City of Happy Valley – Engineering Division

Plan Review Process

& Application Packet

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

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City of Happy Valley - Engineering Division

Plan Review Process

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 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. Note: The Design Engineer for the project shall be a registered professional engineer in the State of Oregon.

1. **The Design Engineer submits to the City's Engineering Division:**
    - Electronic construction plans in PDF format to the Engineering Division via email at: *plans-engineering@happyvalleyor.gov*.
    - A Transmittal Memo and supporting documentation, such as a geotechnical engineering report, traffic study, and wall design (submitted electronically).
    - Plan Review deposit – see attached fee schedule for deposit amount. Note: Review will not begin until the deposit has been received and ONLY the deposit is due and time of initial submittal. Permit fees will be assessed by the City's project engineer and will be based on the final engineer's estimate.
    - Detailed construction cost estimate - see attached Cost Estimate Breakdown.
2. **Public Improvement Plans shall include that which is noted on the Plan Submittal Checklist including:**
    - 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 that which is noted on the Plan Submittal Checklist including:**
    - 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 (i.e., Sunrise Water, Water Environment Services (WES), DEQ, Clackamas County DTD)
    - City of Happy Valley 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 "redline" comments to the Design Engineer. Depending on the size of project multiple reviews may be required. The fee schedule assumes there will not be more than 4 reviews required. If more than this is required, additional fees may be assessed (See Fee Schedule).

6. **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*.

7. **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.

8. **Final plan review and approval.**
   After the Design Engineer has completed all revisions and obtained the necessary permits/approvals from affected jurisdictions (i.e., Sunrise Water, WES, DEQ, and Clackamas County DTD), three (3) hardcopy half size sets of plans shall be provided at the preconstruction meeting for signing by the City and WES. Once all signatures have been received the Design Engineer shall provide a signed electronic (full size) set of plans to the city by emailing them to *plans-engineering@happyvalleyor.gov*.

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 project including the engineer, contractor, developer, City and WES. The meeting is to take place at City Hall. Unless approved by the City's project manager, the following must occur PRIOR to the meeting.

    - Construction Plan Review and Inspection Fees paid.
    - Performance Guarantee received and approved.
    - Construction permit applications (i.e. Right of Way, Erosion Control, Site Development) received, paid and approved.
    - Certificate of Insurance of **both** the Developer and the Contractor (including supporting endorsement documentation) naming the City as additional insured and as certificate holder received and approved.

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
Public Improvements					
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
Site Grading					
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
Privately Maintained Streets & Parking Lots					
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
Storm Sewer System					
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 development[1] (Res. 06-10, Effective 5/04/06)

		Required Deposit
0 to $10,000 Construction	10% of Construction Value	$500
$10,001 to $50,000 Construction Value	$2500.00 + 5% of Construction Value	$3000
$50,001 to $100,000 Construction Value	$5500.00 + 5% of Construction Value	$5000
$100,001 to $500,000	$7500.00 + 5% of Construction Value	$5000
Over $500.001	$28,500.00 + 2.5% of Construction Value	$5000
Fourth Plan Review (and beyond)	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)

Type I (Example: Driveways and Approaches) Res. 18-47 Eff. 9/18/18	$150.00*
Type II (Franchise Utility Work) and Type III (Full Scale Development)	5% of construction value or minimum $300.00
Re-Inspection Fee	$100

* For sidewalk panel replacement and other minor work in the ROW caused by street trees and associated root systems, public right-of-way fees shall not apply.

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

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 Plan Submittal Checklist

Based upon the City's Engineering Design Manual, most recent edition

Land Use File No. _____

Project Name _____

1. General

- ☐ Submit Construction Plans Electronic Plans via email to plans-engineering@happyvalleyor.gov
- ☐ Construction plans are 95% complete
- ☐ Plan Review Deposit
- ☐ Plans are stamped by a professional engineer, registered in the State of Oregon
- ☐ Submittals and supporting documentation
  - Transmittal Memo
  - Engineer's Cost Estimate
  - Signed & Stamped Plan Submittal Checklist
  - Geotechnical Engineering Report
  - Wall Design
  - Turning Exhibits for Garbage Trucks, Emergency Vehicles and Delivery Trucks
  - Traffic Study
  - Storm Drainage Report

2. Construction Drawing Format

- ☐ Plan sheets are 22" x 34" (*ANSI D*) or 24" x 36" (*ARCH D*).
- ☐ A vicinity map is located on the Title Sheet
- ☐ The City's standard General Notes shall be included in the Construction Notes for each project. See Exhibit B of the Engineering Design Manual.
- ☐ A north arrow shall be shown on each plan view sheet. The orientation of the north arrow is up or to the right on the plan sheet, with stationing from left to right.
- ☐ The scale shall be 1"= 2', 4', 5' or 10' vertically and 1"= 10', 20', 30', 40' or 50' horizontally for all drawings except structural drawings.
- ☐ Letter size shall not be smaller than 0.10 of an inch high.
- ☐ All detail drawings, including standard drawings, shall be included in the drawings.
- ☐ A title block is provided on each sheet

3. Required Plan Sheets

- ☐ Title Sheet
- ☐ Existing Conditions
- ☐ Grading and Erosion Control Plan - minimum 2-foot contour intervals
- ☐ Composite Utility Plan
- ☐ Sanitary Sewer, Storm Sewer and Water Plan and Profile
- ☐ Street Plan and Profile – Provide a stand-alone street plan and profile, not combined with any other utility
- ☐ Signage and Striping Plan –prepared by a professional engineer registered in the State of Oregon.
- ☐ Pathways – provide a separate plan and profile for each pathway
- ☐ PGE Approved Street Lighting design
- ☐ Retaining Walls – walls greater than four feet in height shall be designed by a registered professional engineer.
- ☐ Curb Returns - each curb return shall be individually designed and shall include a profile and plan view
- ☐ Site Plan – provide for private site development
- ☐ City Standard Drawings - shall be full size
- ☐ Tree Removal Plan
- ☐ Landscape Plan

4. Happy Valley Specific Design Elements

- ☐ All utilities associated with development shall be place underground.
- ☐ Provide an 8' Public Utility Easement (PUE) behind the right-of-way
- ☐ All excavations within the public right-of-way shall be backfilled with crushed rock or Control Density Fill (CDF). Temporary trench patches shall be hot mix asphalt.
- ☐ Weep holes through the curb are not allowed in the City of Happy Valley
- ☐ Detention/Water Quality Pond Fencing - Fencing around storm water detention facilities shall be six-foot tall, black, vinyl-coated chain link

5. Required Approvals, Submittals and Permits

- ☐ Water Environment Services (WES) – Storm and Sanitary Sewer
- ☐ Sunrise Water Authority (SWA) – Domestic Water
- ☐ Clackamas Fire District #1
- ☐ Planning Division

- ☐ DEQ NPDES 1200C Permit
- ☐ Engineering Plan Review Fees and Performance Guarantees
- ☐ PGE Street Lighting
- ☐ Engineering Services Agreement
- ☐ USPS Mode of Delivery Agreement
- ☐ Geotechnical Engineer of Record if necessary
- ☐ Clackamas County Department of Transportation & Development (DTD)
- ☐ Private Plumbing Permit from the Building Division if necessary

_____

Engineer of Record Signature

_____

Date

Note: The City's Engineering Design and Standard Details Manual (Design Manual) can be found on the City's website at the link below:

https://www.happyvalleyor.gov/business/engineering-division/design-manual-details/

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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 ☐ No ☐
Length: _____ Height: _____
Calculations Submitted: Yes ☐ No ☐
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 ☐ No ☐
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.

