

City of Happy Valley – Engineering Division Plan Review Process & *Application Packet*



- Engineering Plan Review Process
- Construction Cost Estimate Breakdown
- Engineering Division Fee Schedule
- Site Development Permit Application Form
- Right of Way Permit Application Form
- Erosion Control Permit Application Form

City of Happy Valley - Engineering Division

Plan Review Process

16000 SE MISTY DRIVE, HAPPY VALLEY OR 97086 503-783-3800

SITE DEVELOPMENT PERMIT APPLICATION PACKET

This packet contains an outline of the City of Happy Valley's site development plan review process. Detailed requirements are in the *Engineering Design and Standards Manual*. The Design Engineer for the project shall be a registered professional engineer in the State of Oregon. The following outline applies only to the public improvements and civil site development; it does not apply to building structures, private plumbing, or mechanical improvements, these items are reviewed by the Building Division.

1. The Design Engineer submits to the City's Engineering Division:

- Three full size Construction Plan sets
- Supporting information and documentation, such as a geotechnical engineering report, traffic study, and wall design.
- Plan Review deposit – see attached fee schedule for deposit amount
- Detailed construction cost estimate - see attached Cost Estimate Breakdown

2. Public Improvement Plans shall include:

- Cover Sheet, Vicinity Map, General Notes
- Existing Conditions
- Erosion and Sediment Control
- Clearing and Grading
- Street Improvements
- Storm, Sanitary and Water Improvements
- Signage and Striping
- Landscaping and Irrigation
- Details

3. Grading and Civil Site Plans (Comm/Indust/Multi-family) shall include:

- Cover Sheet, Vicinity Map, General Notes
- Existing Conditions
- Erosion and Sediment Control
- Clearing and Grading
- Site Plan with finish grades and ADA routes
- On-site Utilities
- Signage and Striping
- Landscaping
- Details

4. Design Engineer simultaneously submits plans for approval to:

- The City's Service Providers (ie, Sunrise Water, WES, DEQ, Clackamas County DTD)
- Building Division for private on-site utilities

5. City Engineering Division plan review.

The City will route the construction plans to the Planning Division and Building Division for comments. Upon completion of a detailed review, the City will return one set of plans with "redline" comments to the Design Engineer. More than one review may be required. All successive sets of "redline" plans shall be returned to the City with the corresponding revised plan set.

6. Final plan review and approval.

After the Design Engineer has completed all revisions and obtained the necessary permits from affected jurisdictions (ie, Sunrise Water, WES, DEQ, and Clackamas County DTD), one full size and three half-size sets of final revised drawings shall be submitted to the City for signed approval. Additionally, a CD containing electronic files of the final approved and signed drawings in PDF and CAD format shall be submitted.

7. Construction Plan Review and Inspection Fees.

Prior to construction plan approval, the developer shall submit the Construction Plan Review and Inspection Fees for the project. The fees are based upon the construction value of the project. The most recent fee schedule is available on the City's website at www.happyvalleyor.gov

8. Performance and Maintenance Guarantees.

Prior to construction plan approval, the developer shall submit a financial guarantee for the improvements as required in *Section 16.50.080* of the City's *Municipal Code*. Upon satisfactory completion of the required public improvements, a two-year 25% maintenance guarantee shall be submitted.

9. Pre-construction Meeting.

The construction plans will be approved by the City and Water Environment Services (WES) at the project pre-construction meeting. The developer's Design Engineer is responsible for arranging the pre-construction meeting between principal representatives of the engineer, contractor, developer, City and WES in the City offices. Submit the following items at the pre-construction meeting:

- Construction Plan Review and Inspection Fees
- Performance Guarantee
- Right-of-Way permit application and fee
- Erosion Control Plan Review and Inspection Fee
- Site Development permit application
- Certificate of Insurance naming the City as additional insured

City of Happy Valley - Engineering Division
Cost Estimate Breakdown
for

Plan Review Fee and Performance Guarantee Calculations

The list below represents the basis for calculating the Engineering Division's Plan Review Fees and Performance Guarantee amounts. The list is not all-inclusive; additional items may need to be added to account for the full cost of construction. Administration, overhead, profit, incidentals, testing, surveying, and construction staking costs shall be considered incidental to mobilization and each line item. Items in parentheses are to be broken out individually within the estimate.

