

**Sisters-Camp Sherman RFPD
Homeowner Instructions**

The Fire Department is required by Oregon law to call for a “Utility Locate” before any fire address sign post can be put in the ground. This ensures that no utility wires/lines are near the placement sight. The homeowner must mark the desired area and notify the Fire Department before the Fire Department calls to request the Utility Locate. **The sign must be positioned so it can be easily seen by an emergency vehicle approaching from either direction (with no bushes or other objects blocking it). See the diagram below for the suggested placement.**

Homeowner Responsibility: place a white 5' radius circle (a can of white spray paints works well) around where you want the address sign placed. Do this on both sides of the driveway entrance in case there are utilities on one side or the other.



After you have marked the locations send an email to firecorps@sistersfire.com give them your address and tell them you have marked the desired locations for the Utility Locators.

After the locate you could see any or all of the following colors marked near your marked site:
Underground facilities are marked with the following designated color codes:

RED	Electric power lines, cables or conduit, and lighting cables.
YELLOW	Gas, oil, steam, petroleum, or other hazardous liquid or gaseous materials.
ORANGE	Communications, cable TV, alarm or signal lines, cables or conduits.
BLUE	Water, irrigation, and slurry lines.
GREEN	Sewers, drainage facilities or other drain lines.
WHITE	Pre-marking of the outer limits of the proposed excavation or marking the centerline and width of proposed lineal installations of buried facilities.
PINK	Temporary Survey Markings.
PURPLE	Slurry and reclaimed.

Sisters-Camp Sherman Fire District Address Sign Order Form

Applicant Information

Resident's Name:
Owner's Name If Different:
Full Address:
Tax Lot # If Available:
Phone:
Homeowner must mark location. Confirm by emailing to firecorps@sistersfire.com
<input type="checkbox"/> New Sign & Post <input type="checkbox"/> Replacement Sign <input type="checkbox"/> Post Sign Only <input type="checkbox"/> Homeowner Pickup/Install
Materials & Installation \$20.00 / Make Check Payable to SCS RFPD

NOTE: An additional \$20 fee will be charged to correct homeowner address errors.

For Office Use Only

Order Date:	Order Taken By:
Paid By: Cash <input type="checkbox"/> Check <input type="checkbox"/> Check #:	
Address Confirmed By:	
For address verification please contact: Deschutes County: http://dial.deschutes.org/ Jefferson County: http://query.co.jefferson.or.us/AandTWebQuery/	
Emailed to Fire Corps Date:	Emailed By:
Locate Request Date:	Made By:
Locate Ticket Number:	
Sign Made Date:	Made By:
Sign Posted Date:	Posted By: