Print Form

CITY OF HILLSBORO

Public Works Department, Engineering Division
150 East Main Street, Fourth Floor Hillsboro, Oregon 97123-3963
503-681-6146 Fax #503-681-6245

Occupy or Perform Operations Within Right of Way

Date of Application:_____**Permit No.:**_____

Type of Permit:

☐ Sidewalk / Driveway Approach- Install / Repair / Replacement (Click here for City Standards)

☐ Street Tree- Install / Removal / Replacement (Please contact Engineering Dept. for a copy of Approved Street Tree List)

☐ Fire Service $100.00 ☐ Sanitary Sewer Tap $100.00 ☐ Storm Sewer Tap $100.00

☐ Other: _____

Submittal Requirements

☐ 3 Sets of construction drawings *(To include Traffic Control Plan)* ☐ Application

☐ Certificate of Insurance - See Example Click here

Project Name:_____

Project Address:_____**Tax Lot/Map Number**_____

Start Work Date:_____Completion Date:_____

Contact Name:_____Phone:_____

Work Description:_____

_____

Applicant/Owner/Developer

Name:_____

Address:_____

Email Address:_____**Phone & Fax:**_____

Contractor

Name:_____**CCB#:**_____

Address:_____

Email Address:_____**Phone & Fax:**_____

Applicant Signature:_____**Date:**_____

Official Use Only: ☐ HWD ☐ TVWD

Reviewed By:_____Authorization Date:_____

If any of the required information is not submitted with application, the process will be delayed or returned until all of the requirements are submitted for complete review (Plan Review time 5 days).
Contact Joe Hazel (503)681-6427 24 hours in advance, prior to work in the Right of Way.

Updated 12/06/2011