ITEMS IN PLACE	UNITS	Public Improvement Plans		Grading & Civil Site Plans (Comm/Indust/Multi-family)	
		Review Fee	Performance Guarantee	Review Fee	Performance Guarantee
<u>Public Improvements</u>					
Mobilization	LS	yes	yes	no	no
Centerline Monument	EA	yes	yes	no	no
Curb and Gutter	LF	yes	yes	no	no
Type C Curb	LF	yes	yes	no	no
Driveways (Residential and Commercial)	SF	yes	yes	no	no
Subgrade Treatments, Special Compaction, Soft Spot Repair	SY	yes	yes	no	no
Pavement (AC thickness, class, base & wear lifts)	SY	yes	yes	no	no
Crushed Rock Pavement Base	SY	yes	yes	no	no
Paving Treatments (fabric, grinding to match existing, seals)	SY	yes	yes	no	no
Sidewalk	SF	yes	yes	no	no
Sidewalk Ramps	EA	yes	yes	no	no
Traffic Calming (circles, tables, and humps)	EA	yes	yes	no	no
Street Barricade – Type III	EA/LF	yes	yes	no	no
Street Sign Assembly	EA	yes	yes	no	no
Thermoplastic Striping (width, color, buttons)	EA/LF	yes	yes	no	no
Street Lights and Poles	EA	yes	yes	no	no
Landscaping (street trees, planter strip ground cover, open spaces)	EA/LS	yes	yes	no	no

ITEMS IN PLACE	UNITS	Public Improvement Plans		Grading & Civil Site Plans (Comm/Indust/Multi-family)	
		Review Fee	Performance Guarantee	Review Fee	Performance Guarantee
<u>Site Grading</u>					
Erosion Control Measures, Tree-Protection Fencing	LS/LF EA	no	yes	no	yes
Mass Grading Activities (clearing, stripping, grubbing, excavation, import fill, stockpiling, excluding haul-off and disposal costs)	CY	yes	yes	yes	yes
Retaining Walls	SF	yes	yes	yes	yes
<u>Privately Maintained Streets & Parking Lots</u>					
Curbs (subdivisions only)	LF	yes	yes	no	no
Paving (fire access, common drives)	SY	yes	yes	no	no
Sidewalks (subdivisions only)	SF	yes	yes	no	no
ADA infrastructure	SF	yes	yes	yes	yes
Private signage and striping	LS	yes	yes	yes	yes
<u>Storm Sewer System</u>					
Taps, connect to existing, special fittings, and collars	EA	yes	yes	no	no
Pipe (size, material, class, anchor blocks, trench excavation & backfill)	LF	yes	yes	no	no
Structures (manholes, clean-outs, inlets: types, size)	EA	yes	yes	no	no
Headwalls and other special construction	EA	yes	yes	no	no
Private sewer laterals (subdivisions only)	LF	yes	yes	no	no
Storm Water Management Facilities - Public and private (Include plants and border plantings, fencing, gates and other amenities)	LS/EA	yes	yes	yes	yes

ENGINEERING DIVISION FEES

Plan Reviews - Public Improvement Plans [\(Res. 06-10, Effective 5/04/06\)](#)

- 0 to \$10,000 Construction Value 8% of Construction Value
- \$10,001 to \$50,000 Construction Value..... \$800.00 + 7% of Construction Value
- \$50,001 to \$100,000 Construction Value..... \$3,600.00 + 6% of Construction Value
- Over \$100,001 \$6,600.00 + 5% of Construction Value

Deposit upon initial submittal of construction plans

- 1 to 10 Lots \$500.00 deposit per lot
- 11 to 30 Lots \$400.00 deposit per lot
- Over 30 Lots..... \$300.00 deposit per lot

Plan Reviews – Grading and Civil Site Plan review for all non-single family (detached and attached), duplex and triplex development¹ [\(Res. 06-10, Effective 5/04/06\)](#)

- \$0-\$10,000 Construction Value 10% of Construction Value
 - Construction Plan Deposit Required \$500
- \$10,001 to \$50,000 Construction Value..... \$2,500.00 + 5% of Construction Value
 - Construction Plan Deposit Required \$3000
- \$50,001 to \$100,000 Construction Value..... \$5,500.00 + 5% of Construction Value
 - Construction Plan Deposit Required..... \$5000
- \$100,001 to \$500,000 Construction Value..... \$7,500.00 + 5% of Construction Value
 - Construction Plan Deposit Required..... \$5000
- Over \$500,001 Construction Value..... \$28,500.00 + 2.5% of Construction Value
 - Construction Plan Deposit Required..... \$5000
- Fourth Plan Review (and beyond) [\(Res. 16-42, Effective 11/1/2016\)](#)..... Hourly Rate

Erosion and Sediment Control Plan Review and Inspection Fees [\(Res. 06-10, Effective 5/04/06\)](#)

