



### DO YOUR HOMEWORK:

#### Tips on Planning a Successful Home Construction Project

1. Get written detailed bids from three contractors. Compare the bids and ask questions. Don't assume that the lowest bid is the best deal.
2. Verify that the contractor's license is active and check the complaint history at **hirealicensedcontractor.com** or call 503-378-4621.
3. Ask for, and check references. Look at other jobs the contractor has completed recently.
4. Verify who will be responsible for securing the necessary permits.
5. Agree in advance to a payment schedule, don't pay for everything up front.

### ABOUT US

The Public Works Department is the largest department within the City of Astoria. Major areas of responsibility include: Water Treatment and Distribution; Waste Water Collection and Treatment; Street Maintenance; Engineering Services; Sanitation/ Recycling Services; Fleet Maintenance for all City Vehicles; Forestry Management; City Facility Maintenance; Railroad Maintenance; and Mapping with Geographic Information Systems (GIS).

The Public Works Department is actively involved in a wide range of current and future capital improvements ranging from water, sewer, streets, storm water projects, to overseeing construction management and participating in the land development review process.

For further information please visit our website at **[www.astoria.or.us](http://www.astoria.or.us)**.

### HOW TO CONTACT US

Engineering Division ..... 503-338-5173

Permitting ..... engpermits@astoria.or.us  
For Submittal



# Do I need a Public Works Permit?



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

**Public Works Department, Engineering Division**

1095 Duane Street, Astoria, OR 97103

503-338-5173 • Fax 503-338-6538

**[www.astoria.or.us](http://www.astoria.or.us)**

# KEY INFORMATION REGARDING PUBLIC WORKS PERMITS

*The following permits and applications are required for work in the City of Astoria public right-of-way. Additional permits (i.e. Planning, Building, State and Federal) may be required depending on the location and nature of a project. The following is a brief overview of the City's Public Works permits and applications.*

## RIGHT-OF-WAY PERMIT

**Purpose:** A Right-of-Way Permit must be obtained prior to any work within the public right-of-way that will include excavation, traffic control and/or other substantial impacts. This includes any new sidewalk or driveway construction, and any work that will impact an existing driveway or sidewalk.

**Review & Approval:** Typically Public Works Engineering Division staff review and approve Right-of-Way permits within one week after receiving a complete permit application.

**Fee:** \$100 application fee, Street cut fee (if applicable): Up to 50 square feet (SF): \$100.00; \$3 per SF in excess of 50 SF. For sidewalk/driveway work only: No fee.

## GARDEN PERMIT

**Purpose:** A Garden Permit must be obtained in order to utilize City property for landscaping and associated maintenance or gardening activities.

**Review & Approval:** Typically Public Works Engineering Division staff review and approve a Garden permits within two weeks after receiving a complete permit application.

**Fee:** Application Fee: \$40.00 | Renewal per Year: \$20.00

## APPLICATION FOR PERMISSION TO FALL/CUT TREE(S) ON CITY PROPERTY OR UNOPENED RIGHT-OF-WAY

**Purpose:** An Application for Permission to Fall/Cut Tree(s) is required for cutting trees on City property or in an unopened City right-of-way.

**Review & Approval:** For trees in unopened right-of-way, Public Works Engineering Division staff can review and approve an application within two weeks after receiving a complete application packet. Permission to cut trees on City property requires City council approval. The duration of this process varies, but typically takes 4 to 6 weeks.

**Fee:** Firewood: \$20.00 | Right-of-Way: \$60.00 | City Property: \$250.00

Arborist Report: Actual Cost

## PERMIT TO MOVE BUILDING

**Purpose:** A Permit to Move Building is required for moving any structure over public right-of-way that, when loaded, exceeds 8 feet 6 inches wide by 14 feet tall (load height).

**Review & Approval:** Typically, Public Works Engineering Division staff can review and approve this permit within two weeks after receiving a complete permit application.

**Fee:** \$10

## APPLICATION FOR PLANTING IN SIDEWALK AREA

**Purpose:** This application is required for new planting and landscaping in the buffer strip, between the back of curb and the sidewalk.

**Review & Approval:** Typically, Public Works Engineering Division staff can review and approve this application within two weeks after receiving a complete application packet.

**Fee:** None

## APPLICATION FOR PIPELINE CROSSING/ENCROACHMENT ON FORMER RAILROAD RIGHT-OF-WAY OWNED BY THE CITY OF ASTORIA

**Purpose:** This application is required for any pipeline crossing or encroachment on the former railroad right-of-way, now owned by the City of Astoria.

**Review & Approval:** Typically, Public Works Engineering Division staff can review and approve this application within three weeks after receiving a complete application packet.

**Fee:** None

