**Tillamook County Public Works**503 Marolf Loop Road, Tillamook, OR 97141

County Road Phone: 503-842-3419

Solid Waste Phone: 503-815-3975

Email: pubwks@co.tillamook.or.us  
TTY Oregon Relay Service

*Land of Trees, Cheese, and Ocean Breeze*

**Tillamook County Public Works**

**Application for Road Closure by Others**

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| --- |
| Applicant Name:  Property Owner(s) Name:  Mailing Address:  Property Address:  Phone No. Email:  Location: Township Range Section Tax Lot(s) \_\_\_\_\_\_\_\_\_\_\_\_\_    Name of Road to be Closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Milepost/Location of Closure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Reason for Closure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date and Time of Closure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date and Time to Reopen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Notes:  Blocking a public road for longer than 20 minutes is considered a road closure.  Tillamook County Roads can only be closed by the authority of the Tillamook County Public Works Director (Chris Laity)  and/or Operations Superintendent.  Send request application by mail or email ([pwpermits@tillamookcounty.gov](mailto:pwpermits@tillamookcounty.gov)) at least 30 days prior to proposed closure.  After approval Applicant will be provided a “Call List” and must notify Agencies on list seven (7) days prior to closure. |
|  |

Applicants Signature: Date

Applicants Printed Name:

Road Department Signature: Date

Road Department Printed Name:

|  |
| --- |
| The applicant agrees, as a condition of this permit approval, to name Tillamook County as an additional insured on the referenced policy. Tillamook County must be designated at least seven (7) days prior to use/event. I understand and agree (initials).  **Please draw a map of the property on the next page. Include:**   * **Road name,** * **Property and Right of Way lines** * **Edge of paved surface.** * **Road approaches with dimensions along the lengths and widths.** * **Off-street parking spaces (w/ dimensions),** * **Parallel on-street parking spaces that are being proposed (w/ dimensions).**   This map will be used by the County to assess the site and determine if on-street parking can be verified for a short-term rental license. |
| N |

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| --- |
| \* For Office Use Only \* |
| Date Verified or Denied:  Fee Paid:  Special Provisions / Notes:  \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*  **Void Verification**  County Cancelled Agreement  Holder Cancelled Agreement  Date  Reason |

***\*\*\*\*\*\*CALLING LIST FOR ROAD CLOSURE BY OTHERS\*\*\*\*\*\*\****

BLOCKING A PUBLIC ROAD FOR LONGER THAN 30 MINUTES IS CONSIDERED A ROAD CLOSURE.

TILLAMOOK COUNTY ROADS CAN ONLY BE CLOSED BY THE AUTHORITY OF THE TILLAMOOK COUNTY PUBLIC WORKS DIRECTOR (Chris Laity) AND/OR OPERATIONS SUPERINTENDENT.

SEND REQUEST BY MAIL OR EMAIL (PWpermits@tillamookcounty.gov WITH THE FOLLOWING INFORMATION INCLUDED:

**Notice of road closure shall include the following written information from the contractor/project manager:**

* **TIME OF CLOSURE.**
* **ROAD NAME AND MILE POST OF CLOSURE [location].**
* **REASON FOR CLOSURE.**
* **ESTIMATED TIME FOR ROAD TO REOPEN.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AFTER APPROVAL BY THE PUBLIC WORKS DIRECTOR, NOTIFY AGENCIES SEVEN (7) DAYS PRIOR TO CLOSURE.**

* CONTRACTOR TO NOTIFY AND CONTACT AFFECTED RESIDENCES
* ARRANGE FOR HOUSEHOLDS TO ACCESS A DETOUR OR HAVE ACCESS TO THE MAIN PUBLIC HIGHWAYS PAST THE PROPOSED COUNTY ROAD CLOSURE.
* CONTRACTOR SEND VERIFICATION TO TILLAMOOK COUNTY PUBLIC WORKS BY FAX TO 503-842-6473 OR WRITTEN NOTICE THAT THE AFFECTED HOUSEHOLDS AND AGENCIES HAVE BEEN CONTACTED AND NOTIFIED OF THE UPCOMING CLOSURE PRIOR TO CONSTRUCTION.

THE CONTRACTOR OR OPERATIONS SUPERVISOR ON THE PROJECT SITE SHALL NOTIFY THE FOLLOWING:

* Tillamook County Road Department …………….... 503- 842-3419
* Tillamook County Commissioners … 503- 842-3403
* 911 Communications (Office) 503-815-1911
* KTIL Radio Station 503-842-4422
* Tillamook County Creamery Association (Transportation)……… …...........................503-842-4481
* Tillamook PUD Operation Dispatch....…............................ 503-842-2122 & 842-7458

# Appropriate Forestry Department

* U.S Forestry Service [Hebo] 503-392-3161
* Oregon State Department of Forestry 503-842-2545
* U.S. BLM 503-842-7546

# Appropriate U.S. Post Office

* Cloverdale 503-392-3393
* Manzanita 503-368-6110
* Nehalem 503-368-6109
* Rockaway Beach 503-355-2111
* Tillamook.…...........................………..........…………….…………………. 1-800-ASK-USPS

# 1 of 2

# Appropriate School District

* Nestucca Valley School District #101.............. ……………………………..……. 503-392-4892
* Neahkahnie #56.............................................. .503-355-2222
* Tillamook #9..................................................................... ..503-842-4414
* Neskowin Valley School…………………… ……………..........……………….503-392-3124
* Neahkahnie School Buses....................................................... 503-355-2008
* Nestucca School Buses…………….................. Cell 801-1433…….503-392-3194
* Tillamook School Buses............................................................ 503-842-2601

# Appropriate Communications Company

* RTI Nehalem Telecom ………........................... 503-368-5116
* CenturyLink Telephone..................................... 541-259-7275
* Charter Communications………….………………………….....................…………541-418-1962

# Appropriate Solid Waste Hauler

* Nestucca Valley Sanitary / South County........ 503-392-3438
* Oceanside Sanitary Service / Zwald Transport ........................... 503-842-1005
* R Sanitary Service/ Bay City; Garibaldi........... 503-355-2522
* Western Oregon Waste/ North Tillamook County…. Warrenton. office 503-861-0591
* City Sanitary Service/ Tillamook...................... 503-842-6262

# Appropriate City or Public Works Agency

* Manzanita Public Works…................................ 503-368-5347
* Nehalem Public Works…………....................... 503-368-5627
* Bay City Public Works…………………………...................... 503-377-4121
* Rockaway Beach Public Works….................................. 503-355-2982.or.355-2291
* Tillamook City Public Works.................................. 503-842-2343...or.842-2472

**Note:**

**For "long term" closures only [more than three days]**

**The following shall be notified in addition to the above:**

* HEADLIGHT HERALD......................... 503-842-7535

EMERGENCY COMMUNICATION CENTER WILL NOTIFY THE FOLLOWING:

* Tillamook County Sheriff................................. 503-842-2561
* Oregon State Police........................................ 503-842-4433
* Office of Emergency Management.................. 503-842-3412

# Appropriate Fire Departments

* Bay City..................................................................... 503-377-2288
* Garibaldi......................................................... 503-842-2127
* Nehalem Bay Fire & Rescue......................................................... 503-368-6800
* Nestucca Rural South of Sandlake Jct............ 503-392-3313
* Rockaway Beach.............................................. 503-355-2291
* Tillamook........................................................... 503-842-7587
* Wheeler.................................................................... 503-368-5767

**G: ADMINISTRATION\FORMS\ENGEERING JANUARY 2024**

**2 of 2**