

City of Winston Building & Planning

PLANNING/CLEARANCE WORKSHEET NO. _____

City of Winston Building Department
201 NW Douglas Boulevard
Winston, OR 97496
541-679-6739 (office) 541-679-0794 (fax)

**This worksheet expires if work is not started within 180 days of issuance
or if work is suspended for 180 days unless a request for extension is submitted.**

TYPE OF CONSTRUCTION

Non-Structural Manufactured dwelling Construction Demolition

CATEGORY OF CONSTRUCTION

Residential Commercial Government

JOB SITE INFORMATION

Job Site Address: _____
T28-R06W, Section _____ Tax Lot: _____ Tax Account No. _____
Distance of building site from river, creek or stream bank: _____

PROPERTY OWNER

Name: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____

Signature: _____ Date: _____

CONTRACTOR

Business Name: _____
Name: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____
CCB# _____ City Business License# _____

Signature: _____ Date: _____

PROPOSED CONSTRUCTION

Describe proposed construction: _____

Site Plan Submitted: Yes No

City of Winston Building & Planning

**LOCAL GOVERNMENT APPROVAL
(To be completed by City)**

In City In Urban Growth Boundary

PLANNING:

Land Use Action Required: Yes (Attach Conditions of Approval) No

Zoning: _____ Overlays _____

Setbacks from Property Line: Front _____ Side _____ Rear _____ Exterior Side _____

Special Setbacks: _____

Building Height: _____ Required Parking Spaces _____

Property in Flood Plain/Certificate of Elevation required: Yes No Floor Height Above Flood: _____

Conditions of Approval: _____

SANITATION:

Gravity STEP Septic Not Applicable

STREET:

Access Permits: City County State Not Applicable

Comments: _____

**WORKSHEET FEES
(Fees increase July 21 of each year)**

System Development Fees:

Sewer \$ _____

Street _____

Park _____

Administration _____

Sub-total \$ _____

Sewer Connection/Inspection Permit \$ _____

Access Permit _____

Floodplain Review

Review Fee _____

Other (Specify) _____

Residential Site Plan Review

Total Fees Paid \$ _____ Receipt No. _____ Date _____

Make checks payable to: The City of Winston

APPROVAL

City Owned Underground

Utility Conflict Review: _____ **Date:** _____

Administration Office: _____ **Date:** _____

City Planning Official: _____ **Date:** _____

Expiration Date: _____ **Extension Requested:** Yes No **Date:** _____

City of Winston Building & Planning

BUILDING LOCATION PLAN

WORKSHEET NO. _____

APPLICANT _____

PHYSICAL ADDRESS _____

Required Information on drawing:

- 1) Property lines and dimensions
- 2) Permanent landmarks (streets, steams, rivers)
- 3) Distance to structures from landmarks and property lines
- 4) Location and identification of other structures on property
- 5) Access location
- 6) Direction and location of drainage



WAIVER: I understand that approval of the Planning/Sanitation Pre-Application Worksheet and Building Location Plan does not release the applicant from compliance with private covenants, restrictions or easements affecting this property. I also understand it is the responsibility of the applicant to consider issues such as drainage, flooding, soil stability or excessive slopes in this project. I also understand I may need to call for a Utility Locate 48 hours prior to beginning construction (1-800-332-2344).

Signature of Applicant or Agent

City of Winston Building & Planning

APPLICATION FOR UTILITIES SEWER CONNECTION PERMIT NO. _____

THIS PERMIT WILL BE GRANTED SUBJECT TO COMPLIANCE WITH LOCAL STANDARDS AND INSPECTIONS.

CATEGORY OF USE

Residential Commercial Government

SITE INFORMATION

Physical Address: _____
T28-R06W, Section _____ Tax Lot _____ Tax Account No. _____
Square Footage of Structure: _____ Square Footage of Impervious Surface: _____
Type of Connection: Gravity STEP Septic

PROPERTY OWNER

Name: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____

CONTRACTOR

Business Name: _____
Name: _____
Address: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____ City Business License # _____ CCB# _____

INSPECTIONS

Inspector or Employee Performing Work: _____
Completed Date: _____
Test Type: _____
Inspection Notes: _____

I certify that I have read and will comply with the above conditions.

