
Test Bore, Monitoring Well, & Underground Storage Tank Decommissioning Permit Application Packet

This packet contains the requirements and forms needed to apply for a permit allowing test bore, monitoring well, or underground storage tank decommissioning work within City of Portland right of way.

Please allow 5-7 business days to process permit requests. As of July 1, 2016 the following is required to apply for a permit:

- A .pdf including:**
 - A cover letter detailing the following information:**
 - Who you are and your contact information
 - What work you are requesting a permit for
 - Why the work needs to be in the right-of-way
 - When you would like to perform the work
 - Who the contractor doing the work is and their contact information
 - A permit request form**
 - A permit request form is provided in this packet
 - 100% of the permit fee plus Water Bureau review fee, Insurance Processing fee and Utility Locate fee**
 - Test Bore permit fee is \$408.00 per hole
 - Monitoring Well permit fee is \$408.00 per well
 - Underground Storage Tank Decommissioning (removal or decommission in-place) permit fee is \$772 per tank
 - The Water Bureau review fee is \$55 for the first two "items," and \$30 per item thereafter
 - The Street Light Utility locate fee is \$110
 - The Insurance Processing fee is \$23.21
 - All fees are subject to change. Please contact PBOT if you have any questions about your potential fee.
 - The party performing the work must have liability insurance and a street opening bond on file with the City of Portland**
 - Insurance and street opening bond requirements and forms are provided in this packet
 - For insurance and street opening bond questions, contact our Insurance and Bond Coordinator at (503) 823-7142
 - A performance bond is required for each individual monitoring well**
 - The performance bond form is provided in this packet
 - The performance bond must be held by the party that is responsible for the monitoring well; contractors and consultants are not allowed to hold performance bonds
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An approved traffic control plan may be required prior to commencement of work. For traffic control plan approval contact Traffic Operations at (503) 823-7365.

For a permit to close parking, contact the Transportation Permit Center at (503) 823-7365.

Contact information for application submittal and questions:

Contact:	Kylie Thompson	Email:	pbotutilitypermits@portlandoregon.gov
Phone:	(503) 823-5079	Fax:	(503) 865-3476
Interoffice:	B106 / 800	Address:	1120 SW 5 th Ave., Rm 825 Portland, OR 97204



Test Bore, Monitoring Well, & Underground Storage Tank Decommissioning Permit Request Form

1) Contractor Working in ROW:

Name _____
 Address _____
 Phone _____
 Email _____

3) Site Address:

Company _____

4) Name of Street to be Opened:

5) Names of Bounding Streets:

2) Contractor Requesting Permit? (if different)

