

Work in Right-of-Way Permit Application

PLEASE COMPLETE SECTION 1 OF THIS DOCUMENT.

Notice of three full business days is required (weekends and holidays excluded).
Send the completed application with payment to the following address:

City of Salem
Traffic Engineering Section
555 Liberty Street SE Room 325
Salem OR 97301-3513

For Office Use Only

Traffic Permit #
25-363

AMANDA Permit #
25 112088 LC

Expedited
☐ Yes ☒ No

25 105954 PC

SECTION 1: GENERAL INFORMATION

Type A (Valid for 30 days)

- ☒ Closure of sidewalk
- ☐ Closure of local right-of-way, lane, alley, or street
- ☒ Work in collector or arterial, maintaining all travel lanes

Type B (Valid for 10 closure days within a 30-day period)

- ☐ Closure of one arterial lane
- ☒ Closure of one collector lane
- ☐ Closure of two or more arterial lanes
- ☐ Closure of two or more collector lanes

Site Address 1288 Hawthorne Ave NE

Work Location Same as above

Name of Applicant Willamette Valley Excavating

Address 38950 Mason Rd N, Albany, OR 97322

Day Phone 503-507-9460

Evening Phone Same

Email josh@wv-excavating.com

Fax N/A

Is applicant the contractor? ☐ Yes ☐ No If no, provide the contractor's contact information.

Name of Contractor's Contact Person Josh Hildebrandt

Day Phone 503-509-9368

Evening Phone Same

Email josh@wv-excavating.com

Fax N/A

Description of Work to Be Done Fire line crossing

City Project Manager _____

City Project Number _____

ARTERIAL AND COLLECTOR DAYTIME WORK HOURS ARE 8:30 A.M. TO 3:30 P.M.

Requested Start Date 6/13/2025

Time 8:30

☒ a.m. ☐ p.m.

Requested End Date 6/23/2025

Time 3:30

☐ a.m. ☒ p.m.

Signature of Applicant 

Date 5/27/2025

OFFICE USE ONLY

Revised Date _____

Revised Date _____

Revised Date _____

Int _____ Date _____

Int _____ Date _____

Int _____ Date _____

SECTION 2: PERMIT CONDITIONS—TO BE FILLED OUT BY CITY STAFF

Arterial and collector daytime work hours are 8:30 a.m. to 3:30 p.m. unless otherwise required or approved by the City Traffic Engineer.

1. All work shall be done in accordance with all applicable provisions of federal, state, and local laws, ordinances, and administrative rules.
2. All work in public right-of-way and all work which is connected, directly or indirectly, to City of Salem water, sanitary sewer, or storm sewer lines shall be constructed in accordance with applicable City of Salem Standard Construction Specifications.
3. Any full street closure that restricts emergency services requires the contractor to call the City of Salem Public Works Dispatch Center at 503-588-6333 to notify of closures and re-openings.
4. Permittee shall indemnify, defend, and save harmless the City of Salem, its officers, employees, and agents from any and all claims arising out of or in connection with any work done under this permit.
5. The City Traffic Engineer, or their designee, reserves the right to deny or modify the submitted traffic control plan. Should a problem arise as a result of the approved traffic control, additional traffic control may be required at the permittee's expense.
6. This permit may be revoked at any time by the Public Works Director or their designee.

Approved Date of Closure 6/13/2025 to 6/23/2025

Approved Time of Closure 8:30 am to 3:30 pm Long term flagging on weekends 7 am to 7 pm

ADDITIONAL CONDITIONS OF PERMIT

Contractor shall contact these agencies 24 hours in advance of work:

- | | |
|---|---|
| <input type="checkbox"/> City of Salem Public Works Dispatch Center 503-588-6333 for full street closure and re-openings that restricts emergency services. | <input type="checkbox"/> Traffic signal shall be turned off to flag at intersections. Please contact your inspector at least 5 full business days prior to the start of work. |
| <input type="checkbox"/> School district 503-399-3100 | |
| <input type="checkbox"/> Transit district 503-588-5468 | |

All traffic control shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), the *Oregon Temporary Traffic Control Handbook*, and to the satisfaction of the City Traffic Engineer. The traffic control indicated is approved subject to the following conditions:

Follow attached lane closure with flaggers plan, lane shifting and sidewalk closure plans. Maintain two 10' minimum width lanes of traffic (one in each direction) at all times. Secure the work zone from any walk-through traffic.

