



# Placement of a Manufactured Dwelling

Begin by determining if the property is located rural, within city limits or in an urban growth boundary. Contact Clatsop County Land Use Planning (503-325-8611) or visit Webmaps at <https://delta.co.clatsop.or.us/map>

**The following steps will help lead you through the permit process.**

## **STEP 1: Complete the Information Application (page #1)**

- A. Provide a detailed description of the proposed project description. Contact information including Email addresses and phone number(s) are required for the permit issuance process.
- B. If the property has not been assigned an address, leave the job site address field blank. Submit a completed **New Address Request** and \$225.00. (Application pages 10-11)
- C. If the property is located in **FEMA flood zone**, a Floodplain Application, payment of \$110.00 and approval will be required prior to applying for a development permit.
- D. If the property is located in the **Geological Hazard Overlay (GHO)**, a Geological Hazard Review Application or a Geological Hazard Waiver along with a geo technical report prepared by a certified engineering geologist or a registered professional geologist, payment of \$85.00 and approval will be required prior to applying for a development permit.
- E. If the property has mapped **Wetlands** indicated, Land Use Planning can help guide you through the process.
- F. **Grading, Drainage, Erosion Control Plan Review**, if applicable.  
(See criteria on pages 8-9)
- G. **Road Approach Permit**, if applicable.  
Contact Public Works for a county road; ODOT for a state Hwy; or if a private road, provide copy of easement/owner's approval giving your right to use the roadway. (Application pages 12-13)  
(Contact list included in packet)
- H. If the property is located in a Homeowner's Association (HOA), approval maybe required from the HOA

## **STEP 2: Agency Review and Approval Form (pages 2-3)**

Obtain ALL signoffs from the SEPTIC, WATER, FIRE and ASSESSMENT & TAXATION agencies.  
**There is a list of contact numbers included in the front pages of this packet.**

## **STEP 3: Planning Land Use - Obtain the Development Permit.**

Submit with the other documentation:

- ✓ Erosion plan (page 4-5)
- ✓ Plot plan (page 6)
- ✓ Lighting fixture (page 7)

## **STEP 4: Building Codes - You are ready to submit for a Placement permit.**

- ✓ Submit a copy of the completed Development Permit, including all documents.
- ✓ Provide a floor plan of the Manufactured Dwelling
- ✓ Provide a completed Manufactured Dwelling Application.

No plan review required, unless the property is in a flood or geo-hazard zone;  
check with plans examiner if foundation walls exceed two (2) feet in height.

You will be notified by email the permit is ready-to-issue. A link will be provided in the email to pay the placement permit fees online through the Oregon E-permitting website.

If you have questions for Building Codes, you may contact us at 503-338-3697 or [buildingdivision@clatsopcounty.gov](mailto:buildingdivision@clatsopcounty.gov)

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## CONTACT NUMBERS

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### Clatsop County Building Codes

800 Exchange Street, Suite 100  
Astoria, Oregon 97103  
Hours: 7:30am - 4:00pm – Mon-Fri  
Phone: 503-338-3697  
FAX: 503-338-3666  
[buildingdivision@clatsopcounty.gov](mailto:buildingdivision@clatsopcounty.gov)

### Clatsop County Land Use Planning

800 Exchange Street, Suite 100  
Astoria, Oregon 97103  
Hours: 7:30am - 4:00pm - Mon-Fri  
Phone: 503-325-8611  
FAX: 503-338-3606  
[comdev@clatsopcounty.gov](mailto:comdev@clatsopcounty.gov)

### Clatsop County Onsite Wastewater

820 Exchange Street, Suite 100  
Astoria, Oregon 97103  
Hours: 7:30am -12pm & 1- 4:30pm, Mon-Thurs  
7:30 - 11:30am Friday  
Phone: 503-325-9302 FAX: 503-325-9303  
[envhealth@clatsopcounty.gov](mailto:envhealth@clatsopcounty.gov)

### Clatsop County Roads Division

1100 Olney Avenue  
Astoria, Oregon 97103  
Hours: 8:00 am - 4:30 pm - Mon-Fri  
Phone: 503-325-8631  
FAX: 503-325-9312  
[roads@clatsopcounty.gov](mailto:roads@clatsopcounty.gov)

### Clatsop Soil & Water Conservation District

750 Commercial, Room 207  
Astoria, Oregon 97103  
(US Post Office Building)  
Phone: 503-325-4571  
[office@clatsopswcd.org](mailto:office@clatsopswcd.org)

### Oregon Dept of Transportation

350 W. Marine Drive  
Astoria, Oregon 97103  
Hours: 8:00am - 5:00pm  
Phone: 503-325-7222  
FAX: 503-325-1314  
[astoriaodotadmin@odot.oregon.gov](mailto:astoriaodotadmin@odot.oregon.gov)

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## SEWER DISTRICTS

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### Arch Cape Sanitary District

Matt Gardner, ACSD Manager  
32065 E Shingle Mill Lane  
Arch Cape, OR 97102  
Phone: 503-436-2790  
FAX: 503-436-1467  
[mattgardneracutil@gmail.com](mailto:mattgardneracutil@gmail.com)

### Miles Crossing Sanitary Sewer

Carl Gifford  
34795 Hwy 101 Business  
Astoria, OR 97103  
Phone: 503-325-4330  
FAX: 503-338-6915  
[billing@yrlcoffice.org](mailto:billing@yrlcoffice.org)

### Sundown Sanitary District

Mark Schacher  
503-791-6250  
[mcschacher@gmail.com](mailto:mcschacher@gmail.com)

### Shoreline Sanitary District

John Glen, Chairman  
PO Box 732  
Warrenton, OR 97146  
Phone: 503-861-0574  
[jglen@pacifier.com](mailto:jglen@pacifier.com)

### Westport Sewer District

1100 Olney Avenue  
Astoria, OR 97103  
Phone: 503-325-8631  
FAX: 503-325-9312  
[dkeranen@clatsopcounty.gov](mailto:dkeranen@clatsopcounty.gov)

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## WATER SERVICE AGENCIES

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### **Arch Cape Water and Sanitary District**

Matt Gardner, ACSD Manager  
32065 E Shingle Mill Ln  
Arch Cape, OR 97102  
Phone: 503-436-2790  
[mattgardneracutil@gmail.com](mailto:mattgardneracutil@gmail.com)

### **Burnside Water Association**

Curt Krusick, Pres  
PO Box 625  
Astoria, OR 97103  
Phone: 503-458-5525  
[bwah2o@gmail.com](mailto:bwah2o@gmail.com)

### **Falcon Cove Beach Water District**

Charles Dice  
79387 Ray Brown Rd  
Arch Cape, OR 97102  
Phone: 503-436-0146  
[fcbsdwd@gmail.com](mailto:fcbsdwd@gmail.com)

### **Fernhill Community Water System**

Sherri Peterson  
92571 Fernhill Road  
Astoria, OR 97103  
Phone: 503-325-7097  
[fernhillcws@gmail.com](mailto:fernhillcws@gmail.com)

### **John Day Water District**

Nate Alfonse  
PO Box 1317  
Astoria, OR 97103  
Phone: 503-791-9084

### **Knappa Water Association**

Lidia Hebert  
92755 Allen Road  
Astoria, OR 97103  
Phone: 503-458-6461  
[kknappa@centurytel.net](mailto:kknappa@centurytel.net)

### **Olney-Walluski Water Association**

Bill Young  
90029 Hwy 202  
Astoria, OR 97103  
Phone: 503-325-1375 or 737-259-0996  
[crmewfy@gmail.com](mailto:crmewfy@gmail.com)

### **Riverpoint-Willowdale Water**

Dorothy Gillies  
91609 Hwy 202  
Astoria, OR 97103  
Phone: 503-468-0006  
[willowdalewater@gmail.com](mailto:willowdalewater@gmail.com)

### **Seaside Public Works**

1387 Avenue U  
Seaside, OR 97138  
Phone: 503-738-5112  
[cdadmin@cityofseaside.us](mailto:cdadmin@cityofseaside.us)

### **Warrenton, City of Water District**

Brian Crouter  
PO Box 250  
Warrenton, OR 97146  
Phone: 503-861-0914  
[bcrouter@ci.warrenton.or.us](mailto:bcrouter@ci.warrenton.or.us)

### **Westport Water Association**

Cynthia Reeves  
49206 Highway 30  
Westport, OR 97016  
Phone: 503-455-9201 503-455-9231  
[creeves355@gmail.com](mailto:creeves355@gmail.com)

### **Wickiup Water District**

Michelle Bolton  
92648 Svensen Market  
Road Astoria, OR 97103  
Phone: 503-458-6555  
[michelle@wickiupwaterdistrict.com](mailto:michelle@wickiupwaterdistrict.com)

### **Youngs River, Lewis & Clark Water**

Carl Gifford  
34583 Highway 101 Business  
Astoria, OR 97103  
Phone: 503-325-4330  
[billing@yrlcoffice.org](mailto:billing@yrlcoffice.org)