Name _____
 Company _____
 Address _____
 Phone _____
 Email _____

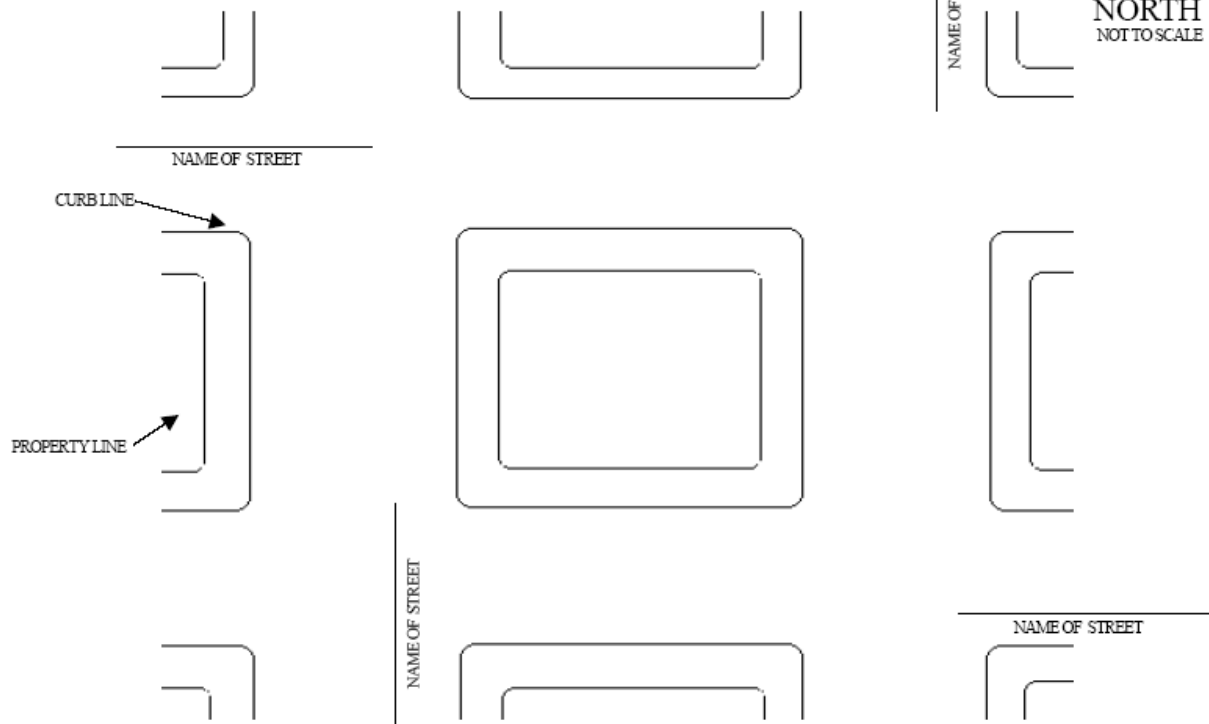
6) Test Bore / Monitoring Well:

Number of Bores _____
 Number of Wells _____
 Greatest Diameter _____
 Greatest Depth _____

7) Underground Storage Tanks:

Number of Tanks _____
 Decommission in Place or Remove from Ground

Dimension locations of Bores / Wells / Tanks from curb lines when present and from property lines when there are no curbs



INSURANCE REQUIREMENTS FOR STREET AND SIDEWALK USE PERMITS CITY OF PORTLAND - BUREAU OF TRANSPORTATION - STREET SYSTEMS MANAGEMENT

This information will assist you and your insurance agent in complying with City insurance requirements for Street and Sidewalk Use permits.

The City of Portland Requires:

A Standard Certificate of Liability Insurance, with the City of Portland named as the Certificate Holder.

- 1. Certificate Holder Address:** City of Portland
Street Systems Management
1120 SW 5th Avenue, Rm 825
Portland OR 97204

AND

An endorsement, on file with the certificate, naming the City of Portland as an additional insured. List the endorsement used in the "DESCRIPTION OF OPERATIONS..." section of the certificate. The following endorsements are acceptable:

- 2.**
- City of Portland Street and Sidewalk Use Permit Endorsement
- OR**
- CG 20 12 07 98; "Additional Insured - State or Political Subdivisions – Permits"
- OR**
- An endorsement equivalent to the CG 20 12 07 98 endorsement

Minimum Requirements for Liability Insurance

The insurance shall provide coverage not less than \$1,000,000 (one million dollars) per occurrence.

Regulations

The insurance certificate is intended to protect the public from any liability it may incur as a result of granting the requested permit.

Notification of Cancellation

The City of Portland requires 30 (thirty) days notice mailed from the insurance company prior to cancellation of the policy.

In the "DESCRIPTION OF OPERATIONS..." section of the certificate

- Indicate the type of permit being applied for (Street/Lane/Sidewalk Closure, Street Opening, Sewer Connection, Banner, Sidewalk Café, Vending Cart, Community Event, Block Party).
- If the insured seeks a permit for a set location/address or group of set locations/addresses that are different than the Insured's address on the certificate then the location(s) must be listed.
- If the insured continuously seeks permits for changing locations then do not list the permitted location/address, if you do we will require a new certificate for every new location. In this situation you may choose to indicate "All Operations".

Submission

Fax: 503-865-3427
Mail: Please mail to the Certificate Holder Address above
E-Mail: insurance@portlandoregon.gov

THE CERTIFICATE AND ENDORSEMENT MUST BE APPROVED BY THE CITY ATTORNEY BEFORE A PERMIT CAN BE ISSUED. PLEASE ALLOW 6 BUSINESS DAYS FOR PROCESSING.

