
Up to 40 hours inspections	\$5,235	Each
Up to 60 hours inspections	\$7,609	Each
Up to 80 hours inspections	\$10,485	Each
Over 80 hours inspections	\$135	Per Hr
Tier III Inspection for Franchise Utilities (min 20 hrs)	\$2,536	Each
Re-review or supplemental review (more than 3 reviews)	\$383	Each
Revision to approved infrastructure plans	\$482	Each

Fees include three inspections (additional inspections may be assessed based on scope of work).

Traffic Control Plan Review

Level 1 – Local Road or Low Impacts	\$239	Each
Level 2 – Collector or Arterial Road or Medium Impacts	\$450	Each
Level 3 – Engineered Plan Required and High Impacts	\$1,659	Each
Revision to approved Traffic Control Plan	\$134	Each
Tree Trimming Level 1 Traffic Control Plan	\$126	Each
Minor Road Closure for Event	\$316	Each

Fees include one inspection (additional inspections may be assessed based on scope of work).

For more information, contact Private Development Engineering Department at engineering@bendoregon.gov or 541-388-580 ext. 4.