



**City of Happy Valley  
Right of Way Usage  
License Application**

***Pursuant to Chapter 12.05 of the City of Happy Valley Municipal Code, except those utility operators with a valid franchise agreement from the city, every person shall obtain a license from the city prior to conducting any work in the rights-of-way.***

**Instructions:** Please provide all information requested below, including applicable application fees, to City of Happy Valley. The application must be signed by an authorized representative of the entity requesting a license.

The City will review the information and return an executed copy of the application, if approved. The copy of the executed license application will serve as the license required by Chapter 12.05.

**Contact Information/Additional Information/Instruction Directions:**

**Angela Tomasco, Senior Accountant, 503-783-3837, [atomasco@happyvalleyor.gov](mailto:atomasco@happyvalleyor.gov)**

**Applicant Information:**

<b><i>Applicant Name (Include Corporate Name registered with Oregon Secretary of State and any DBAs and affiliates that will construct, own or control any facilities in the ROW.)</i></b>		<b><i>Applicant's Authorized Contact Name(s) and Title(s):</i></b>
<b><i>Street</i></b>	<b><i>City/State/Zip</i></b>	<b><i>Phone</i></b>
<b><i>E-mail Address</i></b>		<b><i>Fax Number</i></b>

**Describe the Facilities to be Constructed or Operated:**

<b><i>General location of the existing and/or proposed facilities:</i></b>
<b><i>Description of the approximate number of feet existing and/or to be installed in the ROW:</i></b>

<b><i>Describe whether the facilities are or will be aerial or underground:</i></b>
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Describe the size of facilities and equipment that are or will be located in, on, under, over, or above the ROW:

Check all of the following that apply regarding the services to be provided by Applicant over the facilities in the ROW (see definitions in Chapter 12.05 and provide a description of the utility services to be provided):

- Cable Service
- Communications Services
- Natural Gas
- Electricity
- Water
- Sanitary Sewer
- Storm Sewer
- Other: \_\_\_\_\_

Please provide a description of the utility services to be provided:

Attach documentation or a statement that demonstrates that the applicant has received or is legally qualified to receive authorizations from state and/or federal authorities necessary to conduct the activities that will require use of the ROW.

Check box if no authorizations required

**NOTE: Application must include**

1. Certificate of insurance, or proof of self-insurance, in amounts defined by Happy Valley Municipal Code 12.05.150
2. License application fee of \$250.00

**SIGNATURES:**

By executing this License, the undersigned affirms that he/she is an authorized representative of the company ("Licensee") with the authority to execute this License Application.

I hereby certify, on behalf of Licensee, that the information provided in the license application is true and correct as of the date hereof, and that Licensee agrees to abide by the obligations set forth in Chapter 12.05 of the City of Happy Valley Municipal Code.

By:	Title	Date
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The City of Happy Valley hereby grants to Licensee the License required pursuant to Chapter 12.05 of the Municipal Code:

By:	Title	Date
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**OFFICE USE ONLY:**

Date License Issued	Date License Expires	Issued By
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Submit your completed application packet by choosing one of the options below:

**1** Mail  
City of Happy Valley  
16000 SE Misty Drive, OR, 97086 Attn:  
Angela Tomasco, Senior Accountant

**2** Fax  
503-658-5236  
Attn: Angela Tomasco  
Senior Accountant

or **3** Email  
Atomasco@happyvalleyor.gov