Questions

If you or your agent have any further questions, please call Street Systems Management at 503-823-7142 or send e-mail to insurance@portlandoregon.gov

City of Portland Street and Sidewalk Use Permit Endorsement
This Form to be Attached to Permittee's Certificate of Insurance

INSURED: _____

AFFORDING CO: _____

POLICY NUMBER: _____

EFFECTIVE: _____

The policy shall bear also the following endorsement:

"Without prejudice to coverage otherwise existing herein, the City of Portland, its officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the permittee within the City of Portland, Oregon."

"It is understood and agreed that this policy shall not terminate or be canceled without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the City of Portland, Street Systems Management, 1120 SW 5th Ave Rm 825, Portland, Oregon 97204."

Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insured would have been liable if only one person or interest had been named as insured. The coverage applies as to claims between insureds on the policy. This endorsement assures that the policy complies with the terms and conditions of the named insured's permit with the City of Portland."

Authorized Insurance Representative Signature

Date

Name & Address of Certificate Holder: City of Portland
Street Systems Management
1120 SW 5th Ave., Rm 825
Portland OR 97204

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –
STATE OR POLITICAL SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Political Subdivision:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

- 1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- 2. This insurance does not apply to:
 - a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

BOND REQUIREMENTS FOR STREET OPENING CITY OF PORTLAND - OFFICE OF TRANSPORTATION - STREET SYSTEMS MANAGEMENT

This information will assist you and your bonding agent in complying with City bonding requirements for Street Opening permits.

Use

Street Opening Bonds are required for permits allowing excavation in any part of the right-of-way.

The Street Opening Bond is intended to guarantee that backfill and restoration work is done properly and that the street remains in good repair for a period of two years from the date of the completion of such work. The Street Opening Bond provides a two-year guarantee against settlement and possible damage.

The bond may serve as a guarantee for multiple permits involving excavation in the right-of-way until it is cancelled.

Completion

- Be sure that the entire bond form is completed before submission.
- An Attorney-in-Fact for the Surety must sign the bond form.
- The Surety gives their Attorney-in-Fact a power of attorney to act on their behalf, which will be attached to the bond after signing it
- The Owner or an Officer of the company being bonded must sign the bond as the Principal and list their position with the company.
- Street Systems Management must have the original signed bond. Photocopies and faxes are *not* acceptable.

Mail or deliver the completed bond to:

City of Portland
Street Systems Management
1120 SW 5th Ave., Rm 825
Portland OR 97204

THE BOND MUST BE APPROVED BY THE CITY ATTORNEY BEFORE A PERMIT CAN BE ISSUED. PLEASE ALLOW 6 BUSINESS DAYS FOR PROCESSING.

Questions

If you or your agent have any further questions, please call Street Systems Management at 503-823-7142 or send e-mail to bond@portlandoregon.gov

STREET OPENING BOND

Bond # _____

KNOW ALL MEN BY THESE PRESENTS:

That, we _____

Address _____

Phone # _____

as Principal, and _____

Address _____

Phone # _____

a corporation organized and existing under the laws of the State of _____, and duly authorized to transact a surety business in the State of Oregon, as Surety, are held and firmly bound unto the CITY OF PORTLAND, a municipal corporation of the State of Oregon, and unto whom it may concern, in the penal sum of TWO THOUSAND AND NO/100 DOLLARS (\$2,000), lawful money of the United States, for the payment of which will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

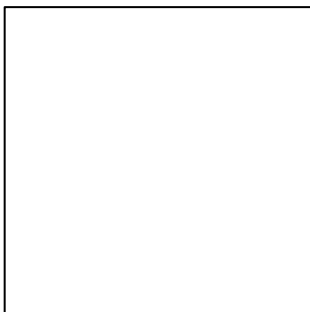
WHEREAS, the above named principal from time to time is working on projects as provided by Section 17.32.040 of the Code of the City to dig up, break into, excavate, disturb, dig under or undermine a public street or part thereof in the said City of Portland.