Development requiring land division, Multi-Family, Commercial, Industrial and Institutional Development

- Base fee up to one acre \$500
- Sites over one acre add \$100 per acre or fraction thereof

Public Right-of-Way Permit [\(Res. 16-42, Effective 11/1/2016\)](#) \$300

\$300 or 5% of construction value, whichever is higher

Re-Inspection Fee.....\$100

Road Closure Permit [\(Res. 11-08, Effective 5/3/2011\)](#) \$750

Reimbursement District Formation [\(Res. 11-08, Effective 5/3/2011\)](#) \$250

Right of Way Usage Fee [\(Res. 16-13, Effective 7/1/2016\)](#)

Registration Fee/License Fee..... \$250

Annual Fee Rate

Utility Service	ROW Usage Fee Rate
Electric	5% of gross revenue
Natural Gas	5% of gross revenue
Communications	7% of gross revenue

Cable	5% of gross revenue
Water	5% of gross revenue
Sanitary Sewer	5% of gross revenue
Storm Sewer	5% of gross revenue

Minimum Annual Fee

Total Linear Feet of Utility Facilities in Right of Way	Minimum Annual ROW Usage Fee
Up to 5,000 feet	\$5,000
5,001 to 10,000 feet	\$7,500
10,001 to 20,000 feet	\$10,000
More than 20,000 feet	\$15,000

Attachment Fee\$5000

1 All applicable System Development Charges due in conjunction with grading, paving or other improvement projects not requiring a building permit are required to accompany Engineering Plan Review permits.

Engineering Division SITE DEVELOPMENT Permit/Application

City of Happy Valley
16000 SE Misty Drive, Happy Valley, OR 97086
Phone (503) 783-3800 Fax (503) 658-5214
www.happyvalleyor.gov



SITE DEVELOPMENT PERMIT # _____

OWNER/APPLICANT INFORMATION
Business Name:
Address:
City/State/Zip:
Contact Name:
(24 hr) Phone:
E-mail:
CONTRACTOR INFORMATION
Business Name:
Address:
City/State/Zip
Contact Name:
(24 hr) Phone:
E-mail:
CCB #:
Happy Valley Business License #:
DESIGN ENGINEER INFORMATION
Business Name:
Address:
City/State/Zip:
Contact Name:
Phone:
E-mail:
STRUCTURAL ENGINEER INFORMATION
Business Name:
Address:
City/State/Zip:
Contact Name:
Phone:
E-mail:

SITE INFORMATION
Address:
City/State/Zip:
Subdivision/ Project Name:
Lot # or Tax Map/Parcel #:
Number of Lots:
Nearest Cross Street:
RETAINING WALLS
Retaining Wall(s) > 4' High: Yes <input type="checkbox"/> No <input type="checkbox"/>
Length: _____ Height: _____
Calculations Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>
EARTHWORKS
Estimate of proposed Work
Width (ft.) _____ Length (ft.) _____ Depth (ft.) _____
Cut Amount (cy.):
Fill Amount (cy.):
Spoils Haul Location:
Address:
City/State/Zip:
Spoils Site Contact Name:
Phone:
Estimated Start Date:
Estimated Completion Date:

ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-001 through OAR 952-001-090.

You may obtain copies of these rules by calling 503-232-1987.

CERTIFICATE OF INSURANCE INFORMATION
Prior to issuance of Site Development Permit, Contractor must submit to the City a Proof of Insurance Certificate naming the City of Happy Valley as additional insured.
Insurance Agent/Producer:
Policy Number:
Expiration Date:
Insurance Provider:

BONDING INFORMATION
Financial Security Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
Security Amount: _____
Bond Number: _____
Cash Deposit Amount: \$ _____
Bank Set Aside Amount: \$ _____

Signature of Owner/Applicant is required prior to issuance of this Permit.
Signature page is found on page 2 following the "Comply with the "General Terms and Conditions" statement.

