



Office for Community Technology

Information Requested for Franchise Application or Other Authority to Use the Public Streets

Overview

Any person, public, or private utility or entity seeking long term use of the streets must have authority from City Council for that use. The City Code prefers that the form of that authority be a franchise which describes the use of the right of way granted through the franchise and the type of services to be offered. The Office for Community Technology (OCT) is responsible for negotiating and administering these agreements on behalf of the City. A valid, effective franchise is required before a company can apply for street use permits.

The first step to gain authority is to submit information to OCT briefly outlining the nature of the business and proposed facilities in the streets. Upon receiving the information OCT staff may set up a preliminary meeting. The meeting is an opportunity for both staff and the applicant to gather additional information.

As required by City Charter, all franchises must be published in a newspaper prior to being approved by City Council. The City requires that the applicant pay the newspaper directly for the costs of publication. Publication costs depend on the length of the franchise.

Franchises can take anywhere from six months to one year or more to negotiate depending on the complexities involved. Once final agreement is reached on the contents of the franchise, the process then takes at least an additional of four months (per City of Portland Charter) to formalize, which includes publication. After twenty days from the initial publication, the franchise goes to City Council for a first reading. After another thirty days the franchise goes to the City Council for a second reading. Assuming passage by Council, the franchise becomes effective another sixty days later.

Please note that many of the provisions are required by the City Charter or City Code. Potential franchisees are asked to read through the standardized franchise provisions and review one or more current franchises, listed on our website, prior to the preliminary meeting.

Information request and franchise application

The information requested below is the first step in the process of acquiring a franchise with the City of Portland. Upon receiving your response, we may contact you to arrange a preliminary meeting between your representative and City staff. The meeting will be an opportunity for both parties to get further information. Prior to the meeting, please read through the standard franchise provisions and review one or more current franchises. Many of the provisions in the franchise are required by City Charter or City Code.

Specifics

Phone 503-823-5385 ▪ Fax 503-823-5370 ▪ TTY 503-823-6868 ▪ www.portlandoregon.gov/OCT

*An Equal Opportunity Employer
To help ensure access to program, services and activities,
the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary
aids/services to persons with disabilities upon request.*



Please provide the following information on company letterhead and send to this address prior to the preliminary meeting. There is no franchise application fee.

Office for Community Technology
Bureau of Revenue and Financial Services
City of Portland
111 SW Columbia Street, Suite 600
Portland, OR 97201

1. Business name of applicant
2. Mailing address of applicant
3. Contact person(s), title, phone number, and email for franchise negotiations
4. Contact person(s), title, phone number, and email for permitting, maintenance, etc. after installation. Can be government relations person (if known at time of franchise negotiations).
5. Describe the type of ownership of the business and list any affiliated businesses, including parent or subsidiary organizations
6. Describe the purpose(s) of your business
7. Describe the nature of service you propose to provide in Portland, your experience in providing it, and your intended customers
8. Describe your proposed facilities in the streets and your intended timeline for each phase of construction
9. Describe your company's experience in constructing and maintaining facilities in the streets. List other franchises and/or the names of other jurisdictions in which you have similar facilities in the streets. Please include contact names, phone numbers and emails for city/state staff in other jurisdictions.
10. A copy of your Certificate of Authority from the Oregon Public Utilities Commission if applicable
11. A copy of your City of Portland Business License
12. Oregon Secretary of State Business registration: registry number or other documentation of registration

If you have any questions about the application or the process, please call the Office for Community Technology at 503-823-5385.