

CHAPTER 12.08 ~~PERMIT PROCEDURES FOR~~ UTILITIES WITHIN THE PUBLIC RIGHT-OF-WAY

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12.08.010 Short Title

Chapter 12.08 shall apply to and govern the location, installation, construction, maintenance and use of pole lines, buried cables, pipelines, signs, miscellaneous operations upon Deschutes County right-of-way and properties under the jurisdiction of the board of county commissioners set forth in DCC 12.08.030.

12.08.020 Purpose

It is considered in the public interest for utility facilities to be accommodated on the rights-of-way of all County roads and local access roads when such use and occupancy of the right-of-way do not interfere with the free and safe flow of traffic or otherwise impair the highway or its visual quality. In accordance with that determination and the provisions set forth in DCC 12.08.030, DCC 12.08 is adopted to provide a policy and procedure for such accommodation.

12.08.030 Statutory Authority

The Board is authorized by ORS 374.305 through 374.330, 758.010 and 758.020 to adopt reasonable rules and regulations and to issue permits for the use of all county road and local access road rights-of-way by public utility facilities. The authority to administer permits related to these activities is hereby delegated from the Board to the Permit Administrator, who shall have the power to review, approve, and enforce compliance with the provisions outlined herein.

12.08.040 Editorial Revision

The County Legal Counsel may at any time direct such changes regarding currently maintained copies of DCC 12 and amendments as the legislative counsel is authorized to perform regarding acts of the Legislature, pursuant to ORS 173.160; provided, that such editorial revision be directed by written memorandum filed with the County Clerk, but subject to disapproval by the Board at its next regular meeting thereafter.

12.08.050 Interpretation of Provisions

- A. The provisions of DCC 12 shall be liberally construed to effect the purposes set forth in DCC 12.08. Each provision requiring an applicant to furnish information shall be construed as intended to provide the County with all information which may be of assistance in evaluating the safety, utility, convenience, necessity and reliability of the applicant and its proposed facility.
- B. The provisions of DCC 12 are declared to be minimum requirements fulfilling the applicant's obligations and where any provisions of DCC 12 may be less restrictive than conditions imposed by any other provision of DCC 12, by and other law, rule or regulation of the County or another governmental unit, then the more restrictive shall apply.

—DCC 12 shall at all times be interpreted to be consistent with the County Comprehensive Plan.

C. _____

12.08.060 Violation

1. In case any facility or structure is constructed or proposed to be constructed, maintained, repaired, altered or used in violation of DCC 12.24, such violation shall constitute a nuisance and the county may institute legal proceedings to prevent, enjoin, temporarily or permanently abate, remove or correct the nuisance.
2. Violation of the provisions of DCC 12.08 through DCC 12.24 is a Class B violation.

12.08.070 Insurance

Prior to any work within a public right-of-way, the applicant or their contractor, shall procure and continue to carry insurance coverages, including but not limited to commercial general liability and commercial automobile liability, from a responsible insurance provider with minimum coverage amounts as determined by the Permit Administrator. Deschutes County, its Board, and affiliates shall be named as additional insured parties with the same minimum coverage limits specified by the County.

12.08.080 Bonds

- A. A bond shall be required when, in the opinion of the Road Department Director, an existing public way is endangered by an applicant, such applicant shall be required to file an agreement and security with the County.
- B. Type of Security. The applicant shall file with the agreement, to assure the applicant's full performance thereof, a surety bond executed by a surety company authorized to transact business in the state in a form approved by the County.
- C. Amount Required. Such assurance of full performance shall be for a sum approved by the Road Department Director as sufficient to cover the cost of improvements and repairs, including related engineering, inspection and incidental expenses.
- D. Default Status.
 1. If the applicant fails to carry out provisions of the agreement and the County has unreimbursed costs or expenses resulting from such failure, the County shall call on the bond or cash deposit for reimbursement.
 2. If the amount of the bond or cash deposit exceeds the cost and expense incurred by the County, it shall release the remainder.
 3. If the amount of the bond or cash deposit is less than the cost and expense incurred by the County, the applicant shall be liable to the County for the difference.
- E. The bonds shall not be released by the County until County inspectors have inspected the improvements and approved them in writing.