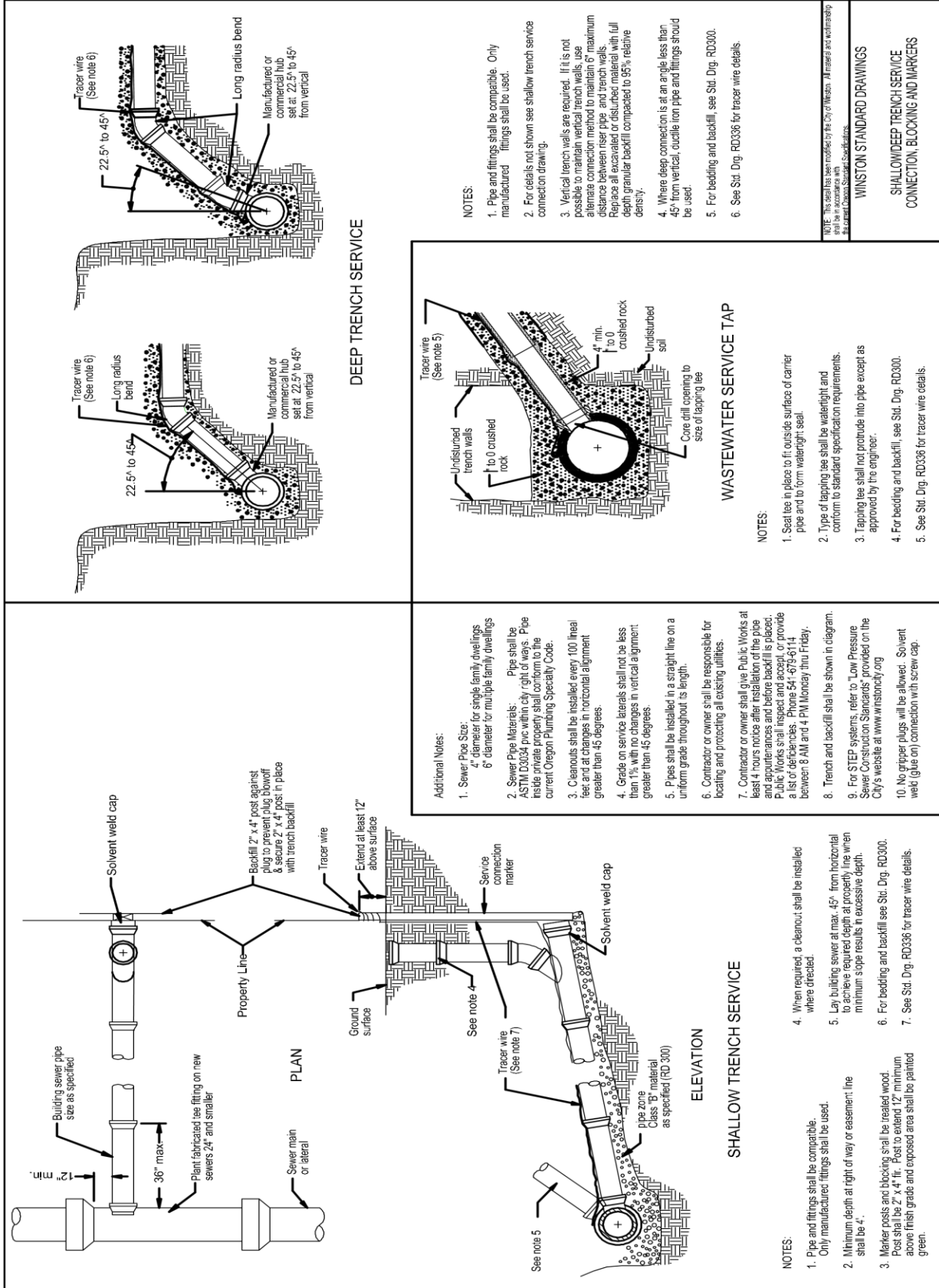
FEES

Review Fee _____
Core Fee _____
Tap Fee _____
Permit Fee _____

Signature of Owner or Agent

TOTAL DUE _____

Public Works Official



RD310-W

City of Winston Building & Planning

City of Winston Public Works Department Application for Right of Way activity and Access Permit