Engineering Division RIGHT OF WAY/UTILITY Permit/Application

City of Happy Valley

16000 SE Misty Drive, Happy Valley, OR 97086 Phone (503) 783-3800 Fax (503) 658-5214

permits-engineering@happyvalleyor.gov



OWNER/APPLICANT INFORMATION
Name:
Address:
City/State/Zip:
Contact Name:
(24 hr.) Phone:
E-mail:
CONTRACTOR INFORMATION
Business Name:
Address:
City/State/Zip:
Contact Name:
(24 hr.) Phone:
E-mail:
CCB#
Happy Valley Business License #:
CERTIFICATE OF INSURANCE INFORMATION
Prior to issuance of Right of Way Permit, Contractor must submit to the City a Proof of Insurance Certificate naming the City of Happy Valley as additional insured. The certificate must be accompanied by the supporting endorsement materials.
A bond surety to cover cost of work in the right of way may also be required.
Insurance Coverage Provider:
Policy Number:
Expiration Date:
Bond Surety Company (If Applicable):
Bond Amount (If Applicable):

R/W PERMIT # _____

LOCATION OF WORK
Street Address:
Between/At/Near:
Distance from Street Centerline (ft.):
Distance from Right of Way (ft.):
PROJECT INFORMATION (Check all that are applicable)
Type of work:
TYPE 1 (Minor property modifications or temporary encroachment)
<input type="checkbox"/> Driveway Approach <input type="checkbox"/> Sidewalk Installation <input type="checkbox"/> Encroachment
TYPE 2 (Franchise utility work or public sewer & water extensions)
<input type="checkbox"/> Cable <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Phone <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Storm
Method of Utility Work: <input type="checkbox"/> Street Cut/Trench <input type="checkbox"/> Bore/Hog Hole
TYPE 3 (Full scale development - associated with a land use decision)
<input type="checkbox"/> Subdivision <input type="checkbox"/> Partition <input type="checkbox"/> Street Widening
Land Use File No. _____
TYPE 4 (Road Closure)
(Fee \$500 minimum) \$ _____
Brief Description of Work:
Estimated Start Date:
Estimated Completion Date:
Estimated Cost of Work within the Right of Way:

Signature of property owner is required prior to issuance of this permit.

Signature page is found on page 3 of this application - following a "Comply with the "General Terms and Conditions" statement.

OFFICE USE ONLY

City Project No./Subdivision Name: _____
Subdivision Lot No.(s): _____

PERSON PERFORMING WORK: Owner Contractor

TRAFFIC CONTROL PLAN REQ'D: Yes No

SCHOOL NOTIFICATION REQ'D: Yes No

Fee is \$300 or 5% of the Construction Value, whichever is greater. (Res. 11-08 Effective 5/3/11) FEE: \$ _____
RECEIPT NO. _____

APPROVED: Yes No

IF YES, date of expiration: _____ If NO, reason for denial: _____

Engineering Division Approval

Date

ADDITIONAL CONDITIONS:

Bond Surety/Cert. of Ins. Required See Attachments/Details

ASSIGNED INSPECTOR:

RIGHT OF WAY/UTILITY PERMIT
GENERAL TERMS AND CONDITIONS

1. This permit is issued by the City and is subject to Happy Valley Municipal Code Chapters 12.04, *Road Standards* and Chapter 12.05 *Utility Facilities in Public Rights-of-Way*, and the terms and conditions contained herein and/or attached hereto, as accepted and approved by Applicant.
2. Unless otherwise addressed in a franchise agreement, all utility related work in the Right-of-Way must comply with Chapter 12.05 of the Happy Valley Municipal Code and the following general terms and conditions apply to Right-of-Way/Utility Permits.
3. This permit is valid for 120 days (180 days for an approach permit) from date of issue unless specified differently in this application.
4. CALL 503.783.3800 FOR INSPECTIONS **48 hours in advance**. All trench backfill, subgrade proof rolls, pavement restoration shall be observed by the City Inspector. All concrete forms shall be inspected by the City Inspector prior to and following pour.
5. As used in this permit:
 - "Applicant" means person, agent, firm or corporation requesting temporary use/activity within the public right of way.
 - "Owner" is any person, agent, firm or corporation having a legal or equitable interest in the adjacent property which the permitted activity is occurring.
 - "City" means the City of Happy Valley.
 - "Design Manual" means *The City of Happy Valley Engineering Design and Standard Details Manual*.
6. Unless waived, the applicant shall provide insurance and bonds as required by 12.04.100.

