

## City of Salem Street Painting Approval Process

1. Applicant Submits Street Painting Application (to include following information):

- Applicant contact information
- Proposed dates of application (including preparation work and actual painting)
- Image of actual painting design
- Map showing design at proposed location
- List of paint colors and non-slip paint additive to be used ([See Oregon Standard Specifications for Construction - 2021](#))

2. Public Works Reviews Application/Provides Neighbor Notice

- Ensures design meets criteria in Administrative Rule 109-900
- Clarifies, as needed, required buffers from traffic control markings/devices
- Confirms no scheduled maintenance (next 3 years)
- Places Street Painting Notification Letter (with deadline to oppose the painting) in the mail to abutting/adjacent<sup>1</sup> property owners
- Completes Affidavit of Mailing

3. Public Works Initiates Street Closure (Work in Right-of-Way) Permit

- Process initiated following a minimum 10-day notification period (requires no objection from 60% of neighbors notified)
- Public Works initiates permit and finalizes required street closure/traffic control plan
- Street Painting Packet is compiled for applicant signature and pickup (PW Room 325)
  - Packet includes copy of Street Closure Permit, Traffic Control Plan, instructions for barricade pick-up and return, image release forms (required for event photos that will be shared with the City)

4. Applicant Collects Street Painting Packet and Arranges for Barricade Pick-Up and Return Date

- Collect packet from City Hall – Public Works:
  - 555 Liberty Street SE, Room 325  
Salem, OR 97301

5. INVITE YOUR NEIGHBORS AND FRIENDS TO JOIN THE FUN AND **PAINT!**

1. *Abutting* means touching along a boundary point. *Adjacent* means near or close, but not necessarily contiguous with (Salem Revised Code 111.01).