### **Oregon Water Resources Department**

Nikki Hendricks, Watermaster Office  
(Local) 4000 Blimp Blvd Suite 400  
Tillamook, OR 97141  
Phone: 503-815-1967  
FAX: 503-815-1968  
[Nikki.M.Hendricks@water.oregon.gov](mailto:Nikki.M.Hendricks@water.oregon.gov)

### **Oregon Water Resources Department**

725 Summer Street NE, Suite A  
Salem, OR 97209  
Phone: 503-986-0900  
FAX: 503-986-0904

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## FIRE DEPARTMENTS

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### **Astoria Fire Department**

Dan Crutchfield, Chief  
555 30th Street  
Astoria, OR 97103  
Phone: 503-325-4237  
[dcrutchfield@astoria.or.us](mailto:dcrutchfield@astoria.or.us)

### **Cannon Beach RFPD**

Mark Reckmann, Chief  
188 Sunset Blvd  
Cannon Beach, OR 97110  
Phone: 503-436-2949  
FAX: 503-436-9639  
[mreckmann@cbfire.com](mailto:mreckmann@cbfire.com)

### **Elsie-Vinemaple RFPD**

Mike Wammack, Chief  
Hans Mulder, Asst Chief  
42644 Loyd Lane  
Seaside, OR 97138  
Phone: 503-755-2233  
FAX: 503-755-2232  
[evrfdpd@centurytel.net](mailto:evrfdpd@centurytel.net)

### **Gearhart Fire Department**

Josh Como, Chief  
PO Box 2530  
Gearhart, OR 97138  
Phone: 503-738-7838  
FAX: 503-738-9385  
[joshcomo@cityofgearhart.com](mailto:joshcomo@cityofgearhart.com)

### **Hamlet Fire Department**

Matt Verley, Chief  
37240 Highway 26  
Seaside, OR 97138  
Phone: 503-440-5064  
[mverley@hotmail.com](mailto:mverley@hotmail.com)

### **John Day-Knappa Fire District**

Kurt Donaldson, Chief  
43114 Hillcrest Loop  
Astoria, OR 97103  
Phone: 503-458-6610  
FAX: 503-458-6228  
[kdonaldson@knappafire.com](mailto:kdonaldson@knappafire.com)

### **Lewis & Clark RFPD**

Jeff Golightly, Chief  
34571 Hwy 101 Business  
Astoria, OR 97103  
Phone: 503-325-4192  
FAX: 503-325-7353  
[Lewisclarkfire@gmail.com](mailto:Lewisclarkfire@gmail.com)

### **Mist-Birkenfeld RFPD**

Joe Kaczynski Chief  
12525 Highway 202  
Mist, OR 97016  
Phone: 503-755-2710  
Fax: 503-755-2556  
[joek@mistbirkenfeldrfd.org](mailto:joek@mistbirkenfeldrfd.org)

### **Nehalem Bay Fire and Rescue**

Chris Beswick, Chief  
36375 Hwy 101 N,  
Nehalem, OR 97131  
Phone: 503-368-7590  
FAX: 503-368-7580  
[c.beswick@nbfrd.org](mailto:c.beswick@nbfrd.org)

### **Olney Walluski Fire and Rescue**

Jeremy MacDonald, Chief  
36115 River Point Drive  
Astoria, OR 97103  
Phone: 503-325-5440  
[Olneyfire.fc@gmail.com](mailto:Olneyfire.fc@gmail.com)

### **Seaside Fire & Rescue**

Joey Daniels, Chief  
150 S Lincoln  
Seaside, OR 97138  
Phone: 503-738-5420  
FAX: 503-717-9318  
[jdaniels@cityofseaside.us](mailto:jdaniels@cityofseaside.us)

### **Warrenton Fire Department**

Brian Alsbury, Chief  
PO Box 250  
Warrenton, OR 97146  
Phone: 503-861-2494  
FAX: 503-861-2351  
[firechief@ci.warrenton.or.us](mailto:firechief@ci.warrenton.or.us)

### **Warrenton RFPD**

Bob Kyle  
PO Box 1003  
Warrenton, OR 97146  
Phone: 503-861-8599

### **Westport Fire & Rescue**

Greg Brody, Chief  
91177 Ferry Rd  
Westport, OR 97016  
Phone: 503-455-0727  
FAX: 503-455-0727  
[Chief\\_2101@msn.com](mailto:Chief_2101@msn.com)

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Clatsop County Community Development  
 800 Exchange Street, Suite 100  
 Astoria, Oregon 97103  
 Phone 503 325-8611 Fax 503 338-3606

Email: [comdev@clatsopcounty.gov](mailto:comdev@clatsopcounty.gov) Website: [www.clatsopcounty.gov](http://www.clatsopcounty.gov)

<input type="checkbox"/> Development Permit	Fee \$85	<input type="checkbox"/> Flood Review	Fee \$110	<input type="checkbox"/> Geologic Hazard Review	Fee \$85
		<input type="checkbox"/> Flood Renewal	Fee \$50		
<input type="checkbox"/> Grading, Drainage, Erosion Control	Fee \$150	<input type="checkbox"/> Road Approach	Fee \$0	<input type="checkbox"/> Address Fee \$225	<input type="checkbox"/> Road Name Fee \$265
<input type="checkbox"/> Other – Description			Fee \$	Total Due \$	

**All owners of record**, per Clatsop County Assessment records, **must sign the application**.

Representatives of public agencies, corporations, trusts, etc. must provide documentation of signing authority (Power of Attorney, Trust Document, etc.).

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Project Description: \_\_\_\_\_

Property Address \_\_\_\_\_

Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Other: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Base Zone(s): \_\_\_\_\_ Overlay(s): \_\_\_\_\_

Map ID(s): \_\_\_\_\_ Acres: \_\_\_\_\_

Contiguous Properties in same ownership: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

**ALL HIGHLIGHTED ITEMS ARE REQUIRED.**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Contact Clatsop County Community Development to determine if additional documentation is required.

**SEWAGE DISPOSAL:**

Contact the sewer district serving your property or Clatsop County Environmental Health for septic approval at 503-325-9302

None Required      Signature, & Date: \_\_\_\_\_

Sewer      Signer Title & Printed Name: \_\_\_\_\_

Septic      Agency: \_\_\_\_\_

Permit# or Sign Off: \_\_\_\_\_

Permit Required: Yes  No       Site Approval Granted: Yes  No

**WATER AVAILABILITY**

Contact the water district serving your property OR  
Oregon Water Resources Department at 503-815-1967, Nikki.M.Hendricks@water.oregon.gov

None Required      Signature & Date: \_\_\_\_\_

Private Water      Signer Title & Printed Name: \_\_\_\_\_

Public Water      Agency Name: \_\_\_\_\_

Gallons per minute \_\_\_\_\_

Well, Spring, etc.       Potability Test and/or Water Master Certificate attached

**FIRE ACCESS AND REQUIREMENTS**

Contact the fire district serving your property

Signature & Date: \_\_\_\_\_

Signer Title, Printed Name & Agency: \_\_\_\_\_

Applicant must contact fire official prior to final building inspection: Yes  No

Comments: \_\_\_\_\_

Water/Fire Flow: \_\_\_\_\_ Number of Hydrants: \_\_\_\_\_ Hydrant Location(s) \_\_\_\_\_

Firebreak, clear and maintain firebreak of at least \_\_\_\_\_ feet radius around proposed structure.

**MANUFACTURED/MOBILE HOME PLACEMENT**

Contact Clatsop County Assessment & Taxation, 820 Exchange #210, Astoria, OR 97103 503-325-8522

Signature & Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

**REQUIRED DOCUMENTS – ALL PERMITS**

Erosion Control Plan       Plot Plan       Stormwater Drainage Plan

**Development Permit – Supporting Documents**

Permit#: \_\_\_\_\_

Outdoor Lighting Plan

Parking Plan

Other: \_\_\_\_\_

**Flood Hazard Permit – Supporting Documents**

Permit#: \_\_\_\_\_

- Elevation Certificate
- Foundation Plan
- Building Elevation Drawings
- Other: \_\_\_\_\_

**Geologic Hazard Review – Supporting Documents**

Permit#: \_\_\_\_\_

- Certified Engineering Geologist or Registered Professional Geologist Report or Waiver Letter
- Other: \_\_\_\_\_

**Grading, Drainage, Erosion, Road Access – Supporting Documents**

Permit#: \_\_\_\_\_

- Completed Application and Road Access Permit/Application

**FOR OFFICE USE ONLY***Front Setback determined by access to the property not front of building.*

PERMIT # \_\_\_\_\_ OWNER &amp; PARCEL ID: \_\_\_\_\_

Setbacks	Required	Actual	Notes
(N, S, E, W) Front	_____	_____	_____
(N, S, E, W) Side	_____	_____	_____
(N, S, E, W) Side	_____	_____	_____
(N, S, E, W) Rear	_____	_____	_____