12.08.090 Ecological and Cultural Oversight

The Applicant bears all responsibility and liability for:

- A. Investigating the presence/absence of legally protected or regulated environmental resources in the action area;
- B. Identifying and adhering to any restrictions or requirements associated with the proposed actions, such as those related to hazardous materials, water quality constraints, wetlands, archaeological or historic resources, state and federal threatened or endangered species, etc.;
- C. Ensuring compliance with all federal, state, and local laws and obtaining all required permits and approvals.

In the event that the Applicant affects a legally protected or regulated resource, the Applicant is obligated to bear all costs related to the impact. This includes, but is not limited to, expenses for mitigation and rehabilitation. The Applicant must indemnify and absolve Deschutes County of any liability for such impacts, taking responsibility for any associated costs or claims that the county may incur.

12.08.100 Accessibility Considerations

While performing permitted utility work, the Applicant must implement measures to uphold the accessibility of the county road system, including sidewalks and pedestrian areas for individuals with disabilities, in accordance with current accessibility requirements.

The Applicant is responsible for restoring or replacing any curb ramps or sidewalks damaged or altered by the permitted activity to comply with the standards of a new installation set forth in DDC 12.25. Any review or inspection conducted by county staff concerning the curbs or curb ramps does not exempt the Applicant from their obligation to provide compliant pedestrian features.

12.08.110 Permit; Limitations

- A. Only a public utility, as defined in ORS 757.005, can be installed in the Right of Way utilizing the permit process. Privately owned lines are only allowed to occupy the right-of-way only when there is no other feasible location for the facility involved.
- B. The provisions of DCC 12.08 are declared to be minimum requirements fulfilling the applicant's obligations and where any provisions of DCC 12.08 may be less restrictive than conditions imposed by any other provision of DCC 12.08, by and other law, rule or regulation of the County or another governmental unit, then the more restrictive shall apply.

12.08.120 Permit; Variances

Variances by the Permit Administrator may be granted for an individual permit when it can be shown such variation is economically justified and will not adversely affect the integrity of the County road, its maintenance, efficiency and the safety of the road user.

12.08.~~010~~-130 Permit; Application Required

Application for a permit for work in the right-of-way under DCC 12 shall be made to the Road Department, using the permit approved by the Administrator. One copy of the form shall be submitted

and the Administrator may require additional information, such as engineered drawings, when the Administrator deems it necessary or convenient to a decision upon the permit. The Permit Administrator is granted the authority to determine when a permit application submittal is acceptable based on the following criteria:

- A. Completeness: The Permit Administrator shall evaluate the completeness of a permit application to ensure that all required information and documentation have been provided by the applicant.
- B. Compliance: The permit application must comply with all relevant county, state, and federal requirements, incorporate the appropriate industry standards.
- C. Accuracy: All information provided in the permit application must be accurate and verifiable.
- D. Proper Form: The application must be submitted in the prescribed format and include all necessary forms and attachments.

HISTORY

Adopted by Ord. [203-7](#) §5.510 on 2/4/1976

Amended by Ord. [95-035](#) §1 on 5/17/1995

Amended by Ord. [2011-026](#) §2 on 1/30/2012

Amended by Ord. [2013-013](#) §1 on 7/25/2013

Amended by Ord. [2020-005](#) §1 on 1/1/2021

~~12.08.020-140 Permit; Application; Exhibits~~ Maps

~~The application form shall be accompanied by an exhibit map/engineered drawings unless waived by the Administrator. The exhibit maps/engineered drawings shall be done in accordance with DCC 12.16.150. An application will not be considered complete by the county unless the following items are provided by the applicant or waived by the Permit Administrator:~~

- A. A project exhibit or plan sheets that clearly depict the scope, location, dimensions, and specifications of the proposed project. The exhibit or plan sheets must provide sufficient detail for comprehensive review by the Permit Administrator and comply with all relevant sections of DCC 12.08.
- B. A Traffic Control Plan that outlines measures to manage vehicular, pedestrian, and bicycle traffic during the execution of the project. The Traffic Control Plan should adhere to established safety standards and include provisions for the accommodation of bicycles and pedestrians and comply with the current Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) or the Oregon Temporary Traffic Control Handbook (OTTCH) for work less than three days.
- C. A detailed project schedule outlining the timeline for commencement, completion, and key milestones of the proposed project is required as part of the complete permit package.