Date: _____ Authorization No: _____ Permit No.: _____

I, _____, hereby make application for an
(Firm Name/Applicant's Name - Please Print)

activity permit upon the Right of Way of _____
(Street name and address)

in strict conformity to the attached exhibits, subject to all terms and conditions contained
in the application and permit, and applicable State and local laws, ordinances, rules and
regulations regarding roads and Right of Ways.

Description of Work to be performed: _____

Site plan is required for application review.

This Work will be performed by : Applicant: Contractor: Other:

I have read and understand the permit conditions as listed on the attached sheet.

Signature

Mailing Address

Phone - Where you can be reached

City

State Zip

Office Use Only

Special Provisions: _____

You are hereby authorized to conduct the above described activity

Approval

Effective Date

Expiration Date

Completed work inspected and approved by: _____ Date _____

Submit to: City of Winston Public Works Department
201 Douglas Blvd.
Winston, OR 97496
541-679-6114

City of Winston Building & Planning

Access and Right of Way Permit Conditions

- A. Permittee's copy of this permit shall be at the work site.
- B. At least 48 Hours before starting work, the permittee shall contact Winston Public works at (541)679-6114, between the hours of 7:30 AM and 4 PM, Monday – Friday, excluding holidays.
- C. Before digging, Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at 1-800-332-2344.
- D. Prior to commencement of work, permittee shall erect proper traffic control devices.
- E. All trench back fill shall be compacted with a mechanical device.
- F. All work shall be approved and inspected by an authorized representative of the public works department. Any damaged areas shall be restored to their original condition.
- G. Permittee warrants that all restoration work will be free from defects for a period of two years from the date of completion. Permittee, at Permittee's expense, shall correct defects that become apparent within the warranty period. If the permittee fails to correct the defects, the city may do so and charge the cost to permittee.
- H. Any sight posts, signs or mail boxes that are removed shall be replaced immediately in the original condition and location and the area around them will be restored to the original condition.
- I. Permittee, at permittee's expense, shall have a Professional Land Surveyor, registered in the State of Oregon, reestablish any survey monument moved, destroyed, damaged or altered while working within City Right of Way.
- J. This permit does not waive or abridge the City of Winston's governmental powers over public roads within its jurisdiction. The City of Winston reserves the right, at its discretion, to order the removal, reconstruction, relocation, or repair of any approach roads, structures, fixtures or other facilities placed or constructed within the road Right of Way pursuant to this permit, at the expense of the owners.
- K. Permittee shall defend, indemnify, and hold harmless the city, its officers, agents, and employees from any claims, actions, damages, and other expenses resulting from injury to any person or damage to property, of whatsoever nature, arising out of or incident to the activities covered by this permit or the condition of any approach roads, structures, fixtures or other facilities placed or constructed within the road right of way pursuant to this permit. Permittee shall not be held responsible for any claims, actions, damages, or other expenses directly, solely, and proximately caused by negligence of the city.
- L. This permit shall be governed by and construed in accordance with laws of the State of Oregon. Permittee and any contractor retained by Permittee shall promptly observe and comply with all present and future statutes, orders, regulations, rules, ordinances and requirements of federal, state and local governments with respect to this permit including, but not limited to the provisions of any ordinance adopted by the city pursuant to ORS 368.011 and 374.310
- M. The City may cancel this permit without cause by written notice to Permittee any time before commencement of the work authorized by this permit. The City also may cancel this permit at any time and pursue any legal remedy available to the City if the conditions of this permit are violated.
- N. The Conditions of this permit shall bind and apply to Permittee's successors, assigns, and other persons who now or in the future hold an interest in the approach roads, structures or other facilities placed or constructed within the road right of way pursuant to this permit.