**Structure Height**

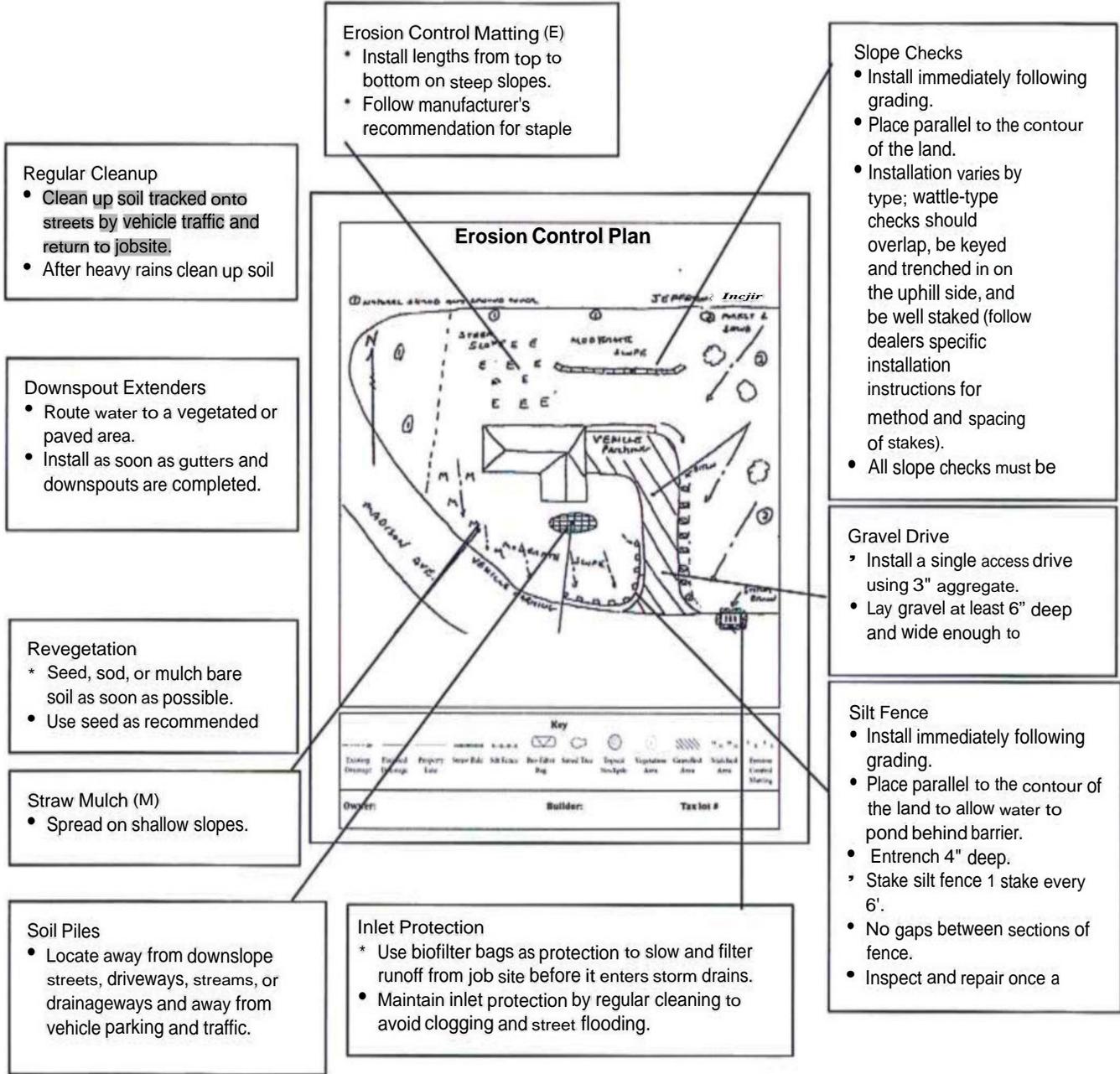
- 18 feet maximum Oceanfront (Zones RSA-SFR, CBR, CR)
- 26 feet maximum
- 35 feet maximum
- Other \_\_\_\_\_

**Other**

- Access – County or ODOT Permit# \_\_\_\_\_
- Average Grade Calculations
- Beaches & Dunes Stabilization and/or Revegetation
- Coastal Shorelands
- Conditional Use Permit # \_\_\_\_\_
- Deed Restriction County Clerk Recording # \_\_\_\_\_
- DSL Wetland Fill/Removal Permit# \_\_\_\_\_
- Lot Coverage
- Resource Zone Certification County Clerk Recording # \_\_\_\_\_
- Road Improvement
- Temporary Use Permit # \_\_\_\_\_
- WLUN Submit Date \_\_\_\_\_ Permit # \_\_\_\_\_

# Erosion Control Plan

1. Draw the streets and roadways leading to the property.
2. Draw the property boundaries.
3. Indicate which direction is north.
4. Draw the proposed location of all buildings.
5. Show directions of water flow off the property.
6. Indicate all slopes and label them as steep, moderate or gentle.
7. Designate location of all access to the property and where vehicle parking will be located.
8. Indicate what and where erosion control measures will be used.



# Erosion Control Plan

**Key**

											
Existing Drainage	Finished Drainage	Property Line	Straw Bale	Silt Fence	Bio-Filter Bag	Saved Tree	Topsoil Stockpile	Vegetation Area	Gravelled Area	Mulched Area	Erosion Control Matting

<b>Owner:</b>	<b>Builder:</b>	<b>Tax lot #</b>
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# Residential Plot Plan

Proposed Use: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Applicant: \_\_\_\_\_

MAP ID: \_\_\_\_\_

Situs Address: \_\_\_\_\_

**Must include all of the following information in the space provided below**

All property lines

Location of all existing and proposed structures and distances of each structure from **ALL** property lines

Distance of all structures from surface waters (lakes, streams, wetlands, etc.)

Location of all waste water systems, including septic tanks, drain fields, holding tanks, etc.

Location of all access roads, driveways, parking and easements

Storm water drainage plan. Show locations of downspouts, dry wells, culverts and the direction of surface water flow.

Identify the location(s) and type(s) of outdoor lighting to be installed

Attach a specification sheet for each outdoor fixture type to be used.

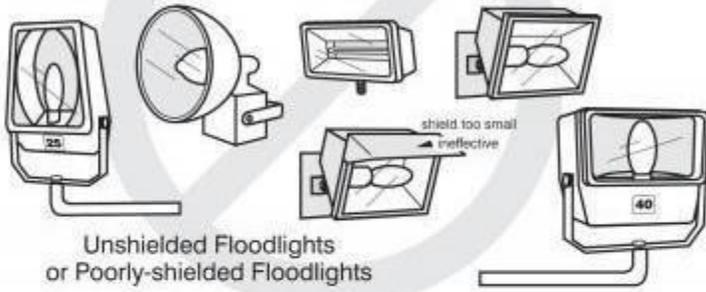
North

West

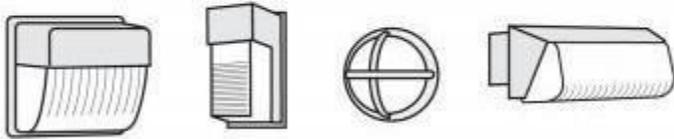
East

# Unacceptable / Discouraged

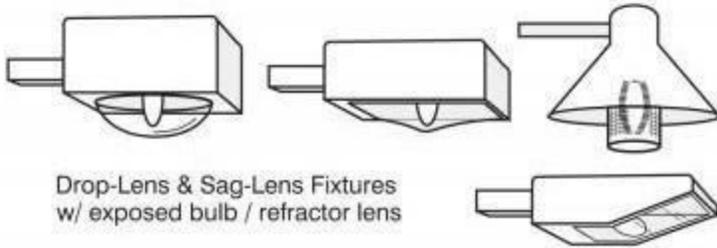
Fixtures that produce glare and light trespass



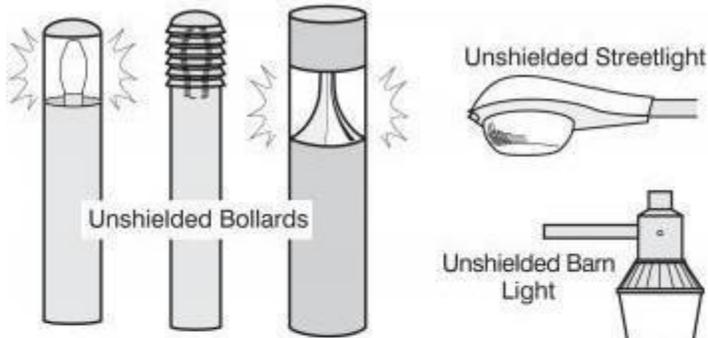
Unshielded Floodlights or Poorly-shielded Floodlights



Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures



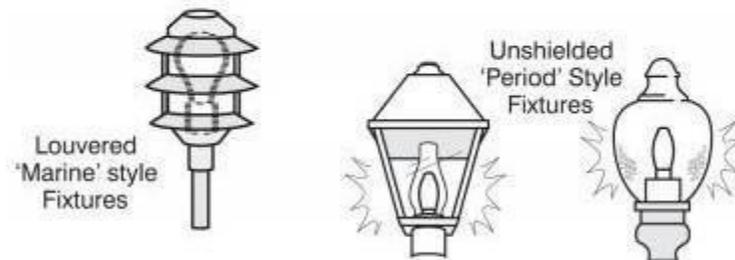
Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens



Unshielded Bollards

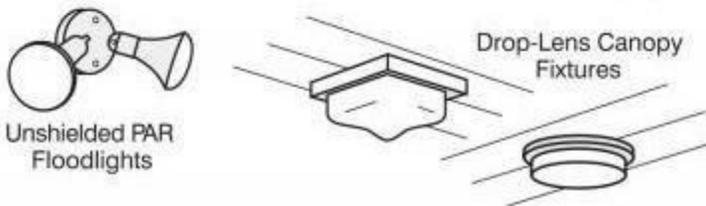
Unshielded Streetlight

Unshielded Barn Light



Louvered 'Marine' style Fixtures

Unshielded 'Period' Style Fixtures

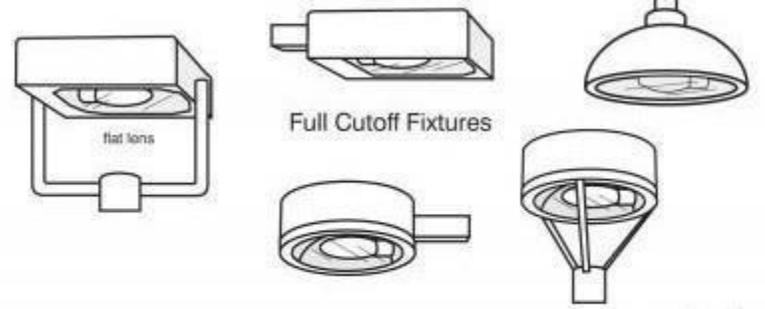


Unshielded PAR Floodlights

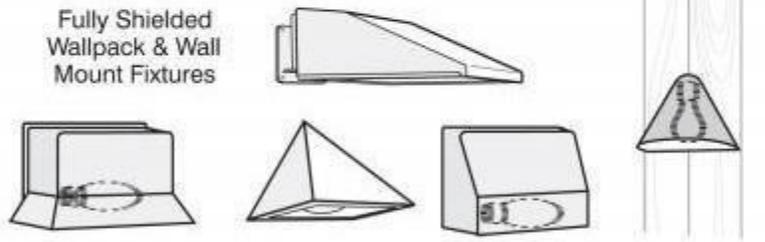
Drop-Lens Canopy Fixtures

# Acceptable

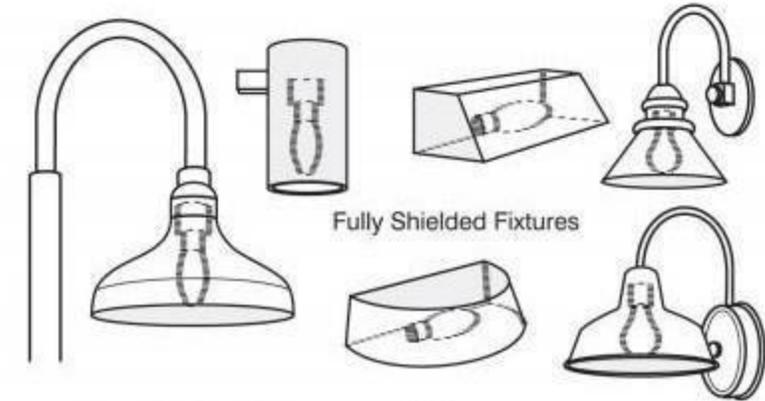
Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



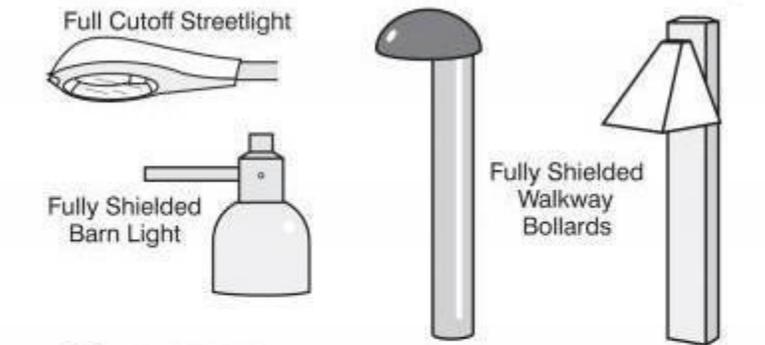
Full Cutoff Fixtures



Fully Shielded Wallpack & Wall Mount Fixtures



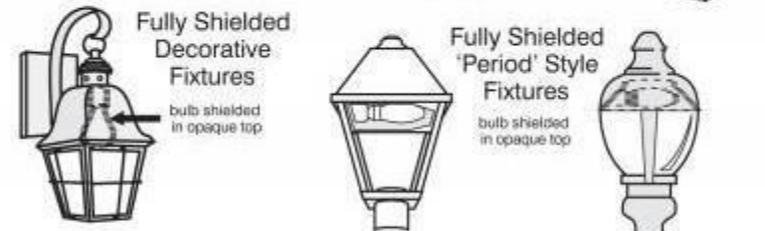
Fully Shielded Fixtures



Full Cutoff Streetlight

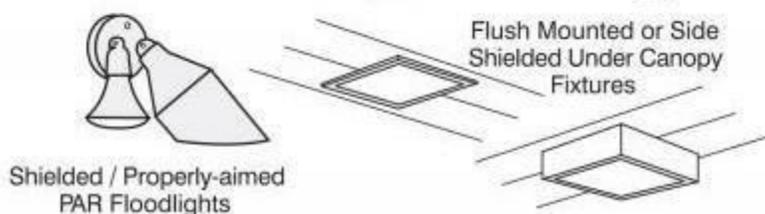
Fully Shielded Barn Light

Fully Shielded Walkway Bollards



Fully Shielded Decorative Fixtures

Fully Shielded 'Period' Style Fixtures



Shielded / Properly-aimed PAR Floodlights

Flush Mounted or Side Shielded Under Canopy Fixtures

Circle lighting fixture(s) to be used and sign here:



# Clatsop County

Community Development

800 Exchange Street, Suite 100, Astoria, Oregon 97103

Phone 503 325-8611 Fax 503 338-3606

[comdev@clatsopcounty.gov](mailto:comdev@clatsopcounty.gov) [www.clatsopcounty.gov](http://www.clatsopcounty.gov)

## Grading, Drainage & Erosion Control Plan Review

Fee: \$150 for First ½ Hour; \$100 per additional hour - Permit # \_\_\_\_\_

### Required for land disturbing activities that include any of the following conditions or project components:

- Steep Slopes >20% within the disturbed area
  - Retaining Walls >30 inches
  - Removal/Fill >30 cubic yards, either imported, removed or relocated on site.
  - Wetland Fill >50 cubic yards require a permit from the Oregon Department of State Lands.
  - > 3,000 square feet of disturbed area.  >one (1) acre of disturbed area requires a 1200-C permit from Oregon DEQ.
  - Any new, realigned or relocated roads/culverts for any proposed development.  Road Approach Permit # \_\_\_\_\_
- Proximity to Sensitive areas:
- Wellheads within 100 feet
  - Streams within 50 feet
  - Proposed Slopes >3:1 and >6 feet in height of fill
  - Any Commercial/Industrial Development
  - Septic drain fields (primary & reserve) within 10 feet
  - Wetlands, mapped or known within 50 feet

Erosion Control Schedule of activities:

Maximum of \_\_\_\_\_ CY removed from \_\_\_\_\_

Maximum of \_\_\_\_\_ CY fill/gravel placed on \_\_\_\_\_

- Property owner  Builder/Contractor/Developer is responsible for placement, monitoring and maintenance of temporary and permanent erosion control measures.

All land clearing, construction, or development involving the movement of earth shall conform to the plan as approved by the Clatsop County Engineer on permit # \_\_\_\_\_

All transport or materials is via (list roads) \_\_\_\_\_

All activities will be completed by date: \_\_\_\_\_

**All Contractors/Builders/Developers must sign this application.** Representatives of public agencies, corporations, trusts, etc. must provide documentation of signing authority.

**CONTRACTOR(s):** \_\_\_\_\_

Mail Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDER/DEVELOPER(s):** \_\_\_\_\_

Mail Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Property Description – Map ID: \_\_\_\_\_ Site Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

Zoning: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

**Plan Elements**

**A. Site Map drawn to scale and depicting accurate size and distances for the following elements:**

1. A scale and north arrow.
2. The location of the development site in relation to the property boundaries.
3. The location of all internal or adjacent roadways and access easements.
4. The location and size of all existing and proposed structures >200 square ft.
5. The location of any lakes, rivers, streams, wetlands, channels, ditches or other watercourses on or near the development site.
6. The direction of surface water flow.

**B. Erosion Control Plan containing the following elements:**

1. A scale and north arrow.
2. The location of existing vegetation adjacent to any watercourse.
3. Areas where vegetative cover will be retained and the type and location of measures taken to protect vegetation from damage.
4. Areas where vegetative cover will be removed and the location of temporary and permanent erosion control measures to be used including, but not limited to: silt fencing, straw bales, graveling, mulching, seeding, and sodding.
5. Indication of slope steepness, by degree, percentage or ratio. Include gradient of surface water flow.
6. The general slope or terrain characteristics of adjacent property.
7. Location of the construction access driveway(s) and vehicle parking area(s).
8. Location of soil/fill stockpiles.
9. Location of existing and proposed buildings, including locations of downspouts.

---

Public Works Reviewer Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved                       Approved with Conditions                       Denied

Inspection Required prior to Building Codes Final:     YES             NO



Clatsop County Community Development  
 800 Exchange Street, Suite 100  
 Astoria, Oregon 97103  
 Phone 503 325-8611 Fax 503 338-3606  
 comdev@clatsopcounty.gov www.clatsopcounty.gov

### New Address Application – Fee \$225

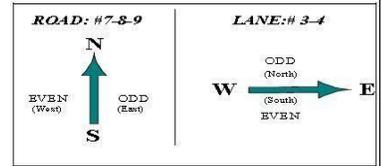
Owner Name: \_\_\_\_\_ Map ID: \_\_\_\_\_

Access Permit #: ODOT \_\_\_\_\_ Clatsop County \_\_\_\_\_ Access Street Name: \_\_\_\_\_

Cross Street \_\_\_\_\_ Fire Dept \_\_\_\_\_ School \_\_\_\_\_

Water \_\_\_\_\_ Sewer \_\_\_\_\_ Power \_\_\_\_\_ Gas \_\_\_\_\_

Provide a statement indicating the driveway is complete or a detailed description of how the driveway is marked in the field.  
**Failure to provide this information may result in the delay of your address assignment.**



**OFFICE USE ONLY: NEW ADDRESS:** \_\_\_\_\_

Beginning Address: \_\_\_\_\_ Distance (+/\_): \_\_\_\_\_

Final: \_\_\_\_\_ Comments: \_\_\_\_\_

### Road Name Application – Fee \$265

- Third house to be constructed on a private road or driveway, **OR**
- New Subdivision. Name: \_\_\_\_\_

Names are limited to fifteen (15) characters and a total of three words excluding the suffix (Rd, Ln)

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_

**(Office Use Only)**

The road suffix is assigned based on the direction the road generally travels. Select one.

- Lane (LN)** West-East
- Road (RD)** South-North

The following suffixes have specific criteria that must be met in order to be assigned, please consult with county planning staff to determine if your road qualifies for these designations: **Court (CT) Drive (DR) Loop (LP)**

A road name can only be assigned with a majority agreement of the affected property owners. If an agreement cannot be reached, the name will be selected by Clatsop County.

All new road names are subject to approval by the following: Clatsop County Surveyor, Clatsop County Sheriff. Clatsop County Planning Department and Astoria PSAP 911

**\*\*\*\*ROAD NAME ONLY\*\*\*\***

**AFFECTED PROPERTY OWNERS**

Authorization from a majority of property owners must be included. Attach additional sheets if necessary.

1. Name(s): \_\_\_\_\_

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

Phone & Email: \_\_\_\_\_

Map ID: \_\_\_\_\_

Comments: \_\_\_\_\_

***I/We agree with the proposed name change.***

Owner Signature(s): \_\_\_\_\_

\_\_\_\_\_

2. Name(s): \_\_\_\_\_

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

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

Map ID: \_\_\_\_\_

Comments: \_\_\_\_\_

***I/We agree with the proposed name change.***

Owner Signature(s): \_\_\_\_\_

\_\_\_\_\_

3. Name(s): \_\_\_\_\_

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

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

Map ID: \_\_\_\_\_

Comments: \_\_\_\_\_

***I/We agree with the proposed name change.***

Owner Signature(s): \_\_\_\_\_

\_\_\_\_\_



# Clatsop County Public Works

Permit No. \_\_\_\_\_

1100 Olney Avenue

Astoria, Oregon 97103

Phone 503 325-8631 Fax 503 325-9312

[roads@clatsopcounty.gov](mailto:roads@clatsopcounty.gov) [www.clatsopcounty.gov](http://www.clatsopcounty.gov)

## Application & Permit to Construct Approach Road

**Applicant Name:** \_\_\_\_\_

Applicant, declares that he/she is the owner or lessee of the real property adjoining the highway at the location described herein and has the lawful authority to apply for this permit. When approved, the application is subject to the terms and provisions contained herein and attached hereto.

**Road Name:** \_\_\_\_\_ **Map ID:** \_\_\_\_\_

Side of Road: North  South  East  West

Between/Near Landmarks: \_\_\_\_\_

**Provide Sketch Below and/or Attach Map**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

**Your signed permit will be mailed to you. Please allow two (2) weeks for processing.**

**Section Below to be Completed by the Public Works Department**

Site Distance Adequate: Yes  No  If no, explain: \_\_\_\_\_

Culvert Required: Yes  No  Size \_\_\_\_\_ Type \_\_\_\_\_ Length \_\_\_\_\_

Rock Required: Yes  No  Size \_\_\_\_\_ Amount \_\_\_\_\_

The county will install the above culvert: Yes  No  For a prepaid fee of \$ \_\_\_\_\_

Special Comments \_\_\_\_\_

Permit Approved: \_\_\_\_\_ Date \_\_\_\_\_

Construction Approved: \_\_\_\_\_ Date \_\_\_\_\_

**When construction is approved, provide copy to Clatsop County Building Codes**

**COUNTY COMMENTS AND/OR CONDITIONS**

Special Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



# Clatsop County Public Works

Permit No. \_\_\_\_\_

1100 Olney Avenue

Astoria, Oregon 97103

Phone 503 325-8631 Fax 503 325-9312

[roads@clatsopcounty.gov](mailto:roads@clatsopcounty.gov) [www.clatsopcounty.gov](http://www.clatsopcounty.gov)

## Application & Permit to Occupy or Perform Operations Upon a County or Public Road

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Road Name: \_\_\_\_\_

Side of Road or Angle of Crossing: \_\_\_\_\_

Facility Depth (Minimum 30"): \_\_\_\_\_

Distance from Edge of Pavement: \_\_\_\_\_

Method of Compaction: \_\_\_\_\_

Type and Size of Compaction Equipment: \_\_\_\_\_

Size and Type of Pipe: \_\_\_\_\_

Type of Cable: \_\_\_\_\_

Certificate of Insurance:      On File      Attached      To Follow

**Description and Location of Operations and/or Facilities**

**Attach Plans if Applicable**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COUNTY COMMENTS AND/OR CONDITIONS

Special Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 1. Authority.** This chapter is adopted under the authority granted by ORS 374.310 and the County Home Rule Charter.

- A. All authority contained in ORS 374.305-374.325, relating to County roads applies to any facility within a Public right-of-way.
- B. The Director or the Directors designee is given the authority to issue all permits provided for in this chapter and to make all decisions necessarily related to those permits.

**Section 2. Definitions.** As used in this chapter:

- A. Approach permit means a permit allowing construction or alteration of a private driveway, approach road or other facility that provides ingress to or egress from a Public road.
- B. County road means a public road under the jurisdiction of the County that has been designated as a County road.
- C. Facility includes all roads, driveways, utilities, fences, ditches, culverts, structures, signs, landscapes and other items of a diverse nature that may be placed within or upon a Public right-of-way.
- D. Local access road means a public road that is not a County road, state highway or federal road.
- E. Public road means a road over which the public has a right-of way that is a matter of public record.
- F. Director means the Director of Public Works as being responsible for administration of County road activities and includes those individuals designated by the Director to carry out the purposes of this chapter.
- G. Driveway includes all private roads that connect to a public road and provide ingress to or egress from property.
- H. Right-of-way means land, property, or an interest therein, usually in a strip, acquired for or devoted to road purposes.
- I. Road means the entire right-of-way of any public or private way that provides ingress to or egress from property by means of vehicles or other means or that provides travel between places by means of vehicles. Road includes, but is not limited to:
  - A. Ways described as streets, highways, throughways or alleys;
  - B. Road related structures that are in a right-of-way, such as tunnels, culverts or similar structures; and
  - C. Structures that provide for continuity of the right-of-way, such as bridges.
- J. Road encroachment permit means a permit allowing facilities to be placed within a Public road right-of-way. The permit shall state whether the permitted use is temporary or permanent.
- K. Roadway means the portion of a road, including shoulders, for vehicular use.
- L. Traveled Way means that portion of the right-of-way, exclusive of the shoulders, designed and intended for vehicular travel.
- M. Tree Removal Permit means a permit allowing the alteration or removal of trees located within a county right-of-way.

**Sections 3. Interpretation.** This chapter should be construed to ensure the safe use of public roads, to preserve the structural integrity of public roads and to allocate the cost of private development upon private developers and not upon County government. Nothing in this chapter should be interpreted as implying a right or privilege to place, build, enlarge or otherwise work on any facility in the right-of-way of a public road.

