



Community Development

Development Services Division

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Policies / Interpretations / Procedures

PRO 3039

Adopted: August 14, 2003

Last Reviewed: June 2011

MOVING OF STRUCTURES OVER PUBLIC RIGHT-OF-WAY

Procedure Summary:

Outlines the process for reviewing and approving permit applications for the moving of structures over the public right-of-way.

Background:

Several City permits may be required when a structure is moved from one site to another over City-owned public right-of-way. A building (demolition) permit is required for the site from which the structure is being moved. Another building permit is required for the site to which the building is being moved. Additionally, a moving permit is required to allow City right-of-way to be utilized during the move. This procedure focuses on the moving permit.

Discussion:

The purpose of the moving permit is to grant the applicant approval to utilize City right-of-way for this purpose and to ensure the applicant has coordinated the move with other affected parties.

Procedure:

The review timeline for moving permits is 5 business days from the time of completed permit application. The procedure for reviewing and approving permit applications for the moving of structures over the public right-of-way is as follows:

1. A Permit Technician will review the application and verify if the structure proposed to be moved is listed as a historic resource. If so, the applicant must obtain appropriate approval.
2. The applicant must submit the following in conjunction with the moving permit application:

- a. A traffic control plan which specifies the proposed location of “no parking” zones and indicates the number of “no parking” signs that will be needed

Note: this plan must be submitted a minimum of 5 working days prior to the move for review and approval by the City Engineer the following in conjunction with the moving permit application:

- b. A specific timetable for the move
- c. A detailed map showing the proposed route
- d. Written verification and approval from the following regarding the proposed route and move schedule.
 - 1. Pacific Power
 - 2. Consumer Power Inc.
 - 3. QWEST/CenturyLink
 - 4. AT&T/Comcast or other phone company
 - 5. City of Corvallis Public Works Department (fiber optic cabling, traffic signal cabling, fire alarm cabling)
 - 6. Willamette & Pacific Railroad (if applicable) - provide copy of permit issued by this company.
 - 7. Benton County Public Works Department (if applicable) - provide copy of permit issued by this department.
 - 8. Oregon Dept. of Transportation, Highway Division (if applicable) - provide copy of permit issued by this division.
 - 9. Owners of private property (including OSU) over which the structure will travel.
- e. A copy of the written notification to the owner of any property on which any vegetation is located that extends over public right-of-way (ROW) which will be trimmed or removed because of the move. If the vegetation over the ROW is a tree within the planter strip, the City Urban Forester must be contacted and consulted.
- f. The name and Construction Contractor's Board registration number of the mover. The City may request any additional information pertaining to the qualifications of the mover.
- g. A copy of the mover's insurance policy in the following amount:

General Liability:

Each Occurrence	\$1,000,000
Medical Expenses	\$5,000
Personal and Adv Injury	\$500,000
General Aggregate	\$2,000,000
Comp/Op Aggregate	\$1,000,000

Automobile Liability:

Combined Single Limit	\$1,000,000
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The certificate of insurance must name the City of Corvallis as additionally insured.

- h. Public notification in the Corvallis Gazette Times at least 48-hours prior to the move showing routes on a map and giving a schedule of times they would be on the routes.

Because of issues during past moves, staff should advise the applicant of the benefits of the additional public notification steps listed below. These steps are recommended but not required:

1. Place door hangers with notification information on the doors of all apartments and residences along the route.
 2. Contact the apartment managers of apartments along the route to enlist their help in notifying renters along the routes of the parking restrictions.
 3. Place public service announcement on the local radio stations.
 4. Contact commercial structures or religious facilities along the route that might be conducting business during the proposed time of the move.
3. During the review process, but prior to approval of the application, Civil Engineer I (CEI) will:
 - (a) Provide all pertinent information to the 9-1-1 dispatch center (The CEI may delegate this activity to the applicant).
 - (b) Ensure the demolition permit has been issued prior to or in conjunction with the moving permit. This permit will specify requirements relative to existing driveway approaches and parking areas.
 - (c) For those structures being moved to another site within Corvallis, ensure the building permit for the site to which the structure is being moved is issued prior to or in conjunction with the moving permit (unless otherwise approved by the Building Official).
 - (d) Confirm the water meter has been removed (tap card) and the sanitary sewer service to the structure has been capped and approved as part of the demolition permit .
 - (e) Ensure that the applicant is aware that he/she is responsible for posting the “No Parking” signs and providing any barricades necessary to do so (The CEI provides the No Parking signs as part of the ROW permit issued with the move permit). “No Parking” signs must be posted at least 48 hours prior to the move if cars are to be towed.
 - (f) Create ROW permit for the occupancy of the ROW during the move.
 4. After approval by the Building Official, the permit will be issued upon payment of the required fees.

5. Requests for towing of vehicles which block the path of the move in the established No Parking, Tow-Away Zone should be directed to the City Police Department (as authorized in City Municipal Code Section 6.14).
6. On the date of the move, the applicant shall ensure that required traffic control devices are in place.
7. Upon completion of the move, the applicant shall:
 - (a) Ensure the site from which the structure was moved presents no hazards to the public nor violates any other City Ordinance.
 - (b) Remove all traffic control devices used in conjunction with the move.
8. Any damage to public or private property as a result of the move is the responsibility of the permit holder.

NEXT SCHEDULED REVIEW: June 2013