HISTORY

Adopted by Ord. [203-7](#) §5.520 on 2/4/1976

Amended by Ord. [2011-026](#) §2 on 1/30/2012

Amended by Ord. [2020-005](#) §1 on 1/1/2021

12.08.030-150 Permit; Approval ~~And and~~ Issuance

The Administrator shall review the application for conformance with DCC 12.08, shall add any special provisions considered necessary or appropriate, and if it complies with the provisions of DCC 12.08, ~~including the policy considerations set forth in DCC 12.20,~~ may approve and issue the completed permit.

HISTORY

Adopted by Ord. [203-7](#) §5.530 on 2/4/1976

12.08.040 Board Review

~~If the permit is denied by the Administrator or if the special provisions imposed are unsatisfactory to the applicant, or in any case referred by the Administrator, at the request of applicant or Administrator the Board may review the application for permit. The Board's decision thereon shall be final and subject only to review pursuant to ORS 34.010.~~

HISTORY

~~Adopted by Ord. [203-7](#) §5.540 on 2/4/1976~~

~~Amended by Ord. [2011-026](#) §2 on 1/30/2012~~

12.08.050-160 Permit; Termination Conditions

A permit once issued shall terminate as follows:

1. Failure of the applicant within a reasonable time after written notice from the Administrator to comply with any of the terms and conditions of the permit shall be sufficient cause for immediate cancellation of the permit.
2. The permit and privileges granted and the obligation of the permittee created thereby shall be binding upon the successors and assigns of the permittee. The permittee shall give the Administrator written notice of any such assignment or transfer within a reasonable time thereafter.
3. If the applicant fails to commence work on the project covered by the permit within 30 days from the date the permit is issued, such permit shall be deemed null and void and all privileges thereunder forfeited, unless a written extension of time is obtained from the administration.

HISTORY

Adopted by Ord. [203-7](#) §5.550 on 2/4/1976

Amended by Ord. [2011-026](#) §2 on 1/30/2012

Amended by Ord. [2020-005](#) §1 on 1/1/2021

12.08.060 Civil Rights Act Provisions

~~In those instances where the section of County road covered by the permit is part of a federally assisted highway and the permit covers utilities which do not come under the provisions of ORS 758.010 and 758.020, the applicant and his contractors shall agree to comply with the provisions of Title VI of the Civil Rights Act of 1964.~~

~~HISTORY~~

~~Adopted by Ord. 203-7 §5.570 on 2/4/1976~~

12.08.~~070-170~~ Permit; Rights Granted

Nothing in the permit is intended to grant rights or imply approval in areas not falling within the authority and jurisdiction of the County. It is the responsibility of the applicant to determine the need for and to obtain such licenses, permits or other forms of approval which may be required by state agencies, federal agencies, cities, municipal corporations, utility companies, railroads or private property owners.

~~HISTORY~~

~~Adopted by Ord. 203-7 §5.580 on 2/4/1976~~

~~Amended by Ord. 2011-026 §2 on 1/30/2012~~

~~12.08.080 (Repealed)~~

~~HISTORY~~

~~Repealed by Ord. 2020-005 §1 on 1/1/2021~~

~~12.08.090 (Repealed)~~

~~HISTORY~~

~~Repealed by Ord. 2020-005 §1 on 1/1/2021~~

~~12.08.100 (Repealed)~~

~~HISTORY~~

~~Repealed by Ord. 2011-026 §2 on 1/30/2012~~

12.16.180 Existing Facilities; Removal, Relocation, or Repair

- A. Existing pipelines, pole lines, power or communication cables or other facilities or appurtenances relocated or repaired within the limits of the county ROW shall conform to the requirements of a new installation.
- B. The permit is issued pursuant to the laws of the state which authorizes the Board to subsequently require the applicant to remove, relocate or repair the pole line, buried cable or pipeline covered by the permit at the sole cost of the applicant and by applying, the applicant consents and agrees to such condition.