WORKSITE

7. The Applicant/Owner shall give the City unconditional and absolute permission to enter the property described herein at any time to conduct inspections of any and all work being done and understands that if inspectors are refused access, the City may immediately revoke this permit without any further notice and without any hearing prior to revocation. The Applicant also understands that any refusal to allow entry or access under this permit constitutes a violation of the City of Happy Valley Code.
8. Unless otherwise addressed in a franchise agreement, the Applicant shall be responsible and liable for all accidents, environmental clean-up, damages or injuries to any person or property resulting from the construction, maintenance, repair, operation or use of a facility for which the Applicant may be legally liable. The Applicant shall defend, indemnify and hold the City and its officers, employees, agents and representatives harmless from and against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which they or any of them may sustain by reasons of the acts, conduct or operation of the Applicant, his agents or employees in connection with the construction, maintenance, repair, operation or use of said facility. If the Applicant has an established franchise agreement with the City of Happy Valley, that agreement shall control.
9. The work area and approach roads shall be maintained in a clean condition, free from obstruction and hazards. The street shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City. The spreading of mud or debris upon any street is strictly prohibited and this violation shall be cause for immediate cancellation of the permit. Clean up shall be at the Applicant's expense.
10. Upon completion of the work, disturbed landscaped areas shall be restored or replaced to equal or better than pre-construction conditions. Existing signs, pavement markings, mailboxes, etc. shall be reinstalled or replaced, with like kind of material. Obtain City approval for all restoration work performed.

TRAFFIC

11. The permittee shall protect the work area with sufficient traffic controls reviewed by the City Engineer or designee before work begins. The permittee shall at all times ensure the presence of such workers, tools and materials, flaggers, barricades and other safety devices as may be necessary to properly protect bicyclists, pedestrians, construction personnel and vehicular traffic upon the roadway, and to warn and safeguard the public against injury or damage resulting from the work.
12. Applicant must submit a job specific traffic control plan if specified to do so. A copy of the traffic control plan shall be readily available at the work area. Traffic control devices, flag persons, etc., shall be in place prior to initiation of construction work and shall be effectively maintained throughout the duration of the project. Traffic control shall be in accordance with the current editions of the "Manual on Uniform Traffic Control Devices [MUTCD] for Streets and Highways", U.S. Dept. of Transportation, FHWA, American Traffic Safety Services Association [ATSSA], and Oregon Temporary Traffic Control Handbook [OTTCH].
13. The public roadway shall not be closed to traffic, at any time, without obtaining written approval from the City Engineer. The Applicant is responsible to provide 48 hour advance notice of traffic flow disruptions to affected businesses, residents and area wide Emergency Services: 503.783.3800 (Happy Valley Code Enforcement), 503.742.2606 (Clackamas County Fire District), 503.962.4949 (Tri-Met), 503.353.6000 (North Clackamas School District) and other service providers impacted by such closure.
14. Access to existing properties shall be maintained at all times, including delivery and mail service.

CONDITIONS CONTINUED ON NEXT PAGE

15. Construction hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. Saturday and Sunday. The following activities are NOT allowed on Sunday: site clearing, earth moving, installation or construction of underground utilities, paving of streets or sidewalks, foundation framing and pouring, and structural framing.

EXCAVATION AND CONSTRUCTION

16. IMPORTANT NOTE: EXCAVATORS MUST POTHOLE TO LOCATE UNDERGROUND UTILITY FACILITIES. Oregon law requires the rules adopted by the Oregon Utility Notification Center to be followed if the work involves excavation. Those rules are set forth in OAR 952-001-0001 through OAR 952-001-0100. You may obtain copies of the rules by calling the Oregon Utility Notification Center at 1-800-332-2344 or visiting their website at <http://www.callbeforeyoudig.org/>.
17. Other persons, companies, districts, and utilities occupy the public right-of-way. The Applicant shall immediately notify the specific facility(ies) and/or owner(s) if facilities are encountered. Relocation of existing facilities will be at Applicant's expense.
18. Trench excavation and backfill within existing paved areas shall comply with Drawing Nos. 200 and 205 or 210 of the Design Manual.
19. Control density fill (CDF) shall be used as backfill material on collector and arterial streets and in all trenches in paved areas not parallel to the roadway and all trenches parallel to the roadway that are less than 50' in length. Maximum compressive strength shall be between 50 and 150 PSI as shown in Drawing No. 210 of the Design Manual.
20. Asphalt pavement replacement shall be a minimum of four (4) inches of hot Asphaltic Concrete (AC), or match existing AC depth, whichever is greater and shall be compacted in lifts not to exceed three (3) inches as shown on Drawing No. 160 of the Design Manual.
21. Sidewalk installation & replacements must FULL PANEL. No partial cutting or placement of panels is allowed. Panels must be four (4) inches thick, 3,300 lb. ready-mix concrete and sloped up 2% from top of curb to back of walk.
22. A residential driveway approach must be constructed with six (6) inches thick, 3,300 lb. ready-mix concrete and shall have a minimum width of 12 feet. Curb shall be removed to its entire depth and replaced to a height of one (1) inch above gutter per Drawing No. 270. All existing edges are to be saw cut. All damaged pavement must be sawcut and repaired within two (2) days following completion of approach. Commercial driveway approaches shall be reinforced with 6x6 10-gauge rebar and constructed per Drawing No. 275.
23. A temporary hard-surface patch shall be placed on trenches within roadways at the completion of each workday. Approval of patching methods MUST be obtained in advance of placement. No trench shall be left at any time in an open or unsafe condition. Applicant is responsible for and is liable for hazards or damage resulting from the work performed.

