

## Information Required for Utility Permit Applications

- **Location Map**

Must indicate location of utility installation. Show distance (in miles) to nearest intersection. Indicate starting and ending location for utility installations longer than 100 feet. Indicate length for installations other than service connections. Single service connection permits do not require site map if distance (in miles) to nearest intersection is shown on Utility Installation Drawing. Application must include three copies of Location Map. Attachments larger than 11" X 17" are not acceptable.

- **Utility Installation Drawing**

Drawing must include Roadway centerline, Edge of pavement, and Right-of-way. Applicant must clearly indicate proposed facilities and their location in reference to the roadway centerline, right-of-way, or edge of pavement. Drawing must indicate proposed depth for buried utilities. When facilities are installed across the roadway drawing must clearly state method of crossing (i.e. push, bore, etc). Open cuts, on or across, paved roads are not normally allowed. Proposals for open cut across roads should be coordinated in advance of permit application. Application must include three copies of Utility Installation Drawing. Attachments larger than 11" X 17" are not acceptable.

- **Complete Application**

Submit one copy of signed application with all required information and self addressed envelope with proper postage. Incomplete applications may result in processing delays.

## Emergency Work and "Rush" Applications

- For emergency work, fax application and as much information as possible to the Linn County Roadmaster at (541) 924-0202 prior to start of work. Follow up with completed application within 72 hours. Only emergency repair work may be performed under this provision.
- For "Rush" permit requests, fax copy of permit and all required submittals to the Linn County Roadmaster at (541) 924-0202. Indicate desired start date and reason for urgency. You will be given verbal or fax approval as soon as possible. You must follow through with hard copy application and submittals. **Do not start work until verbal approval is given.**
- **Only "Emergency" and "Rush" application will be accepted by fax.**