- C. Upon receiving written notice from the Board to remove, relocate or repair the pole line, buried cable or pipeline, the applicant shall within 60 days remove, relocate or repair same, at the facility owner's sole cost, in accordance with the written notice. Under unusual circumstances, the Administrator may grant a written extension in time if the applicant can show the need for an extension.
- D. Should the applicant fail to remove, relocate or repair the pole line, buried cable or pipeline the County may remove, relocate or repair the same and submit a statement of total costs for the work to the applicant. The applicant upon receiving such statement will immediately, or within a period of time agreed upon between the applicant and the Board, pay to the County the full amount of such removal, relocation or repair costs.

12.08.190 Existing Facilities; Abandonment

- A. All abandon utility facilities must be completely removed from the ROW unless explicit permission to abandon the facilities in place is first obtained from the Permit Administrator.
- B. When a utility facility is abandoned in place, the following provisions must be adhered to:
 - 1. All abandoned utilities must be physically disconnected from any active systems to prevent any potential hazards or interference with active utilities.
 - 2. Any pipes, conduits, or other hollow structures must be filled with pressurized grout to prevent collapse or subsidence.
 - 3. Upon completion, the utility owner must provide documentation, including as-built drawings, certifying that the abandonment was carried out according to the approved plan and standards.

12.08.200 Overhead Utilities; Placement of Poles

The installation of all utility poles shall comply with the placement requirements listed below:

- A. Limited to single-pole type of construction with joint use encouraged in all instances. Only one pole line on each side of the road is permitted.
- B. Subject to terrain limitations, poles should be placed as close to the edge of right-of-way line as possible.
- C. Location behind guardrail shall be a minimum of five feet from its face.
- D. Overhead roadway crossings shall be constructed a minimum of 50 feet from the ends of any bridge.
- E. Location on a cut-slope shall be the minimum horizontal distance from centerline required to place the base of the pole at least five feet above the elevation of the top of the roadway.
- F. Variance as required to maintain a reasonable uniform pole alignment will be allowed where irregularly shaped portions of the right-of-way extend beyond the normal right-of-way limits.

- G. Location from edge of travel lane (fog line) shall be a minimum of 10 feet, unless otherwise approved by the Administrator.
- H. On sections of County roads traversing business or residential areas having a posted or statutory speed limit of forty miles per hour or less, controls will of necessity be governed by roadside development, however, all poles and ground-mounted appurtenances shall be located as far as practical behind the curb or outside the shoulder and/or parking area if there is no curb.
- I. When two or more utilities jointly occupy the same pole or poles, each occupant may obtain a separate permit, or a joint permit may be issued and executed by each company. Identification of the pole owner should be contained in the permit application.
- J. When placed near road intersections and driveways poles must be positioned to avoid obstructing the line of sight for drivers, ensuring visibility is maintained as per AASHTO sight distance requirements.

12.08.210 Overhead Utilities; Placement of Overhead Lines and Guys

The installation of all overhead utility lines and guys shall comply with the placement requirements listed below:

- A. All crossings of the traveled portion of the highway including service drops shall be installed and maintained at a minimum height of 18 feet as measured from the highest point of the traveled way under the crossing.
- B. All overhead power and communication lines which are constructed parallel to the roadway shall be located downstream of bridges when crossing any stream that is prone to carry debris during flooding conditions. Overhead roadway crossings shall be constructed a minimum of 50 feet from the ends of any bridge.
- C. Guy wires to ground anchors and stub poles and other related ground-mounted appurtenances should not be placed between a pole and the traveled way where they encroach upon the clear roadside area.
- D. No overhead utility components shall be placed within 7 feet of the vertical extents, or the entirety of the horizontal extents, of any sidewalk, multi-use path, curb ramp, or other pedestrian feature.
- E. To the extent feasible and practicable, crossings of the County Road should be on a line generally normal (90 degrees) to the road alignment.

12.08.220 Underground Utilities; General Placement Considerations

The installation of all underground utilities shall comply with the placement requirements listed below.