Rev: 1/4/18

SITE DEVELOPMENT PERMIT
GENERAL TERMS AND CONDITIONS

1. This **Site Development Permit** is valid for 1-year from date of issuance or as specified by special conditions placed upon the permit by the City Engineer.
2. 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 Details Manual.*
3. 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.
4. 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.
5. 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 plans and these Terms and Conditions.
6. 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.
7. 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.
8. 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.
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.
11. 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.
12. 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.
13. The Applicant shall obtain a City of Happy Valley Erosion Control Permit prior to or concurrently with this application.
14. Applicant shall submit a Daily Inspection Report on a weekly basis to the City's Inspector.
15. 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 on page 2 of this application. I understand that the site will be inspected to comply with the City of Happy Valley Municipal Code Chapter 15.12 – "Infill and Grading". *Owner/Applicant's Signature* *Date* _____ *Printed Name*	***OFFICE USE ONLY*** ESC Permit # _____ Fee: $ _____ Receipt No.: _____ Issue Date: _____ Exp. Date: _____ _____ *Engineering Division Approval*

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:
Email:

CONTRACTOR INFORMATION	
Business Name:	
Address:	
City/State/Zip:	
Contact Name:	
(24 hr.) Phone:	
Email:	
CCB#:	COHV Business License#:

PROJECT INFORMATION
Street Address:
Estimated Start Date:
Estimated Completion Date:
Estimated Cost (within the Right of Way):

PERMIT NO. _____

TYPE OF WORK

TYPE 1 (Minor) - ***Minimum fee $150/ 90-day term***
- ☐ Sidewalk Installation
- ☐ Driveway Installation
- ☐ Encroachment (Specify Type) _____
  (e.g. Storage Pods, Portable Toilets, Dumpsters, etc.)

TYPE 2 (Utility) - ***Minimum fee $300 or 5% of the construction value/ 120-day term.*** *Utility (check ONE)*
☐Cable ☐Electric ☐Gas ☐Phone ☐Water ☐Sewer ☐Storm

TYPE 3 (Major) - ***Minimum fee based on construction value*** *(City to calculate during review process)/ expires* ***2-years from issuance of Site Development Permit or expiration of project maintenance bond (whichever is longer).***
☐Subdivision ☐Partition ☐Street Widening
LAND USE NO. _____

TYPE 4 (Road Closure) – ***Minimum Fee $750***
(Requires a separate "Traffic Order" obtained through the Code Enforcement Division)

DESCRIPTION OF WORK

*Check **ALL** that apply:*
☐ Cut in Street Pavement ☐ Cut in sidewalk
☐ Trenching ☐ Bore/Hog Hole
☐ Aerial Work Only
☐ Other: _____

APPLICANT/CONTRACTOR AGREEMENT

THIS RIGHT-OF-WAY PERMIT IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS. By acceptance of this permit the Owner/Applicant/Contractor 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.

I have read and will comply with the "General Terms and Conditions" and any additional conditions set forth in writing by the City. 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 Chapters 12.04 and 12.05.

OWNER/APPLICANT		CONTRACTOR (Required on all permits)	
Printed Name		*Printed Name*	
Signature	*Date*	*Signature*	*Date*

FOR STAFF USE ONLY

Fee Amount: _____ Receipt No. _____

☐ Certificate of Insurance Received & Approved
☐ Traffic Control Plan Required and Submitted ☐ N/A
☐ Bond Surety Received & Approved ☐ N/A
☐ School Notification Required 503.353.6150 (**48-hrs** in Advance) ☐ N/A
☐ Emergency Services Required 503.655.8211 (**24-hrs** in Advance) ☐ N/A
☐ CDF Backfill Required. Road Classification: _____

Engineering Approval *Date*

Expiration: _____

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(INSERT SITE DRAWING)

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. 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.

3. Availability of Permit - A copy of the permit including a Certificate of Insurance, approved construction plans, details and amendments shall be readily available and on site at all times. 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.

