

**INSERT UTILITY COORDINATOR LETTERHEAD**

(LETTER DATE)

(UTILITY COMPANY NAME)  
(UTILITY COMPANY ADDRESS)  
(UTILITY COMPANY CITY, STATE, ZIP)

Subject: Relocation Time Requirements  
(PROJECT NAME)  
(HIGHWAY)  
(COUNTY)  
Key Number: (PROJECT KEY NUMBER)

Attention: (UTILITY CONTACT NAME)

**INSERT THE FOLLOWING SENTENCE IF A CONSULTANT**

(CONSULTANT FIRM NAME) has been retained by the Oregon Department of Transportation (ODOT) to provide design engineering services during the design phase of the subject project located (COUNTY / CITY NAME).

Pursuant to the provisions of paragraph 734-055-0045 (4) of the Oregon Administrative Rules, Chapter 734, Division 55, you have advised ODOT (INDICATE WHETHER IN WRITING OR VERBALLY) that your relocation or adjustment work will be completed as listed below:

**Relocation Work:** (UTILITY COMPANY NAME) will relocate, adjust and/or install the following prior to construction: (FOR EACH WORK ELEMENT, IDENTIFY THE FACILITY, APPROXIMATE LOCATIONS, AND IF WORK IS A RELOCATION, ADJUSTMENT OR NEW INSTALLATION. INCLUDE DETAILS AS APPROPRIATE).

**Relocation Completion:** All work performed by (UTILITY COMPANY NAME) crews shall be completed no later than (REQUIRED COMPLETION DATE).

You may begin the above work once all agreements, permits (City, County, State) and other required documentation are in place. An ODOT permit may be necessary depending on your plan for relocation.

Once I have approved your relocation plan, contact (DISTRICT PERMIT SPECIALIST NAME), district permit specialist in (SELECT OFFICE).

YOU ARE DIRECTED TO CONTACT (PROJECT MANGER NAME), project manager, or (ASSISTANT PROJECT MANAGER NAME), assistant project manager at (PM / APM PHONE NUMBER), prior to entering on any newly acquired right of way to commence your utility relocation. The PM or APM can advise you as to any property on which the state does not yet have a legal right of entry.

Contact (INSERT NAME) to schedule an on-site meeting to review and approve your field staking. This step shall ensure that your relocated facility will accommodate the proposed project construction. With this same call, you may request that ODOT provide reference staking or marks to assist your field staking activity.

If you fail to meet the time requirement specified above, you will be subject to the provisions of OAR 734-055-0045 (6). A complete copy of this OAR subsection is enclosed for your information. The complete OAR, along with federal and state laws, rules regulations and policies pertaining to utility relocations and reimbursements, are located on ODOT's Utility Relocation Program website available at: [www.oregon.gov/ODOT/ROW/pages/Utilities.aspx](http://www.oregon.gov/ODOT/ROW/pages/Utilities.aspx).

If the time requirements stated above are incorrect, please call me at (YOUR PHONE NUMBER) as soon as possible so that I may address your concern and make a revision if possible. This notice fulfills the requirements of OAR 734-055-0045 (4).

Thank you for your cooperation.

Sincerely,

(YOUR NAME), Utility Coordinator

CC: Tammy Saldivar, State Utility Liaison ([UtilityandRailProgra@odot.state.or.us](mailto:UtilityandRailProgra@odot.state.or.us))

**Oregon Administrative Rule 734-055-0045**

- Division 55 – Pole Lines, Buried Cables, Pipe Lines, Signs, Miscellaneous Facilities and Miscellaneous Operations
- Section 45 – Removal, Relocation or Repair

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(1) The permit is issued pursuant to the law of the State of Oregon which authorizes the Commission to subsequently require applicant to remove, relocate or repair the facility covered by the permit at the sole cost of applicant.

(2) Upon receiving written notice from the Engineer to remove, relocate or repair the said facility, applicant shall within 30 days or within the time frame contained in the notice, provide to the Engineer its time estimated requirements for accomplishing the directed action.

(3) The Engineer, after applicant has provided its estimated time requirement for removal, relocation or repair of said facility, may schedule a preconstruction meeting with all applicants and affected contractors to coordinate the requested activity.

(4) The Engineer in a second notice shall direct applicant, within a specified time frame and consistent with a coordination plan, to complete the removal, relocation or repair of said facility. The time frame outlined in the notice shall take into consideration the applicant's estimated time requirements to accomplish the directed action. Such removal, relocation, or repair shall be at applicant's sole cost in accordance with said second notice and instructions received from the Engineer. Before commencing said removal, relocation or repair, applicant shall furnish such insurance and post such bond as the Engineer may consider necessary at that time in the manner provided for in OAR 734-055-0035(1) and (2).

(5) Should applicant fail to remove, relocate or repair the facility as provided in section (4) of this rule, the DM may remove, relocate or repair same and submit a statement of total costs for this work to applicant. Applicant upon receiving said statement will immediately, or within a period of time agreed upon between applicant and Engineer, pay to the Department the full amount of said removal, relocation or repair costs.

(6) If the section of highway in which applicant is required by the Engineer to remove, relocate or repair a facility is or will be under construction or reconstruction or improvement under a contract entered into between the Department and an independent contractor and applicant's failure to remove, relocate or repair said pole line, buried cable, pipe line, sign or miscellaneous facility within the time specified in section (4) of this rule, or such other time as may be specified by the Engineer, results in payment by Department to its contractor of any claim for extra compensation for any work under said contract, applicant shall be liable to the Department for payment of the amount paid to Department's contractor as a direct result of applicants failure to comply with the time requirements of the Engineer.

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Available online at <https://secure.sos.state.or.us/oard/view.action?ruleNumber=734-055-0045>