**SPECIAL REQUIREMENTS
FOR DEVELOPMENT PROJECTS WITH LAND USE APPROVAL**

24. A copy of the permit including a Certificate of Insurance, approved construction plans, details and amendments shall be readily available at the work areas. All work shall conform to special terms and conditions of this permit, the approved permit plans, approved plan amendment (if applicable), to the City's standards and specifications and to these General Conditions. Changes to any of these must be approved by the City in advance of work performance
25. Prior to commencement of work, approved erosion control devices must be inspected and approved by the City in accordance with the projects' erosion control permit. The City may at any time order corrective action and suspend work to accomplish effective erosion control.
26. Applicant shall submit daily inspection reports on a weekly basis, to the City's inspector per Engineering Services Agreement.
27. Existing monuments, property corners, and survey markers shall be protected. Replacement shall be at the Applicant's expense.
28. The City Inspector may, at his/her discretion, require tests and or reports from the applicant to validate claims of material or construction adequacy/compliance. Such tests/reports shall be provided at the Applicant's expense.

<p>THIS RIGHT-OF-WAY PERMIT IS SUBJECT TO GENERAL TERMS AND CONDITIONS. By acceptance of this permit the Owner/Applicant acknowledges receipt of the General Terms and Conditions, has had an opportunity to review them, agrees they are part of this permit, and agrees to be bound by them. If the General Terms and Conditions are not fully included with this permit, call 503 783-3800 to receive a copy.</p> <p>NOTE: A copy of this permit must be at the work site at all times during construction. Call 503 783-3800 twenty-four (24) hours prior to commencing work.</p>	<p>I have read and will comply with the "General Terms and Conditions" as appear on page 2 & 3 of this application and any additional conditions set forth in writing by the City and agreed to by the Applicant. I understand the site will be inspected to comply with the City of Happy Valley Ordinance No. 138 to ensure it is in compliance with the City Municipal Code Chapter 15.12 – "Infill and Grading".</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="display: flex; justify-content: space-between;">Owner/Applicant SignatureDate</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="display: flex; justify-content: space-between;">Printed Name</p>
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Rev 11/09/17

Send completed application to City of Happy Valley

Hand deliver to: 16000 SE Misty Drive, Happy Valley, OR 97086

OR

Email to: permits-engineering@happyvalleyor.gov

Print

**EROSION/SEDIMENT CONTROL PERMIT
GENERAL TERMS AND CONDITIONS**

1. Permit is valid for the duration of the associated SDP (1-year from date of issuance) or Minor Grading and/or Right of Way Permit (180 days).
2. You are required to call for an Erosion/Sediment Control Inspection before undertaking any construction, grading or excavation. CALL 503.783.3800 for an inspection **48 hours in advance**.
3. A final Erosion/Sediment Control Inspection is required before project is accepted or complete.
4. The city will conduct additional Erosion/Sediment Control Inspections during construction, and/or require the implementation of additional Erosion/Sediment Control Measures if the City deems such measures to be necessary. Any site in non-compliance will be re-inspected. Re-inspection fees may be charged on those sites that fail to take corrective actions in full by the time of the next inspection. Stop Work Orders will be issued on sites that continue to fail to comply with Erosion/Sediment Control Requirements.
5. Wet weather Erosion/Sediment Control Measures shall be in place and operational prior to the wet weather season between October 1st and May 31st.
6. As used in this permit:
 - "Applicant" means property owner.
 - "Owner" is any person, agent, firm or corporation having a legal or equitable interest in the property which is being effected by the permitted activity.
 - "City" means the City of Happy Valley.
 - "Design Manual" means the City of Happy Valley *Engineering Design and Standard Manual*.
7. This permit is issued by the City of Happy Valley subject to the City of Happy Valley Municipal Code, the City's *Engineering Design and Standards Manual*, the construction plans and these Terms and Conditions.
8. The Applicant shall give the City unconditional and absolute permission to enter the property described herein at any time to conduct inspections of any and all work being done and understands that if inspectors are refused access, the City may immediately revoke this Permit without any further notice and without any hearing prior to revocation. The Applicant also understands that any refusal to allow entry or access under this Permit constitutes a violation of the City of Happy Valley Code.
9. The Applicant shall be responsible and liable for all accidents, environmental clean-up, damages or injuries to any person or property resulting from the construction, maintenance, repair, operation or use of a facility for which the Applicant may be legally liable. The Applicant shall indemnify and hold harmless City of Happy Valley, its City councilors and all officers, employees or agents against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which they or any of them may sustain by reasons of the acts, conduct or operation of the Applicant, his agents or employees in connection with the construction, maintenance, repair, operation or use of said facility.
10. The work area and approach roads shall be maintained in a clean condition, free from obstruction and hazards. The street shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City. The spreading of mud or debris upon any street is strictly prohibited and this violation shall be cause for immediate cancellation of the Permit. Clean up shall be at the Applicant's expense.
11. Upon completion of the work, disturbed landscaped areas shall be restored or replaced to equal or better than pre-construction conditions.
12. The Applicant shall maintain general Liability Insurance per Municipal Code Section 16.50.80.B.3, *Liability Insurance*. The City of Happy Valley shall be named as additional insured using the appropriate additional insure endorsement, which shall protect the City from any and all liability related to the construction or maintenance of the facility.
13. Mud or debris shall not be deposited upon any street during construction activities. Any occurrence shall be cause for an immediate STOP WORK ORDER. Affected streets shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City. Clean up shall be at the Applicant's expense.
14. Applicant shall submit a Daily Inspection Report on a weekly basis to the City's Inspector.