- A. Utility lines should be located to minimize need for later adjustment to accommodate future road improvements and to allow servicing such lines with minimum interference to highway traffic.
- B. To the extent feasible and practicable, crossings should be on a line generally normal (90 degrees) to the road alignment.

- C. Pedestals and meters installed as part of a buried cable, water or gas installation are to be located one foot from the right-of-way line unless special permission is obtained from the Administrator to locate elsewhere. In no case shall the pedestals and/or meters be located within the County road maintenance operating area, including mowing operations, or between the pavement edge and any official road sign in the same general location.
- D. Longitudinal installations should be located on a uniform alignment outside of the normal maintenance operating area (beyond ditch or curb line) and as near the right-of-way line as terrain and existing utilities will reasonably allow, but upon older road with narrow rights-of-way underground facilities may be allowed in the shoulder area if there is no other feasible location.
- E. Any non-conductive, un-locatable, underground facility shall have a tracer wire or other similar conductive marking tape or device placed the full length of the installed underground facility in compliance with the Oregon Utilities Notification Center rules, OAR Chapter 952.
- F. Any surface-installed underground utility features in the ROW shall be kept away from transportation facilities to the greatest extent practical. These features shall be equipped with traffic-rated lids and installed with the top surface flush with the grade. Examples of such features include vaults, pull boxes, handholes, valve covers, meter pits, and junction boxes.

12.08.230 Underground Utilities; Burial Depth

The buried cable or pipe depth shown on the permit form represents the distance from the top of the surface or ground line to the top of the cable or pipe. All underground installations shall be buried a minimum of 30 inches unless permission is first obtained from the Administrator. Minimum depth may be increased when warranted by conditions such as possible increases in ditch depths from scouring or road maintenance, clearance of existing drainage structures or other utilities, or other considerations.

12.08.240 Underground Utilities; Attachments to Structures

Review by the County Engineer is required for all proposed bridge and structure attachments and for any facilities to be installed within sixteen feet of bridge foundations, supports, walls or related elements, or within the influence zone of bridge facilities.

12.08.250 Underground Utilities; Casing Requirements

All communication and power cables shall be encased in conduit meeting the material requirements of DCC 12.08.260; no direct bury of communication or power cables is allowed. Casing requirements will be determined by the Administrator on an individual basis for all other utilities not listed above.

Casing pipe should extend a minimum of two feet beyond the slope, ditch or curb line. When sealed and vented, vents shall be located outside the maintenance operating area, preferably at the right-of-way line.

12.08.260 Underground Utilities; Pipe and Conduit Material Requirements

All utility installations on, over or under the right-of-way and attachments to road structures shall be of durable materials and designed for long service life expectancy and relatively free from routine servicing and maintenance.

- A. Corrugated metal pipe, concrete pipe, and other conduit or casing pipes used for gravity flow carrier systems shall, at a minimum, conform to the appropriate ASTM or ASSHTO standard.
- B. Smooth iron or steel pipe used as a conduit or casing pipe shall conform to the appropriate and current ASTM Specifications used for pressure pipe.
- C. Plastic pipe, fittings and components shall conform to the appropriate and current ASTM or AWWA Specifications written for the specific type of usage that the pipe will receive.

12.08.270 Underground Utilities; Trenching

No trench shall be installed in the right-of-way unless special permission is first obtained from the Administrator to open cut the roadway surface; upon approval for trenching, the following provisions must be followed:

- A. All trenching construction shall comply with the requirements specified in the Deschutes County Road Department Utility Trench Standard Drawing.
- B. Trenching for any of these methods shall be set back at least two feet from the toe of the fill slope in fill sections or from the point where the outer edge of the surfacing meets the subgrade in other sections.
- C. Road cuts will not be permitted on any pavements within the county's road cut moratorium unless special approval is obtained from the Administrator. If the road cut is not approved, the Contractor will be required complete the installation using a trenchless method.
- D. When trenching across a County Road, no more than one-half of the traveled way surface may be excavated at a time, unless special permission is obtained to detour traffic. The first half of the trench must be fully backfilled and restored to a condition acceptable to the Permit Administrator before excavation of the remaining half may proceed.
- E. Closure of intersecting streets, road approaches or other access points will not be permitted unless special approval is obtained from the Administrator.
- F. No more than three hundred feet of trench longitudinally along the roadway shall be open at one time and no trench shall be left in an open condition overnight, unless properly lighted and protected in an approved manner.