Approved By


Ronald Adkins: *Senior Traffic Technician*

Date 6/12/2025

Type A (Valid for 30 days)

- ☒ Closure of sidewalk
\$56
- ☐ Closure of local right-of-way, lane, alley, or street
\$111
- ☒ Work in collector or arterial, maintaining all travel lanes
\$111

Type B (Valid for 10 closure days within a 30-day period)

- ☒ Closure of one arterial lane
\$231
- ☐ Closure of one collector lane
\$231
- ☐ Closure of two or more arterial lanes
\$309
- ☐ Closure of two or more collector lanes
\$309

Public Works Department

Permits: (503) 588-6211
Inspections: (503) 589-2021
Fax: (503) 588-6025

**City Hall**

555 Liberty St SE
Room 325
Salem, OR 97301-3503

LANE CLOSURE /WORKING IN ROW - Public Construction

Location of Work: 1288 HAWTHORNE AV NE**Permit Number: 25-112088-LC****Date Issued: 6/12/2025**

Applicant:

WILLAMETTE VALLEY EXCAVATING
LLC
PO BOX 12861
SALEM OR 97309

Contractor:

WILLAMETTE VALLEY EXCAVATING
LLC
PO BOX 12861
SALEM OR 97309
Work: (503) 932-7012

Contact:

Associated Permits Included:

- Lane Closure
-

Terms and Conditions:

1. Permitted work shall comply with the Salem Revised Code, Design Standards, City Standard Construction Specifications, applicable state and federal regulations, and other applicable requirements.
 2. Permittee shall indemnify, defend and save harmless the City of Salem, its officers, employees and agents, from any and all claims arising out of or in connection with work under this permit.
 3. Utility locations are based on record information and should be field-verified. Call 1-800-332-2344 at least 48 hours prior to construction for on-site locating of utilities.
 4. Permittee shall comply with the signing requirements of the "Manual of Uniform Traffic Control Devices" (MUTCD) and the "Oregon Temporary Control Handbook" and to the satisfaction of the City Traffic Engineer.
 5. At least 24 hours prior to each day of work in the public right-of-way, permittee shall contact the Police And Fire Communications Center (503-588-6123); Salem/Keizer School District (503-399-3108); and Transit District (503-588-5468).
 6. The City Traffic Engineer, or their designee, reserves the right to revoke or modify the submitted traffic control plan. In addition, should a problem arise as a result of the approved traffic control, additional traffic control may be required at the permittee's expense.
-

Special Conditions:

Follow attached lane closure with flaggers plan, lane shifting and sidewalk closure plans. Maintain two 10' minimum width lanes of traffic (one in each direction) at all times. Secure the work zone from any walk-through traffic.

Lane Closure:

End Date of Closure: Jun 23, 2025

Lane Closure Location (Where): Between Market & D St

Lane Closure Type: Lane

Purpose of Closure: Fire line Tap 25-363

Time of Closure: 8:30 am to 3:30 pm

flagging on weekends 7 am to 7 pm

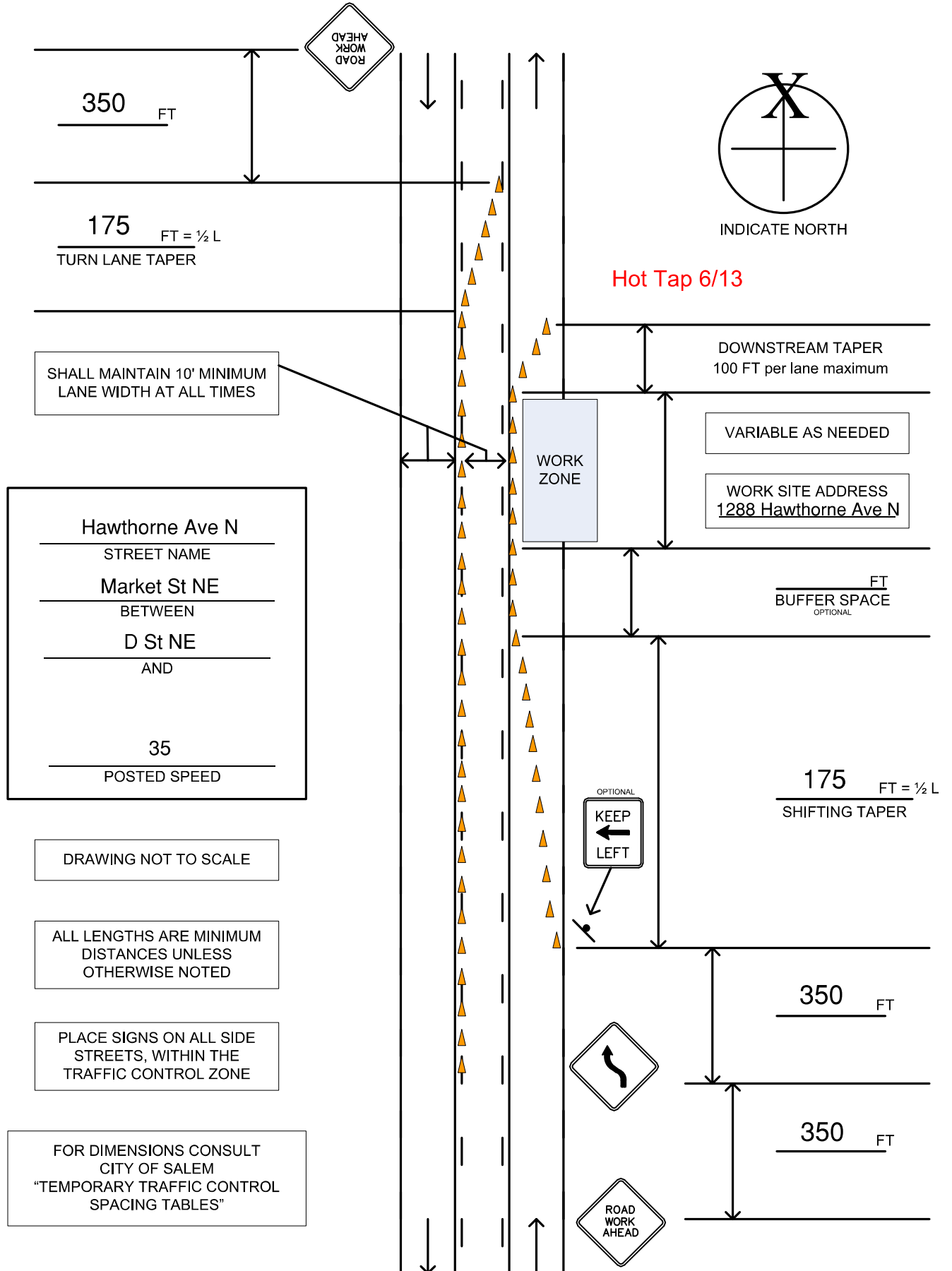
Start Date of Closure: Jun 13, 2025

Lane Closure Required: 1 Lane Arterial

Street Name(s) to be Closed: Hawthorne

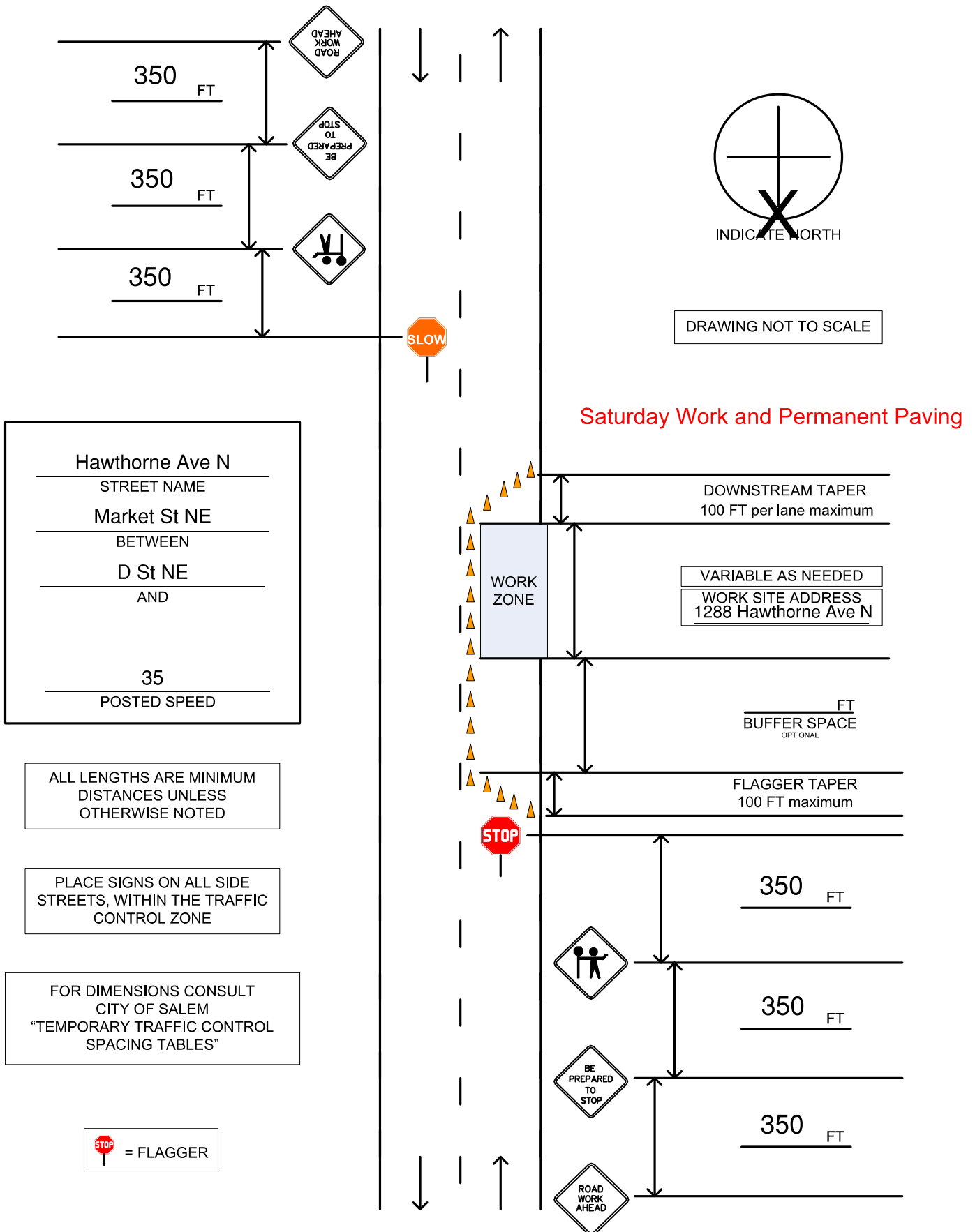
Long term

SHIFTING PLAN, 3 LANE STREET



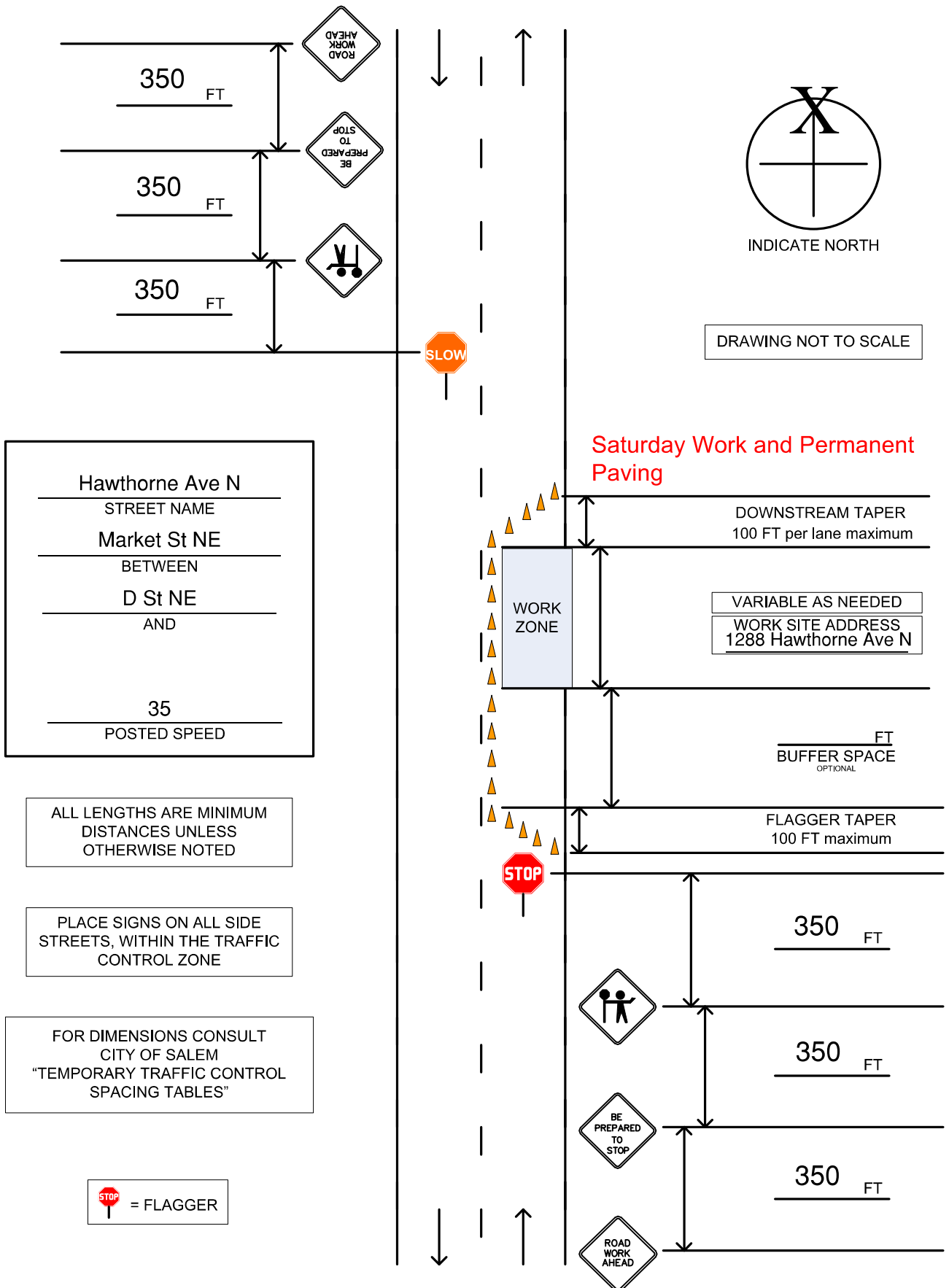
Sight distance shall be maintained at all public and private intersections and driveways. If sight distance is not achievable, prior approval by the City Traffic Engineer is required to either restrict turn movements or use flaggers and shall include coordination with the affected property/business owner(s).