The City Inspector may, at his/her discretion, require tests and or reports from the Applicant to validate claims of material or construction adequacy/compliance. Such tests/reports shall be provided at the Applicant's expense.

I have read and will comply with the "General Terms and Conditions" as appear above. I understand that I am required to call the City for an inspection prior to any construction, grading or excavation with the exception of that work which is for Erosion/Sediment Control purposes. I understand that until the site Erosion/Sediment Control Measures have been accepted by the City that no other construction activity may be allowed.

Owner/Applicant's Signature

Date

Printed Name

OFFICE USE ONLY

SDP # : _____

Minor Grading Permit and/or ROW Permit #: _____

Base Permit Fee (up to One Acre)	\$500.00
Add' \$100 per acre (or fraction thereof)	\$
TOTAL EROSION/SEDIMENT PERMIT FEE	\$

Issue Date: _____ *Exp. Date:* _____

Receipt No.: _____

Engineering Division Approval

Engineering Division
MINOR GRADING & RETAINING WALL
(Under 1,000 Cubic Yards)
Permit/Application

City of Happy Valley
 16000 SE Misty Drive, Happy Valley, OR 97086
 Phone (503) 783-3800 Fax (503) 658-5214
 www.happyvalleyor.gov



OWNER/APPLICANT INFORMATION
Name:
Address:
City/State/ZIP:
Contact Name:
(24 hr.) Phone:
E-mail:
CONTRACTOR INFORMATION
Business Name:
Address:
City/State/zip:
Contact Name:
(24 hr.) Phone:
E-mail:
CCB#:
Happy Valley Business License #:

M. GRADING / RET. WALL PERMIT # _____

SITE INFORMATION
Address:
City/State/ZIP:
Nearest Cross Street:
Subdivision/Project Name:
Lot # or Tax Map/Parcel #:
TYPE OF WORK
<input type="checkbox"/> Grading (Cut or Fill) <input type="checkbox"/> Retaining Wall Const. <input type="checkbox"/> Paving/Gravel Placement <input type="checkbox"/> Other:
DESCRIPTION OF WORK
Estimate of Proposed Work
Retaining wall over 4 feet tall: <input type="checkbox"/> Yes <input type="checkbox"/> No (Walls over 4 feet in height require design and details to be stamped by a professional engineer.)
Estimated Start Date:
Estimated Completion Date:

ADDITIONAL SUBMITTAL INFORMATION
<p>Submit 2 sets of plans which include the following:</p> <ol style="list-style-type: none"> Scaled plot plan showing existing and proposed development, including buildings, roads, retaining walls, utilities, drainage ways and rivers. Contour lines showing elevation changes. Size of area to be affected with the grading. <p>Note: Private plumbing permit through the Building Division is required if drain pipe is proposed. Additional permits may be required through Water Environmental Services (WES) if improvements increase the impervious area more than 5000 SF.</p>

EXEMPTIONS FROM GRADING PERMIT
Exemption from Grading Permit if:
<input type="checkbox"/> Cut is less than 25 CY. <input type="checkbox"/> Fill < 1 foot AND placed on slope < 5:1. <input type="checkbox"/> Fill < 3 feet deep AND no intended to support structures.

