



(Revised 3/7/2023)

**Columbia County
Public Works Department**
415 N. Guernsey Ave
Dayton, WA 99328
phone (509) 382-2534

This is an application for a public or private utility to occupy county road right of way under the jurisdiction of the Columbia County. **The fee for processing this agreement is \$1,500.00 and includes recording fees. This fee is non-refundable.** Please make checks payable to Columbia County Department of Public Works. Processing will commence upon receipt of payment of the fee.

This form is available online at columbiaco.com or at the Public Works Department main office.

FRANCHISE APPLICATION INFORMATION

Please submit the following items with the Franchise Application form:

- Legal description of the property. This can be found on the deed.
- A construction drawing showing where the utility is being placed within the County road right of way and the details of the installation, depth, pipe size, etc.
- Complete the franchise application with as much detail as possible.
- You will most likely need to mark the road where the utility will cross or occupy the County road right of way. You can mark with white paint or a flag or arrange to meet on site.
- \$1,500.00 Franchise Fee to cover public hearing advertisement and recording fees.

Once this information is submitted a franchise document will be sent to you for signing. The document needs to be signed in front of a notary.

The franchise process takes approximately 5-6 weeks to complete after the applicant has submitted the signed franchise document. A public hearing date will be set and the franchise will be advertised twice in the local newspaper.

The Franchise fee will be used to pay for the required legal advertising and County Courthouse recording fees. The legal ads are placed in the Dayton Chronicle newspaper.

After the document has been signed by the Board of Columbia County Commissioners, it will be sent to the recording office to be made a permanent public record.

A copy of the recorded franchise document will be mailed to the applicant.

The franchise will be valid for 20 years. Upon expiration, a new franchise will need to be executed. It is the responsibility of the franchisee to keep the County informed if the property is sold or if the contact information changes.

No work shall take place in the County road right of way until the Board of Columbia County Commissioners has approved the franchise. Once they have signed the franchise a Right of Way Permit can be issued for the actual work to take place.



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FRANCHISE APPLICATION

Contact Name: _____ Phone: _____ Owner/Operator Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip code: _____ Email Address: _____ Name(s) of County Road Rights of Way to be Occupied: _____ Township: _____ Range: _____ Section: _____ Township: _____ Range: _____ Section: _____ Township: _____ Range: _____ Section: _____ Nearest County Road: _____ Distance in feet: _____	Date Submitted: _____ Type of Utility: <input type="checkbox"/> Cable <input type="checkbox"/> Phone <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Power <input type="checkbox"/> Storm <input type="checkbox"/> Other: _____ <input type="checkbox"/> Water Location of Utility: <input type="checkbox"/> Aerial <input type="checkbox"/> Buried Pipe Information: Type of Pipe: _____ Size (inches): _____ Encasement Information: Type of Encasement: _____ Size (inches): _____ System Type: <input type="checkbox"/> Gravity Flow <input type="checkbox"/> Pressurized
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General Description and Purpose of Utility Installation:	<div style="border: 1px solid black; min-height: 100px;"></div>
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Issuance of a Franchise to occupy county road right of way for constructing, operating and maintaining a utility, whether it be private or public, requires the owner to carry liability insurance in the amount of \$3,000,000 with Columbia County named as an additional insured. The insurance must be primary and non-contributory. The owner is also required to become a member of the Utility Notification System (Call Before You Dig). Owners/operators may contact One Call Concepts, 305 NE 102nd Avenue Suite 300, Portland, OR 97220 or call 1-877-668-4001. Please ask for a subscriber information packet.

Applicant indemnifies and holds harmless Columbia County from any suit, claim or action for injury or death or other cause of property damage arising from the issuance of a franchise for this utility. Applicant certifies the information given herein, including all submittals and attachments, is true and correct to the best of his/her knowledge. Applicant understands conditions may be placed on this application if approved.

<input type="checkbox"/> \$1,500 Payment Included <input type="checkbox"/> Legal Description Included <input type="checkbox"/> Drawing/Map of System Included <input type="checkbox"/> Certificate of Liability Attached <input type="checkbox"/> Owner is member of One-Call	Signature: _____ Printed Name: _____
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