



# City of Bay City

PO Box 3309  
Bay City, OR 97107  
Phone (503) 377-2288  
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TDD 7-1-1

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

Fee: \$100.00

## ROAD APPROACH APPLICATION AND ACCESS CONSTRUCTION PERMIT

### Please Note:

Applicant must be the person, representative of the firm or corporation having the legal ownership of the property to apply for a Road Approach Permit. Such legal right is vested only in the owner of the property abutting the street or the holder of an easement or similar right to construct and use an approach road upon the abutting property.

PROPOSED USE: \_\_\_\_\_

ADDITION: \_\_\_\_\_ MAP: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_ TAX LOT: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_

**NO CONTRUCTION SHALL BE ALLOWED ON THE APPROACH ROAD UNTIL THIS APPLICATION HAS BEEN ISSUED BY PUBLIC WORKS DEPARTMENT.**

This application is pursuant to Bay City Public Works Standards Section 3.02.

**All driveway aprons within the public right-of-way shall be constructed in accordance with the following specifications.**

Curb openings for driveways shall align with the driveway on private property and driveways shall approach at right angles to the centerline of the street. Driveway openings shall be at least five (5) feet from the side property line prolonged. No two residential driveway openings shall be less than twenty (20) feet apart when constructed on the same lot. Driveway openings on corner lots shall be located a minimum of five (5) feet from the ends of curb radius returns. All driveway aprons adjoining a paved street shall be paved a minimum of twenty (20) feet from surface back into the driveway.

On roadways where driveway culverts are necessary the minimum size shall be twelve (12) inch double wall HDPE pipe and fitting. Metal pipe will not be allowed.

**THE APPLICANT SHALL PROVIDE A MAP ACCOMPANYING THIS APPLICATION WITH THE FOLLOWING ITEMS:**

1. All existing and proposed road approaches.
2. The existing and proposed drainage ditching and culverts.
3. The distance from the center of the road approach to the nearest property corner.

**THE PROPOSED APPROACH LOCATION MUST BE STAKED ON THE SITE.**

The Public Works Department will inspect the site for proper drainage, traffic hazards and general acceptability prior to issuing the permit.

**The approach road construction shall commence by the applicant as directed by the City and inspected for completion in the following phases.**

**PHASE I:** Clearing of the site, ditch excavation and subgrade of the approach. Installing the culvert, placing all rock base. The applicant shall request an inspection for approval. Phase I must be completed prior to construction access.

**FINAL PHASE:** Paving. After the paving the applicant shall request a final inspection for approval.

In consideration of the applicant’s agreement to comply in all respects with the regulation of Bay City, permission is hereby granted for construction described in the above application and in the instructions attached. Applicant agrees to save and hold harmless the City from any and all liability of whatever kind of nature arising or to arise by reason of issuance of this construction permit, the issuance thereof being for the sole benefit of the applicant. The applicant is responsible to obtain all approvals or permits from other government agencies having jurisdiction effected by the proposed road approach construction site, i.e., wetland; riparian areas; access to county road within the city.

The expense of maintaining the road approach road shall be borne by the applicant. If in the event the reconstruction or widening of any street becomes necessary to remove, alter or reconstruct the approach road constructed under authority of this permit, the cost of such removal or replacement to a like width and condition will be borne by the City. Any widening or other improvements of the approach road at the applicant’s request shall be done only under authority of a new permit and at the expense of the applicant.

Property Owner	Date
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**FOR DEPARTMENT USE ONLY**

APPLICATION APPROVED:	Public Works Department	Date
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PHASE I APPROVAL: \_\_\_\_\_ Date \_\_\_\_\_

FINAL COMPLETION REQUIRED BY: \_\_\_\_\_

FINAL COMPLETION INSPECTED AND APPROVED:

\_\_\_\_\_ Date \_\_\_\_\_