12.08.280 Underground Utilities; Backfilling

The backfilling of all trenches, bore pits, and tunnels must be accomplished immediately after the facility authorized by the permit has been placed therein and must be well tamped and fully compacted so as to allow the least possible amount of subsequent settlement. Compaction requirements within the right-of-way shall be those required by the applicable standard drawing or the Oregon Standard Specification for Construction where no standard drawing exists.

12.08.290 Underground Utilities; Boring, Jacking, and Tunneling

- A. When the jacking, driving or boring method is used, it shall be by approved means which will hold disturbances of surrounding material to a minimum. Sluicing and jetting is not permitted.
- B. Bore pits shall be located behind the ditch line unless otherwise specified in the permit. Unattended pits shall be protected in manner acceptable to the Permit Administrator
- C. If the tunneling method is used, it shall be by an approved method which supports the surrounding materials so as to prevent caving or settlement. Areas around the installed pipe or conduit shall be backfilled with moist sand, granular material or cement grout, filling all voids and packed in place with mechanical tampers or other approved devices. Lagging, bulkheading and timbering shall be removed as the backfilling progresses.

12.08.300 Underground Utilities; Cable Plowing

Unless special permission is first obtained from the Administrator, direct burial of cable placed by the ploughing method shall not be allowed within the rights-of-way.

12.20.310 Underground Utilities; Warning Signs

Standard warning signs for buried power or communication cable and for pipelines carrying gas or flammable liquids shall be placed at each crossing under the County Road and at intervals along longitudinal installations as required by Federal Pipeline Safety Regulations 49 CFR or as specified by the Permit Administrator. Signs shall be offset as near the right-of-way line as practical and installed in accordance with DCC 12.25.

12.08.320 Construction; Restoration of Surface

- A. All roadbed surfaces disturbed by utility installations, adjustments or repairs covered by permit, will be repaired or replaced within the same shift, except if specifically allowed for by special provisions listed in the permit.
- B. All roadbed surfaces disturbed by utility installation, adjustments or repairs covered by permit that result in hazards to the traveling public will be repaired immediately.
- C. Any replacement or repair not accomplished by the applicant under DCC 12.08.310 (A) or DCC 12.08.310 (B), within the specified time will be undertaken by the County without prior notice to the applicant and at the expense of the applicant. The County will also make any immediate repairs, alterations or additions to any barricading, signing or warning for a hazardous area when such barricading, signing or warning is found to be inadequate, inappropriate or ineffective without prior notice to the applicant.

- D. The applicant will reimburse the County for the actual cost of materials, labor, equipment and overhead.
- E. For a period of one year following the patching of any paved surface, the applicant shall be responsible for the condition of such pavement patches, and during that time shall, upon request from the Administrator, repair to the County's satisfaction any of the patches which become settled, cracked, broken or otherwise faulty.
- F. The applicant is solely responsible for replacing any pavement markings damaged by the utility installation.

12.08.330 Construction; Cleanup

All debris, refuse and waste of all kinds which may have accumulated within the right-of-way as a result of the operations of the applicant, shall be removed immediately upon completion of the operations, and the right-of-way must be restored to at least as good condition as it was prior to such operations.

12.08.340 Construction; Trees and Shrubs

When any branch is cut from a tree or shrub, the following rules shall be adhered to:

- A. All branches shall be cut perpendicular to the length of the branch, and shall leave the smallest cut face possible.
- B. All branches shall be cut to the nearest joint, no stubbing of branches is allowed.
- C. All debris shall be removed from the right-of-way immediately after cutting of any trees, branches, or vegetation.

12.08.350 Construction; Documentation

The applicant's completed facility shall be in substantial conformance with permit exhibit maps or engineered drawings unless special permission is obtained from the Administrator to vary from the same during installation. When such permission is obtained, the applicant shall furnish the Permit Administrator a set of "as constructed" maps or drawings detailing any such variance within 30 days of completion of the installation.