4. Bonding & Insurance - Unless waived, the applicant shall provide insurance and bonds as required by 12.04.100.

5. Liability & Injury - 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.

6. Inspection Frequency & Fees: For Type I and Type II permits there are three required inspections (preconstruction for existing conditions review, during construction for overall operation process and post construction for restoration determinization). If the City deems additional inspections are necessary to ensure proper construction occurs per 12.04.120 an additional $150/inspection reinspection fee may be imposed per Res. 16-42.

7. Permit Expiration - This permit is valid for length of time as determined by its classification type as denoted on the application.

NOTIFICATIONS

8. Provide the following notifications to the City *(to be checked by staff upon issuance):*
   - ☐ PRIOR to start (48 Hours).
   - ☐ PRIOR to street cuts or concrete pours (48 hours).
   - ☐ FOLLOWING trench/conduit completion for restoration inspection and closeout.

9. Provide the following advanced notifications for other agencies affected by this operation *(to be checked by staff upon issuance)*:
   - ☐ North Clackamas School District Transportation 503.353.6150 (48 hours).
   - ☐ Non-Emergency Services 503.655.8211 (24-Hours).
   - ☐ City of Happy Valley Code Enforcement 503.742.2606 (48 hours).
   - ☐ Clackamas County Fire District 503.742.2606 (48 hours).
   - ☐ Tri-Met 503.353.6000 (24 hours).

10. Inspection Notification - Provide 48- hours advanced notice of inspections by sending an email to inspect-engineering@happyvalleyor.gov. **All trench backfills, 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 pours.

WORKSITE

11. City Staff Access - 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.

12. Erosion and Site Condition - The work area and approach roads shall be maintained in a clean condition, free from obstruction and hazards. The spreading of mud or debris upon any street is strictly prohibited and shall be cause for immediate cancellation of the permit. The street shall be cleaned of all dirt and debris at the end of each workday, or more frequently as determined by the city. Cleaning of streets shall be with broom or vacuum at Applicant's expense. **No washing of materials into the public storm system is allowed.**

13. Landscape Restoration - 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

14. Traffic Control Plan - Applicant must submit a traffic control plan with the application for a review by the City Engineer. During and prior to Construction, Applicant must comply with a job specific traffic control plan and shall at all times ensure the presence of workers, tools, materials, flaggers, barricades and other safety devices are placed properly to protect bicyclists, pedestrians, construction personnel and vehicular traffic.

    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 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].All traffic control personnel shall have proper state of Oregon certification and be able to provide it to inspection representative if/when requested.

15. Road Closure - The public roadway shall not be closed to traffic, at any time, without obtaining written approval from the City Engineer and a separate Road Closure Permit.

16. Property & Property Owner Access - Access to existing properties shall be maintained at all times, including delivery and mail service.

17. Construction Hours - 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

18. Utility Notification - 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/. 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.

19. Trench Excavation & Backfill - Trench excavation and backfill within existing pavement is determined based on street classification and shall comply with Drawing Nos. 200 and 205 or 210 of the Design Manual accordingly.

20. Control Density Fill - 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.

21. Asphalt Replacement Limits - 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.

22. Temporary Patching 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.

23. Testing Requirements - Provide density testing results for the following trench repair components.
    - ☐ Asphalt pavement (both lifts)
    - ☐ Baserock (surface level)
    - ☐ Trench backfills. **(Truck tickets for CDF backfill when CDF is required)**

24. Steel Plates - Steel plates will not be allowed to cover excavations in the traveled way during the months of **November to April** per City of Happy Valley Design Manual Section 2.4.i.

25. Sidewalk Replacement Limits - Sidewalk installation & replacements must be per standard drawing No. 250 and be FULL PANEL. No partial cutting or replacement of panels is allowed.

26. Driveway Approach Specifications - Driveway approaches must comply with Drawings No 270 or 275 depending on type of driveway. All existing edges and damaged pavement must be sawcut and repaired per the City Inspector. A 2-foot minimum wide patch is required to allow an area large enough for compaction equipment to access. Approach must be poured within 48-hours of an approved inspection.