TWO-WAY TRAFFIC WITH FLAGGERS



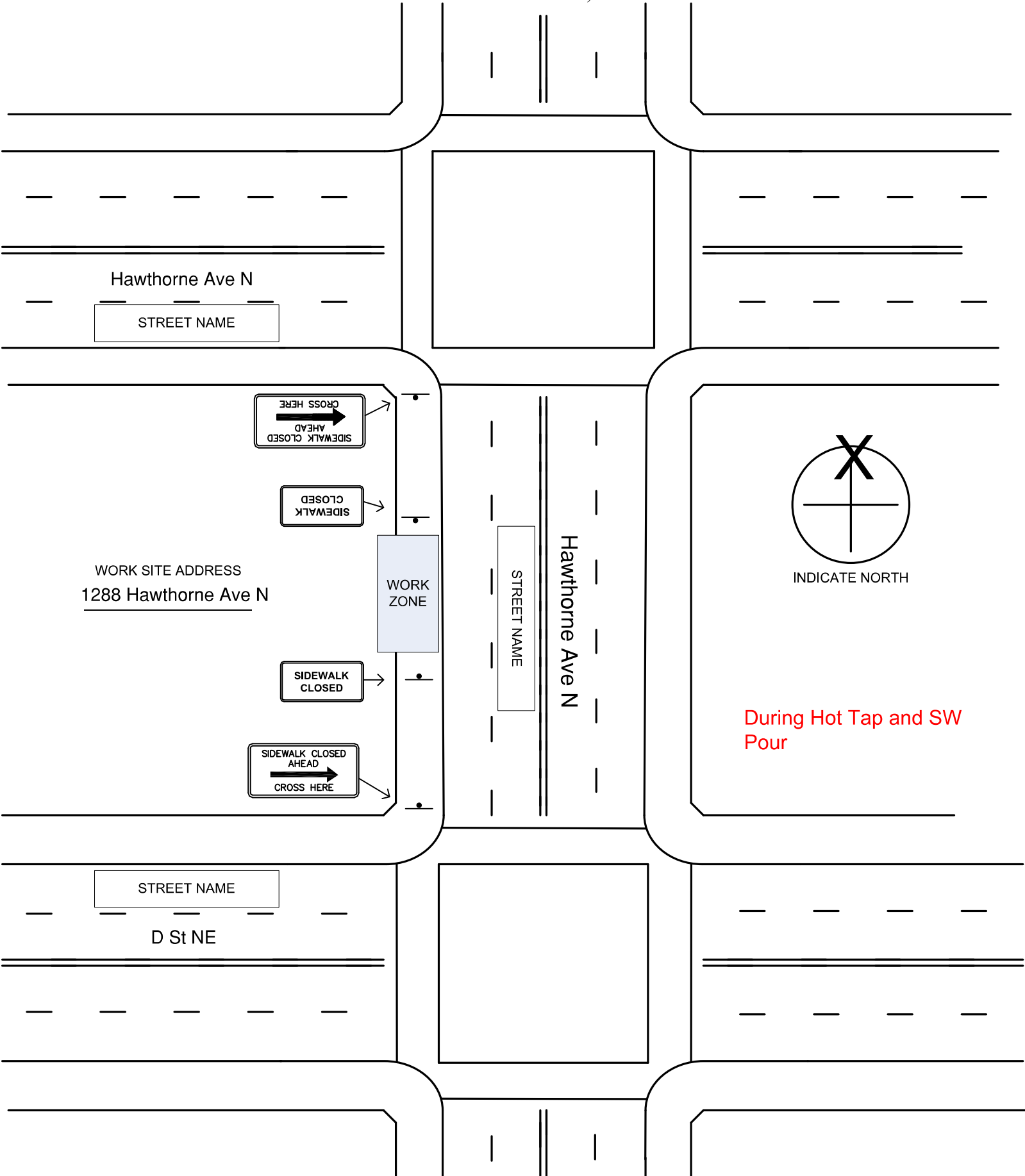
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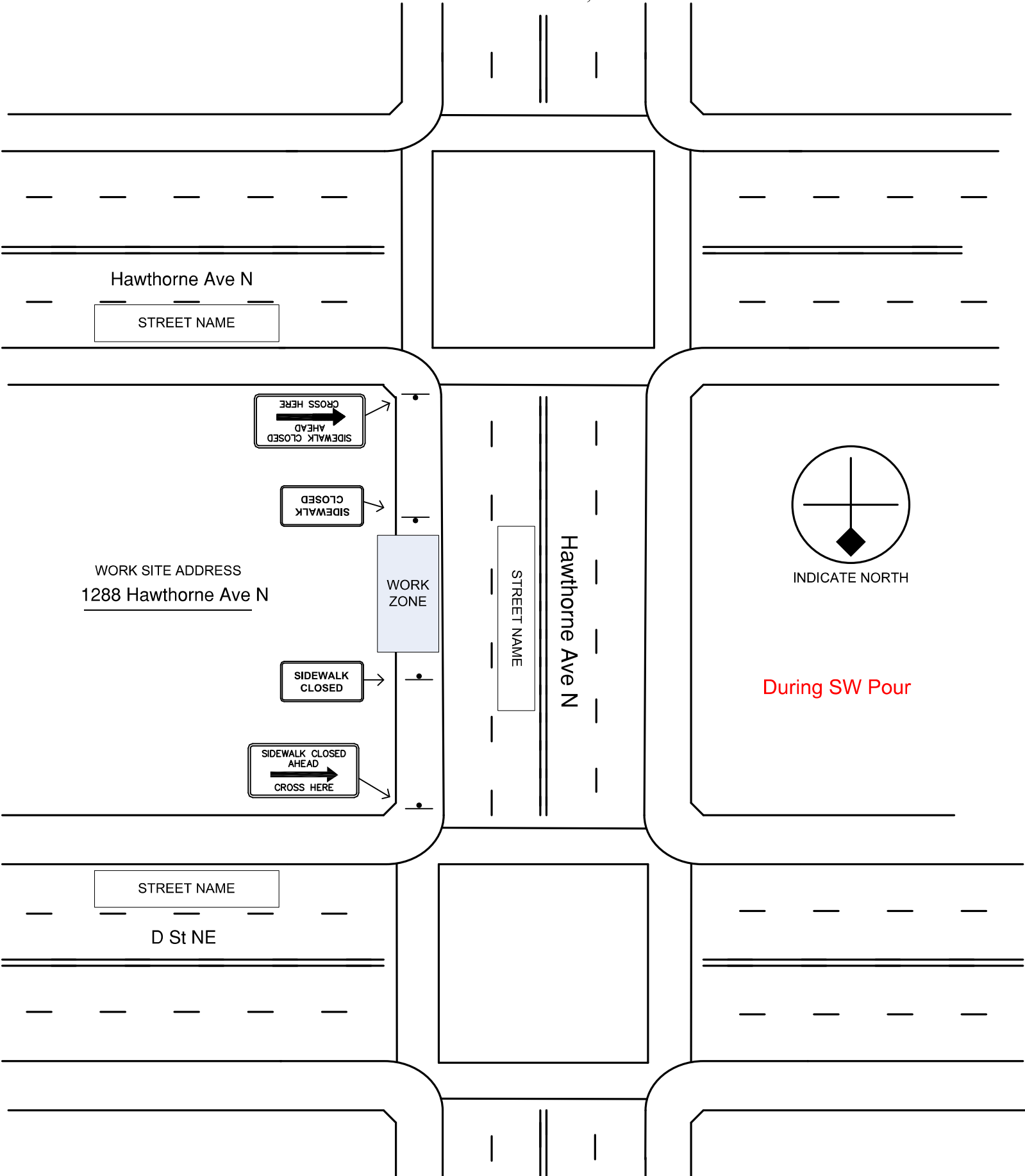
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SIDEWALK CLOSURE, MID BLOCK



Sight distance shall be maintained at all public and private intersections and driveways. If sight distance is not achievable, prior approval by the City Traffic Engineer is required to either restrict turn movements or use flaggers and shall include coordination with the affected property/business owner(s).

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