**Section 4. Work in Right-of-Ways; Permit Required; Conditions.** Except as provided in this chapter, no person other than County agents or employees shall place, build, enlarge or otherwise work on any facility in the right-of-way of a public road without first obtaining a Road Encroachment Permit from the Director. This applies to all work, including, but not limited to, the following:

- A. Constructing, grading, surfacing or providing drainage facilities for a private driveway or approach road;
- B. Pipelines, irrigation lines, sewer lines, underground cables, overhead wires and utility poles;
- C. Signs, billboards, symbols, notices, advertisements or directional guides;
- D. Sidewalks, curbs, gutters, retaining walls, meters, inlet basins, fences and ornamental objects;
- E. Planting of trees or other vegetation.

**Section 5. Exceptions to Certain Requirements; Interpretation.** A permit is not required for utilizing lawfully installed facilities as intended when installed, providing the work does not involve excavation. This exception includes the following:

- A. Inspection and cleaning of sewer and storm water facilities;
- B. Inserting cables in existing conduits or making service connections within a terminal structure; and
- C. Utilization that is expressly acknowledged by prior permit provisions.

D. Other activities approved in writing by the Director.

**Section 6. Signs, Billboards, Symbols, Notices, Advertisements or Directional Guides.** Trees, vegetation, permanent signs, billboards, symbols, notices, advertisements or directional guides shall not be allowed in a county right-of-way unless allowed by law, designed to facilitate traffic safety and located without causing unreasonable risk to the traveling public. Temporary signs, notices, or directional guides may be allowed for a period not exceeding seven (7) consecutive days if in the opinion of the Director the sign, notice, or directional guide will facilitate the safe and efficient use of the public road.

**Section 7. General Requirements for Approach Permits.** Except as otherwise provided in this chapter, no person shall construct or alter a private driveway, approach road or other facility providing ingress to or egress from a public road without first obtaining an Approach Permit. The general requirements of this permit include but are not limited to the following:

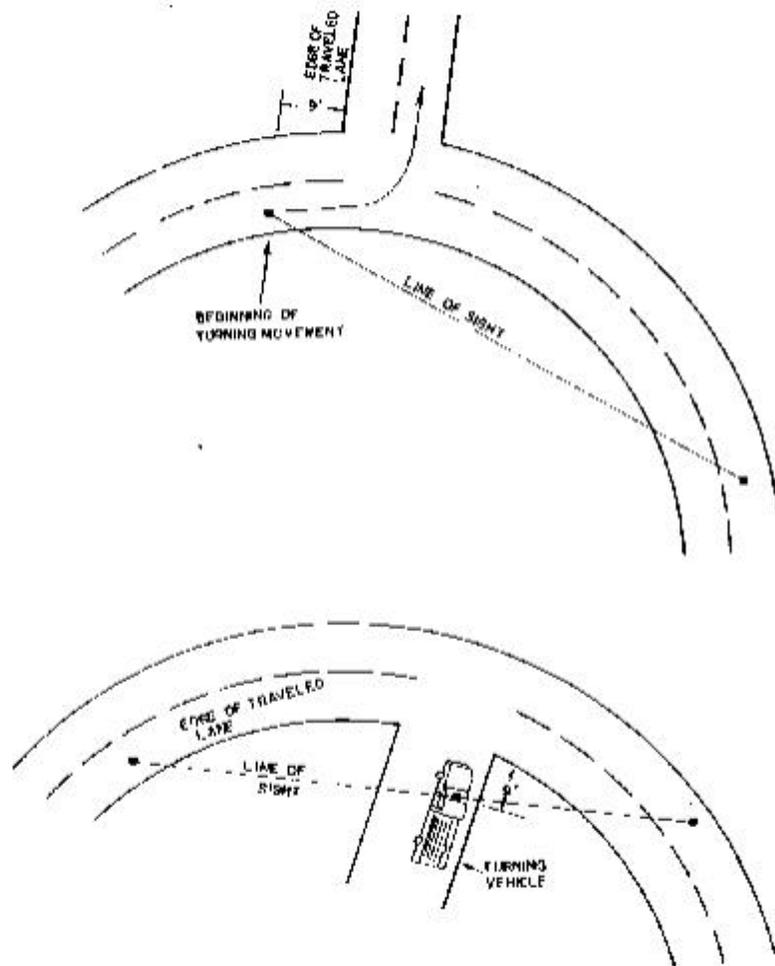
- A. The applicant must be the owner or lessee of the real property abutting the road and have the authority to apply for this permit.
- B. Construction or use of the proposed approach road may not be prohibited by law, agreement or by any permit or license issued by a governmental agency.
- C. The holder of the permit must construct the approach so as not to interfere with normal road maintenance operations.
- D. The profile of the approach centerline shall not exceed + or - 3% from the edge of the traveled surface for a distance of 20 feet, as follows:



E. An approach permit may be denied when, in the opinion of the Director, lack of adequate sight distance or multiple intersecting approaches would create traffic safety hazard. The applicant may be required to remove brush, widen cut banks, relocate the proposed approach or otherwise satisfy sight distance requirements and ensure that those distances are maintained. The minimum recommended sight distances for the estimated speed of the traffic (not necessarily the posted speed) are given below. The sight distance should be measured from the height of the driver's eye or approximately forty-five inches.

Speed (mph)	Minimum Sight Distance (ft.)
25	180
30	200
35	250
40	325
45	400
50	475
55	550

Sight distance shall be measured from the center of the traveled lane from a point where the turning vehicle begins its turn (9 feet behind the edge of the traveled lane) to the center of the traveled lane of which the turning vehicle may enter or cross, measured at a height above each spot of 42 inches as follows:



- F. The driveway or approach road shall as near as practicable intersect the public road at right angles.
- G. Failure to construct any approach in conformance with these provisions, permit conditions or with plans submitted by the applicant may result in cancellation of the permit and removal of the partially constructed approach at the applicant's sole expense.
- H. Proper barricades and warning signs must be maintained at all times during construction by the holder of this permit to ensure the safety of the motoring public.
- I. The public road is to be restored to its original or to a better condition. All excess rock or dirt is to be removed from the traveled portion of the road by brooming or washing, as directed. Final clean-up is to be completed within one week after the approach is constructed.
- J. The entire cost of maintaining the road approach from the outside edge of the roadway to the right-of-way line shall be the responsibility of the applicant.
- K. The maximum width for a driveway in residential and resource lands shall be twenty-four (24) feet. The maximum width for a driveway in industrial and commercial lands shall be thirty (30) feet except driveways for service stations and trucking businesses may be up to forty (40) feet in width. In no case shall the traveled way of any driveway be less than twelve (12) feet.
- L. The minimum distance between driveways shall be twenty-five feet (25) measured from the nearest edges of the traveled ways.

**Section 8. Change in Use of Approach Road; Permit Required.** A change in the manner of using an approach road that connects to or intersects a public road requires a new approach permit. A changed use includes, but is not limited to:

- A. Any physical change requiring excavation, placing of an embankment, a culvert extension, construction of head walls and repair or alteration of any existing lawfully installed facility pertinent to a driveway or approach road;
- B. Any substantial change in the type or number of vehicles that were anticipated in the approval of the latest existing permit on file for a driveway or approach road; and

- C. Any other change in the approach road or its use, which the Director finds, may adversely affect the public's safety or the public's interest in the County road in the absence of limitations or conditions.

**Section 9. Alteration and Removal of Vegetation in County Road Rights-of-Way.**

- A. All trees within a County road right-of-way are subject to the County's control, and no tree may be altered or removed without a permit from the County. The permit requirement does not apply to public utilities or the County while exercising their rights within the right-of-way. In issuing a permit, the County shall have the authority to impose such conditions as it deems necessary to the public's safety and convenience.
- B. The County has and claims the right to remove or alter any tree, or remove any other vegetation, situated entirely within the County road right-of-way if, in the judgment of the Director, such removal is necessary to the use or improvement of the road or related facilities or for the public's safety.
- C. If the Director finds that a tree to be removed may have marketable or ornamental value to the owner of the land abutting the half of the right-of-way on which the tree is situated, the County shall first send notice to the abutting owner, giving the owner thirty (30) days within which to secure a permit to alter or remove the tree or other vegetation. If within that period of time the tree or other vegetation is not removed or altered to the extent necessary to the public safety and convenience as found by the Director, the County may remove or alter the tree or vegetation and, if it is a merchantable tree, retain it to defray the cost of removal. For purposes of giving notice under this subsection, the owner according to the Assessor's records of the property abutting the half of the right-of-way within which the tree is situated shall be deemed the tree owner. If the Director or his or her designate determines that an emergency exists which may affect the public safety, no notice shall be required prior to the removal of the tree or vegetation.