SPECIAL REQUIREMENTS
in addition to the above for developments with land use approval

27. Erosion Control Inspection - 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.

28. Daily Inspection Reports - Applicant shall submit daily inspection reports on a weekly basis, to the City's inspector or designated City personnel per Engineering Services Agreement.

29. Survey Monumentation - Existing monuments, property corners, and survey markers shall be protected. Replacement shall be at the Applicant's expense.

30. As-built Drawings - Applicant shall provide as-built drawings of all franchise utility installation PRIOR TO permit closure and release of building permits.

Engineering Division
EROSION/SEDIMENT CONTROL
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
Business Name:
Address:
City/State/ZIP:
Contact Name:
(24 hr.) Phone:
E-mail
SITE INFORMATION
Address:
City/State/Zip:
Subdivision/Project Name:
Lot # or Tax Map/Parcel #:
Nearest Cross Street:
EROSION CONTROL CONTRACTOR
Business Name:
Address:
City/State/Zip
Contact Name:
(24 Hr.) Phone:
E-mail:
CCB#:
Happy Valley Bus. License #:

ESC PERMIT # _____

TYPE OF WORK
☐ Public Improvements ☐ Retaining Wall Const. ☐ Grading and Civil Site Work ☐ Other: _____
DEQ NPDES 1200-C PERMIT INFORMATION
Project Size (Ac.):
Disturbed Work Area (Ac.):
NPDES 1200C Permit Required: ☐ YES (area > 1 acre) ☐ NO (area < 1 acre)
DSL or USACE Permit/ Letter of Concurrence: ☐ Yes ☐ No ☐ N/A
DESCRIPTION OF WORK
Estimate of Proposed Work Width(ft.) _____ Length(ft.) _____ Depth (ft.) _____
Cut Amount (Cy.):
Fill Amount (Cy.):
Project Runoff to: ☐ Catch Basin ☐ Ditch ☐ Pipe ☐ Creek ☐ Other:
Estimated Start Date:
Estimated Completion Date:

EROSION/SEDIMENT CONTROL INFORMATION
This Erosion/Sediment Control Permit is issued in accordance with City of Happy Valley Municipal Code 15.20.030, *Erosion Prohibited*. You are required to call for an Erosion/Sediment Control Inspection before undertaking any construction, grading or excavation. Call for an inspection 48 hours in advance. A Final Erosion/Sediment Control Inspection is required before project is accepted as complete. 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. **Sites that disturb more than one acre require a NPDES 1200-C Permit.**

EROSION/SEDIMENT CONTROL REQUIREMENTS	
Site requirements (per approved EC plan) include the following:	
☐ Silt Fencing	☐ Filter Sacks in CB's
☐ Sidewalk Sub Grade	☐ Erosion Control Blanket
☐ Mulch/Straw Cover	☐ Steep Slope Protection
☐ Hydro seeding	☐ Stockpile Cover
☐ Bio Bags	☐ Other:
☐ Construction Entrance/ Gravel Driveway	

Signature of Owner/Applicant is required prior to issuance of this Permit.
Signature page is found on page 3 following a "Comply with the "General Terms and Conditions" statement.

Rev: 11/27/17

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

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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
☐ Grading (Cut or Fill) ☐ Retaining Wall Const. ☐ Paving/Gravel Placement ☐ Other:
DESCRIPTION OF WORK
Estimate of Proposed Work Retaining wall over 4 feet tall: ☐ Yes ☐ 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

Submit **2 sets** of plans which include the following:

1. Scaled plot plan showing existing and proposed development, including buildings, roads, retaining walls, utilities, drainage ways and rivers.
2. Contour lines showing elevation changes.
3. Size of area to be affected with the grading.

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.

EXEMPTIONS FROM GRADING PERMIT

Exemption from Grading Permit if:

- ☐ Cut is less than 25 CY.
- ☐ Fill < 1 foot AND placed on slope < 5:1.
- ☐ 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.

Revised: 12/12/17

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 us 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

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