ESTIMATED CONSTRUCTION VALUE
Grading Plan Review and Permit Fee: 10% of grading and retaining wall construction value. Minimum Permit Fee = \$150.00
Construction Value: \$
Grading Value: \$
Retaining Wall(s) Value: \$
TOTAL: \$

Signature of Owner/Applicant is required prior to issuance of this Permit.
 Signature page is found on page 2 following a "Comply with the "General Terms and Conditions" statement.

**MINOR GRADING AND RETAINING WALL PERMIT
GENERAL TERMS AND CONDITIONS**

1. Permit is valid for 180 days from date of issue or as specified in an attachment.
2. An Erosion/Sediment Control Permit is required as part of this permit.
3. Retaining wall shall be approved and signed by licensed engineer.
4. As used in this permit:
 - "Applicant" means person, agent, firm or corporation requesting temporary use/activity within the public right of way.
 - "Owner" is any person, agent, firm or corporation having a legal or equitable interest in the property which is being effected by the permitted activity.
 - "City" means the City of Happy Valley.
 - "Design Manual" means *The City of Happy Valley Engineering Design and Standard Details Manual*.
5. Construction hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. Saturday and Sunday. The following activities are **NOT allowed on Sunday**: site clearing, earth moving, installation or construction of underground utilities, paving of streets or sidewalks, foundation framing and pouring and structural framing.
6. Call 503.783.3800 FOR INSPECTIONS **48 hours in advance**. All trench backfill, subgrade proof rolls and pavement restoration shall be observed by the City Inspector.
7. This permit is issued by the City of Happy Valley subject to the City of Happy Valley Municipal Code, the City's *Engineering Design and Standard Details Manual*, the construction and these Terms and Conditions.
8. Excavators must pothole to located underground utility facilities. In addition, Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center if the work involves excavation. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at 503.232.1987.
9. The applicant shall give the City unconditional and absolute permission to enter the property described herein at any time to conduct inspections of any and all work being done and understands that if inspectors are refused access, the City may immediately revoke this Permit without any further notice and without any hearing per prior to revocation. The Applicant also understands that any refusal to allow entry or access under this Permit constitutes a violation of the City of Happy Valley Code.
10. The Applicant shall be responsible and liable for all accidents, environmental clean-up, damages or injuries to any person or property resulting from the construction, maintenance, repair, operation or use of a facility for which the Applicant may be legally liable. The Applicant shall indemnify and hold harmless City of Happy Valley, its city councilors and all officers, employees or agents against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which they or any of them may sustain by reasons of the acts, conduct or operation of the Applicant, his agents or employees in connection with the construction, maintenance, repair, operation or use of said facility.
11. The work area and approach roads shall be maintained in a clean condition, free from obstruction and hazards. The street shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City. The spreading of mud or debris upon any street is strictly prohibited and this violation shall be cause for immediate cancellation of the Permit. Clean up shall be at the Applicant's expense.
12. Upon completion of the work, disturbed landscaped areas shall be restored or replaced to equal or better than pre-construction conditions.
13. The Applicant shall maintain general liability insurance per Municipal Code Section 16.50.080.B.3. The City of Happy Valley shall be named as additional insured using the appropriate additional insured endorsement, which shall protect the City from any and all liability related to the construction or maintenance of the facility.
14. Mud or debris shall not be deposited upon any street during the construction activities. Any occurrence shall be cause for an immediate STOP WORK ORDER. Affected streets shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City. Clean up shall be at the Applicant's expense.
15. The Applicant shall obtain a City of Happy Valley Erosion Control Permit prior to or concurrently with this application.
16. Applicant shall submit a daily Inspection Report on a weekly basis to the City's Inspector.
17. The City inspector may, at his/her discretion, require tests and or reports from the Applicant to validate claims of material or construction adequacy/compliance. Such texts/reports shall be provided at the Applicant's expense.

I have read and will comply with the "General Terms and Conditions" as appear above. I understand that I am required to call the City for an inspection prior to any construction, grading or excavation with the exception of that work which is for erosion control purposes. I understand that no construction will start until erosion control measures are inspected and approved in accordance with the Erosion/Sediment Control Permit for this work by the City.

Owner/Applicant's Signature

Date

Printed Name

OFFICE USE ONLY

ESC Permit #: _____

Minor Grading No.: _____

10% Grading Cost	\$
10% Retaining Walls	\$
TOTAL PERMIT FEE (\$150 min)	
	\$

Issue Date: _____ Exp. Date: _____

Receipt No.: _____

Engineering Division Approval