**Section 10. Review of Permit Applications.** After a completed application with the required fee has been submitted, the Director shall review the application and shall issue a permit if the proposal complies with the provisions of this chapter and State law. The Director may impose additional written conditions on a permit after finding that such conditions are necessary to the public interest in the safe use of the road or the preservation of public improvements or adjoining property. The Director shall prepare appropriate forms to assist the applicant in providing the information necessary for the application review. If the applicant disagrees with the Director's interpretation of the regulations, with the Director's decision to deny the permit, or with the conditions imposed by the Director, or if the Director finds that the proposal raises problems of public safety or problems having to do with the public use or protection of the road, which problems are not addressed in the regulations, then either may refer the application to the Board of County Commissioners, which Board shall, within thirty (30) days, afford them an opportunity to be publicly heard and make its final decision in the matter. If the Board finds that the proposal creates a problem to public interests in the road that cannot be solved by the application of the regulations or of adequate conditions, the Board shall deny the application.

**Section 11. Permit Fees and Classifications.** Permit fees shall be established by resolution of the Board of Commissioners and shall be paid at the time of application.

**Section 12. Allocation of Costs.**

- A. The entire cost of installing, maintaining, repairing, operating, or using the facility and any expense incident to a facility or operation authorized by a permit shall be paid by the applicant.
- B. The applicant shall reimburse the County for any reasonable and necessary expenses that the County may incur in connection with the facilities or operations authorized by the permit. The reimbursement of the County shall be made by the applicant within ten (10) days after receiving a statement from the Director.

**Section 13. Liability and Control.**

- A. The applicant shall indemnify and hold harmless the County and its agents against all damages, claims and expenses resulting from any injury to or death of any person or from the loss of, or damages to property when such damage, claim or expense arises out of the construction, installation, maintenance, repair, removal, relocation, operation, or use of the facility covered by the permit, or out of any operation authorized by the permit.
- B. The County, its officers, or employees shall not be held responsible or liable for injury or damage that may occur to facilities covered by the permit or any connection thereto by reason of road maintenance and construction operations or resulting from motorist or road user operations or road contractor or permittee operations.
- C. The applicant shall employ methods in performing the operations authorized by the permit that the Director may require in order to properly protect the public from injury and the road from damage.

- D. During any operations, the applicant shall maintain such flag persons, signs, lights, flares, barricades, and other safety devices during work and non-work hours as required by the Director.
- E. The applicant shall minimize interference with or interruption of traffic upon any Public road. Except in emergencies, there shall be no interference with or interruption of traffic upon and along the road until a plan for the satisfactory handling of traffic has been prepared by the permit holder and approved by the Director. The applicant shall notify the Director of any emergency as soon as possible.
- F. All traffic control and safety devices used for the protection of the work areas shall conform to the current provisions of the Oregon Manual on Uniform Traffic Control Devices, Technical Bulletin No. 28".
- G. To ensure compliance with the terms and conditions of the permit, the County reserves the right to inspect actions taken under a permit at any time and to require the applicant to correct all deviations from the permit.
- H. Any supervision and control exercised by the Director shall in no way relieve the applicant of any duty or responsibility to the general public, nor shall such supervision and control relieve the applicant from any liability for loss, damage, or injury to persons or property.
- I. Notice must be given to the Director at least two (2) working days prior to commencement of actual construction under a permit.

#### **Section 14. Insurance and Bond.**

- A. Unless waived in writing by the Director, the applicant or his contractor shall obtain and carry, for the period of time required for the complete installation of the facilities authorized by the permit, including the repair and restoration of the road facilities, and also during such future period of time when operations are performed involving the repair, relocation, or removal of said facilities authorized by permit, a liability and property damage insurance policy providing coverage against any claim or suit for property damage, person injury, or death resulting from any activities of the applicant, agents, or contractors in connection with the construction, installation, repair, or removal of facilities authorized by the permit and the repair and restoration of the road facilities. The policy shall also include as named insured, the County, its officers, agents, and employees except as to claims against the applicant, for personal injury to any officers, agents, and employees of the County or damages to any County property. The policy shall provide coverage in the following amounts: \$50,000 for property damage resulting from any single occurrence; and \$100,000 for the death or injury of any person, subject to a limit of \$500,000 for injuries or death resulting from any single occurrence. The policy shall be by an insurance company duly authorized and licensed to do business in the State of Oregon. A copy of the policy shall be submitted to the Director and approved by him before any work is commenced under this permit.
- B. When requested in writing by the Director, the applicant or his contractor, shall furnish for the period of time required for the complete installation of the facilities authorized by this permit, including the repair and restoration of the road facilities, and also during such future periods of time when operations are performed involving the repair, relocation, or removal of said facilities authorized by the permit, a bond or cash deposit in the amount specified in the special provisions of the permit. If a bond is furnished, it must be written by a surety company duly qualified and licensed to do business in Oregon and in a form satisfactory to the Director. No work shall be commenced under the permit until security has been submitted to and approved by the Director.

#### **Section 15. Effective Period of Permit.**

- A. Any construction, alteration or repair allowed by a permit must be completed within six (6) months of issuance or the permit will lapse. Upon completion of construction, a permit is effective indefinitely unless a specific period is stated in the permit.
- B. Failure of the applicant to comply with the terms of a permit after a ten (10) day written notice from the Director shall be sufficient cause for cancellation of a permit.
- C. The permit, the privileges granted, and the obligations of the permit holder created thereby shall be binding upon the successors and assigns of the permit holder. Permit holders shall give the Director written notice of assignment or transfer.

#### **Section 16. Construction and Location Details.**

- A. The applicant shall submit with any application the following:

- (1) Drawings or sketches showing in detail and to scale the location of the proposed facility or operation with respect to existing and planned road improvements, the traveled way, the right-of-way lines, and where applicable, the access control lines and approved access points;
  - (2) The details of the attachment method if facilities are to be attached to a road structure;
  - (3) Pressure pipelines data, if applicable, as set forth below:
    - a. Design pressure of pipe;
    - b. Normal operating pressure; and
    - c. Maximum operating pressure.
- B. The applicant's completed facility shall be in conformance with the information required by this ordinance and the applicants permit unless written permission is obtained from the Director to modify during installation. When a modification is approved, applicant shall furnish the Director four sets of as constructed drawings or sketches.
- C. All work in connection with the facility authorized by the permit shall be done in a neat and workmanlike manner to the satisfaction of the Director, and construction shall conform to the rules of the Oregon Public Utility Commission, the Oregon Board of Health, or other governmental agencies having regulatory authority over the facility. If the above agencies do not prescribe standards that provide the degree of protection substantially equal to the following industry codes, then the appropriate industry codes shall apply:
1. United States of America Standards Institute, 10 East 40th Street, New York, NY 10016:
    - a. USAS B 31.1.0; Current Issue; Power Piping Systems;
    - b. USAS B 31.3; Current Issue; Petroleum Refinery Piping;
    - c. USAS B 31.4; Current Issue; Liquid Petroleum Transportation Piping Systems;
    - d. USAS B 31.8; Current Issue; Gas Transmission and Distribution Piping Systems.
  2. American Petroleum Institute, 1271 Avenue of the Americas, New York, NY 10020: API RP1102; Current Issue; Recommended Practice for Liquid Petroleum Pipelines Crossing Railroads and Highways.
  3. American Water Works Association, 2 Park Avenue, New York, NY 10016: AWWA Standards and Specifications; Current Issue.
  4. National Bureau of Standards, U.S. Department of Commerce, or sale by Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20401:
    - a. National Electric Safety Code; Current Issue;
    - b. Safety Rules for the Installation and Maintenance of Electric Supply and Communication Lines; Current Issue.
- D. Corrugated metal pipe and concrete pipe used as a conduit or casing pipe or a gravity flow carrier pipe shall, as a minimum, conform to requirements of the current issue of State of Oregon, Standard Specifications for Highway Construction. Smooth iron or steel pipe used as a conduit or casing pipe shall be the standard type used for pressure pipe.
- E. No trench shall be excavated with a top width in excess of twenty-four (24) inches more than the outside diameter of the pipe, conduit, or cable to be installed unless permission is obtained from the Director.
- F. The backfilling of all trenches and tunnels must be accomplished immediately after the facility authorized by the permit has been placed therein and must be well tamped and fully compacted so as to allow the least possible amount of subsequent settlement.
- G. All debris, refuse, and waste of all kinds which may have accumulated upon the road right-of-way by reason of the operations of the applicant shall be removed immediately upon completion of the said operations, and the road right-of-way restored to the condition it was prior to construction.
- H. Unless permission is obtained from the Director to open cut for pipeline or conduit which crosses under the surfaced portion of the road and shoulders, road or street connections, road approaches, or driveways, the permit holder shall tunnel, jack, bore or drive under the surface in accordance with the following provisions:
1. Trenching shall be no nearer the toe of the fill slope in fill sections or the point where the outer edges of the surfacing meets the sub-grade and a minimum of 4 feet from the edge of the pavement.
  2. Tunneling shall be by an approved method that supports the surrounding materials to prevent caving or settlement. Areas around the installed pipe or conduit shall be backfilled with moist sand, granular material, or cement grout filling all voids and packed in place with mechanical tampers or other approved devices. Lagging, bulk heading, and timbering shall be removed as the backfilling progresses.

3. Jacking, driving, or boring shall be by a method approved by the Director which will hold disturbances of surrounding material to a minimum. Sluicing and jetting is not permitted. Voids or displacement outside the outside perimeter of the pipe, conduit, or cable where greater than 0.1 foot, shall be filled with sand or cement grout packed in place.
- I. When permission is granted to open cut the surfaced portion of the road, the following provisions shall be followed:
  1. Trench edges in paved areas shall be sawn or cut to neat lines by methods satisfactory to the Director to a depth sufficient to permit removal of pavement without damage to pavement to be left in place. Pavement within the cutting limits, together with all other excavated material, shall be removed and disposed of outside road right-of-way.
  2. No more than half of the traveled way shall be trenched at one time. The opened half shall be completely backfilled before opening the other half.
  3. Closure of intersecting streets, road approaches, or other access points will not be permitted. Upon trenching across such facilities, steel running plates, planks, or other satisfactory methods shall be used to provide for traffic to enter or leave the road or adjacent property.
  4. No more than 300 feet of trench longitudinally along the road shall be open at one time and no trench shall be left in open condition overnight.
  5. Immediately after a facility authorized by a permit has been placed in a trench outside of a roadway, the trench shall be backfilled with compacted granular material which cannot be ribboned out between the finger and thumb, and which is free from humus, organic matter, vegetable matter, frozen material, clods, sticks and debris, and contains no stones having a dimension greater than three inches.
  6. Immediately after a facility authorized by a permit has been placed in a trench within a roadway, the trench shall be backfilled with a flowable fill material or controlled density fill (CDF). This material shall be placed to an elevation that will allow placing the following foundation material and wearing surface:
    - a. Where original surface was asphalt concrete or bituminous treatment or mix:
      - (i) Wearing surface: Asphalt concrete placed to a compacted thickness of four inches or the thickness of the removed pavement, whichever is greater;
      - (ii) Foundation material: Either 1-0 inch or 3/4-0 inch aggregate placed to a compacted thickness of eight (8) inches or the thickness of the removed stone base, whichever is greater.
    - b. Where original surface was crushed rock or gravel: either 1-0 inch or 3/4-0 inch aggregate placed to a total compacted thickness of four inches or the thickness of the removed stone base and wearing surface, whichever is greater.
    - c. All materials in subparagraphs a. and b. of this paragraph, and their placement, shall conform to the requirements of the current Oregon State Highway Standard Specifications for Highway Construction.
  7. For a period of one year following the patching of the paved surface, the applicant shall be responsible for the condition of pavement patches and, during that time, shall, upon request of the Director, repair to the Director's satisfaction any patches which become settled, cracked, broken, or otherwise faulty.
- J. Unless permission is obtained from the Director, direct burial of cable placed by the ploughing method shall be limited to a minimum of four feet outside the surfaced portion of the road.
- K. Standard warning signs for buried power or communications cable and for pipelines carrying gas or flammable liquids shall be placed at each crossing under the road and at intervals along longitudinal installations as required by current PUC order, or as specified by the Director:
  1. Signs shall be offset as near the right-of-way as practical; and
  2. Signs for installations located within the roadbed may be placed behind existing guardrail.
- L. Pole line locations over the roadway shall have a minimum height of the lowest wire at 20 feet; locations parallel and not on the traveled portion, the minimum height of the lowest wire shall be 18 feet. Poles shall be located not less than 12 feet from the edge of pavement on paved-surfaced roads, or not less than 8 feet from the shoulder on gravel-surfaced roads. Wherever possible, poles shall be located along the tangent sections of roads and on the short curve radius side of curves. Poles to be located on the long radius side of curves will require additional approval by the Director and will be subject to special conditions.
- M. Pedestals installed as part of a buried cable installation are to be located one foot from the right-of-way line unless permission is obtained from the Director to locate elsewhere. In no case shall the pedestals be located within the

road maintenance operating area, including mowing operations, or nearer the pavement edge than any official highway sign in the same general location.

- N. The buried cable or pipe depths shown on the permit form represents the distance from the top of the surface or ground line to the top of the cable or pipe.

**Section 17. Adoption of State Standards.** To the extent that standards have not otherwise been adopted by the county, the county adopts, pursuant to ORS 368.205, as standard specifications for construction, improvement and repair to public roads, the standard specifications for highway construction adopted by the Oregon Department of Transportation.

**Section 18. Removal, Relocation and Repair.**

- A. Permits issued under this chapter are subject to modification by the County including removal, relocation, or repair of any facility covered by the permit at the sole cost of the applicant.
- B. Upon receiving written notice from the Director to remove, relocate, or repair a facility, the applicant shall, within thirty (30) days, make arrangements for the work to be done at the permit holder's cost, in accordance with the notice and instructions received from the Director. Before commencing this work, the permit holder shall furnish such insurance and post such bond as required by the Director.
- C. Should the permit holder fail to remove, relocate, or repair the facility, the Director may remove, relocate, or repair it and submit a statement of costs for the work to the permit holder. Upon receiving the statement, the permit holder shall pay to the County the full amount of removal, relocation, or repair costs. The applicant, in obtaining a permit, also agrees to pay statutory court costs, disbursements, and attorney fees if an action must be commenced to obtain costs billed pursuant to this section.

**Section 19. Other Agencies.** Nothing in a permit issued pursuant to this chapter is intended to grant rights or imply approval in areas not falling within the authority and jurisdiction of the Director. It is the responsibility of the applicant to determine the need for and to obtain such licenses, permits, or other form of approval that may be otherwise required by Clatsop County or by state agencies, federal agencies, cities, utility companies, and railroads.

**Section 20. Violations; Removal or Correction of Installations; Prosecution.**

- A. If any person fails to obtain a permit or to comply with the appropriate regulations or permit conditions, the Director may remove or correct the installation and recover the cost from the person responsible.
- B. In addition, any person who violates or fails to comply with any of the provisions of this chapter may be prosecuted as provided in Chapter 38, Clatsop County Code of Regulations. A separate offense may be deemed committed each day during or on which such unlawful condition is maintained or continued after citation or notice of violation has been given
- C. The decision to enforce any permit requirement or condition is not a ministerial act but rather a decision left to the discretion of the Director.



# Manufactured Dwelling Application

**Community Development  
Building Codes Division**  
800 Exchange St Ste 100 Astoria, OR 97103  
Ph: (503) 338-3697 Fax: (503) 338-3666  
[buildingdivision@co.clatsop.or.us](mailto:buildingdivision@co.clatsop.or.us)

DEPARTMENT USE ONLY	
Permit #	
Date:	

This permit is issued under OARs 918-500-0105 and 918-525-0370. Notice: Manufactured dwelling installers must have an Oregon MDI and Construction Contractors Board license under provision of ORS 701 and may be required to be licensed in the jurisdiction where work is being performed, or the applicant is exempt from licensing for the following reason:

**Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

DESCRIPTION OF WORK	
JOB SITE INFORMATION AND LOCATION	
Property Owner:	
Jobsite Address:	
City:	
If located in park, name of park:	
Space #	
PROPERTY OWNER INSTALLATION	
Owner's Name:	
Mailing Address:	
City/State/Zip:	
<b>Email:</b>	
Phone: (     )	
<i>This installation is being made on residential or farm property owned by me or a member of my immediate family.</i>	
<b>Owner's Signature:</b>	
CONTRACTOR INSTALLATION	
Business Name:	
Mailing Address:	
City/State/Zip:	
<b>Email:</b>	
Ph: (     )	
CCB no:	MDI no.:
<b>Contractor's Signature:</b>	

MANUFACTURED HOME INFORMATION			
Where is the Manufactured Dwelling being relocated from:			
<i>Valuation:</i> \$ _____			
<i>Square Feet:</i> _____			
<b>Floor Plan MUST be submitted with the application.</b>			
Concrete stringers/slab under home: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Additional Permits (if required)</b>			
<input type="checkbox"/> Foundation <input type="checkbox"/> Garage <input type="checkbox"/> Decks <input type="checkbox"/> Carport			
<input type="checkbox"/> Plumbing- Well or Sewer Pump <input type="checkbox"/> Electrical - Service			
<input type="checkbox"/> Mechanical- Gas Connection/Heat Pump/AC			
<b>Manufactured Dwelling Placement includes:</b>			
Setup of dwelling, feeder, connection to water/sewer within 30' of unit.			
FEE SCHEDULE			
A. Description (select one)	Cost ea.	Qty	Total
Singlewide	\$321.00		
Doublewide	\$523.00		
Triplewide	\$723.00		
B. Re-inspection, if applicable	\$119.00		
C. Subtotal \$			
D. Fees 15% of A (State 12% and Tech 3%)			
E. Administrative Fee, State of Oregon			\$30.00
F. Astoria School Excise Tax (if applicable)		\$ .25/sqft	
<b>Manufactured Dwelling Fees</b>			
Make checks payable to: <b>CLATSOP COUNTY BUILDING CODES</b>			
<b>If paying by a Credit Card, please provide an email address. You will receive an invoice and a link to pay the fees online.</b>			