NOW, THEREFORE, if the above named Principal shall faithfully comply with the Code and Ordinances of the City of Portland regulating such work in effect at that time, and shall further, in performing work, immediately remove all surplus sand, earth, rubbish and other material and shall immediately place in condition satisfactory to the City Engineer, the portion of such street, alley, or public highway so disturbed, dug up, or undermined, **and shall keep such portion of said street in good repair for a period of two years from the date of the completion of such work, then this obligation shall be null and void, otherwise to remain in full force and effect.**

This bond shall not be canceled for any reason without first giving 30 days written notice to the City Engineer, 1900 SW 4th Avenue, Suite 5000, Portland OR 97201.

IN WITNESS WHEREOF, the above named parties have duly executed this instrument this _____ day of _____, 20_____.

CORPORATE SEAL



By: _____
Principal's Signature

Principal's Name & Title

By: _____
Attorney-in-Fact for Surety Signature

Attorney-in-Fact for Surety Name

Firm Name of Attorney-in-Fact

APPROVED AS TO FORM:

Address (Attorney-in-Fact)

City Attorney

Phone# (Attorney-in-Fact)

Date: _____

POWER OF ATTORNEY ATTACHED

PERFORMANCE BOND

Bond No. _____

Permit No. _____

KNOW ALL MEN BY THESEPRESENTS:

That, we _____

Address & Phone No _____

as Principal, and _____

Address _____

a corporation organized and existing under the laws of the State of _____, and duly authorized to transact a surety business in the State of Oregon, as Surety, are held and firmly bound unto the CITY OF PORTLAND, a municipal corporation of the State of Oregon, in the penal sum of 2,000 Dollars (\$), lawful money of the United States of America, for the payment whereof well and truly to be made, we and each of us, jointly and severally, bind ourselves, our and each of our heirs, executors, administrators, successors and assigns firmly by these presents.

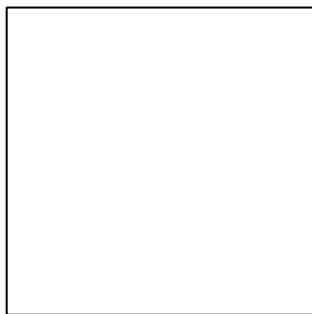
THE CONDITION OF THIS BOND IS SUCH:

That whereas the Principal herein has made application to the City Engineer of the City of Portland for a permit to **install and decommission monitoring wells** under the provisions of Ordinance No. 130672, Code of the City of Portland, and whereas said application, a copy of which is attached, when approved by the City Engineer, of said City and a permit issued, subject to and upon certain conditions, directions, stipulations, terms, provisions and requirements provided for in said permit, said permit is made a part of this bond to the same extent and effect as if written herein and specific reference now made to all the terms, provisions, specifications and requirements set out, declared and provided for in said permit;

NOW THEREFORE, if the Principal herein shall faithfully and truly observe the terms, provisions, conditions, stipulations, directions and requirements of said permit and shall in all respects, whether the same be enumerated herein or not, faithfully comply with the same and shall assume the defense of, indemnify and save harmless the City of Portland, its officers, agents and employees from all claims, liabilities, loss, damage or injury which may have been suffered or claimed to have been suffered to persons or property directly or indirectly resulting from or arising out of the operations or conduct of said Principal or any subcontractor in the performance of the work under said permit and shall indemnify and make whole the City for any injury or damage to any street, highway, avenue or road or any part thereof, resulting from the operations or conduct of said Principal or any subcontractor in connection with the performance or conduct of the work under said permit, and shall in all respects faithfully keep and observe all of said terms, provisions, conditions, stipulations, directions and requirements, then this obligation is void, otherwise it shall remain in full force and effect.

WITNESS our hands and seals this _____ day of _____, 20_____

CORPORATE SEAL



By: _____
Principal's Signature

Principal's Name & Title

By: _____
Attorney-in-Fact for Surety Signature

Attorney-in-Fact for SuretyName

Firm Name of Attorney-in-Fact

APPROVED AS TO FORM:

Address (Attorney-in-Fact)

City Attorney

Phone # (Attorney-in-Fact)

Date: _____

POWER OF ATTORNEY ATTACHED