



2021

# Engineering Division

Plan Review Process Packet

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## 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 the following to the City's Engineering Division:

- Electronic construction plans in PDF format to the Engineering Division via email at: [plans-engineering@happyvalleyor.gov](mailto: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 *Plan Review Fee & Performance Guarantee Calculation Schedule* below for deposit amount.  
**NOTE:** Review will not begin until the deposit has been received and ONLY the deposit is due at 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 *Plan Review Fee & Performance Guarantee Calculation Schedule* below.

### 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/Industrial/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](http://www.happyvalleyor.gov), but a summary of the fees are below.

**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](mailto:plans-engineering@happyvalleyor.gov).

**9. 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. The construction plans will be approved by the City and Water Environment Services (WES) at the project pre-construction meeting. 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 on the [approved form](#)) naming the City as additional insured and as certificate holder received and approved.

## PLAN REVIEW FEE & PERFORMANCE GUARANTEE CALCULATIONS SCHEDULE

The list below represents the basis for calculating the Engineering Division's Plan 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 (COMMERCIAL/INDUSTRIAL/MULTI-FAMILY)	
		Review Fee	Performance Guarantee	Review Fee	Performance Guarantee
<b>PUBLIC IMPROVEMENTS</b>					
Mobilization	LS	✓	✓		
Centerline Monument	EA	✓	✓		
Curb and Gutter	LF	✓	✓		
Type C Curb	LF	✓	✓		
Driveways (Residential and Commercial)	SF	✓	✓		
Subgrade Treatments, Special Compaction, Soft Spot Repair	SY	✓	✓		
Pavement (AC thickness, class, base & wear lifts)	SY	✓	✓		
Crushed Rock Pavement Base	SY	✓	✓		
Paving Treatments (fabric, grinding to match existing, seals)	SY	✓	✓		
Sidewalk	SF	✓	✓		
Sidewalk Ramps	EA	✓	✓		
Traffic Calming (circles, tables, and humps)	EA	✓	✓		
Street Barricade – Type II	EA/LF	✓	✓		
Street Sign Assembly	EA	✓	✓		
Thermoplastic Striping (width, color, buttons)	EA/LF	✓	✓		
Street Lights and Poles	EA	✓	✓		
Landscaping (street trees, planter strip ground cover, open spaces)	EA/LS	✓	✓		

ITEMS IN PLACE	UNITS	PUBLIC IMPROVEMENT PLANS		GRADING & CIVIL SITE PLANS (COMMERCIAL/INDUSTRIAL/MULTI-FAMILY)	
		Review Fee	Performance Guarantee	Review Fee	Performance Guarantee
<b>SITE GRADING</b>					
Erosion Control Measures, Tree-Protection Fencing	LS/LF/EA		✓		✓
Mass Grading Activities (clearing, stripping, grubbing, excavation, import fill, stockpiling, excluding haul-off and disposal costs)	CY	✓	✓	✓	✓
Retaining Walls	SF	✓	✓	✓	✓
<b>PRIVATELY MAINTAINED STREETS &amp; PARKING LOTS</b>					
Curbs (subdivisions only)	LF	✓	✓		
Paving (fire access, common drives)	SY	✓	✓		
Sidewalks (subdivisions only)	SF	✓	✓		
ADA infrastructure	SF	✓	✓	✓	✓
Private signage and striping	LS	✓	✓	✓	✓
<b>STORM SEWER SYSTEM</b>					
Taps, connect to existing, special fittings, and collars	EA	✓	✓		
Pipe (size, material, class, anchor blocks, trench excavation & backfill)	LF	✓	✓		
Structures (manholes, clean-outs, inlets: types, size)	EA	✓	✓		
Headwalls and other special construction	EA	✓	✓		
Private sewer laterals (subdivisions only)	LF	✓	✓		
Storm Water Management Facilities – Public and private (include plants and border plantings, fencing, gates and other amenities)	LS/EA	✓	✓	✓	✓

## ENGINEERING DIVISION PERMIT FEES

### SITE DEVELOPMENT PERMIT

[\*\(Res. 06-10, Effective 5/04/06\)\*](#)

**Note: The following fees are based on a maximum allowance of 4 reviews per project.** Additional reviews are charged at an hourly rate based on the individual assigned to review the project.

#### Public Improvement Plan Review Fees (Single Family/Residential Developments)

<b>Deposit Amount</b> <i>(Required with initial submittal of construction plans)</i>	
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

<b>Final Fee</b> <i>will be assessed on the construction value provided by the design engineer as follows:</i>	
<b>Construction Value</b>	<b>Assessed Fee</b>
0 to \$10,000	8% of Construction Value
\$10,001 to \$50,000	\$800.00 + 7% of Construction Value
\$50,001 to \$100,000	\$3,600.00 + 6% of Construction Value
Over \$100,001	\$6,600.00 + 5% of Construction Value

#### Grading and Civil Site Plan Review Fees (Commercial, Duplex, Triplex, Detached etc.)

<b>Deposit Amount</b> <i>(Required with initial submittal of construction plans)</i>	
<b>Construction Value</b>	<b>Assessed Fee</b>
0 to \$10,000	\$500
\$10,001 to \$50,000	\$3,000
\$50,001 and over	\$5,000

<b>Final Fee</b> <i>will be assessed on the construction value provided by the design engineer as follows:</i>	
<b>Construction Value</b>	<b>Assessed Fee</b>
0 to \$10,000	10% of Construction Value
\$10,001 to \$50,000	\$2,500 + 5% of Construction Value
\$50,001 to \$100,000	\$5,500 + 5% of Construction Value
\$100,001 to \$500,000	\$7,500 + 5% of Construction Value
Over \$500,001	\$28,500 + 2.5% of Construction Value

## EARLY GRADING PERMIT

[\(Res. 20-30, Effective 11/17/20\)](#)

Site Review for Grading Only (in addition to Plan Review Deposit)	\$1,000
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## EROSION CONTROL PERMIT

[\(Res. 06-10, Effective 5/04/06\)](#)

Base fee up to ONE acre	\$500
Over ONE acre	Add \$100 per acre for every fraction thereof above base

## PUBLIC RIGHT-OF-WAY PERMIT

[\(Res. 16-42, Effective 11/1/2016\)](#)

Type of Work	Description of Work	Permit Fee
Type 1* <a href="#">Res. 18-47 Eff. 9/18/18</a>	Sidewalk, Standard Driveways, Encroachments (Storage Pods, etc)	\$150
Type 2	Utilities, Driveways w/o Curbs or Sidewalks	\$300 or 5% of the construction value <i>(whichever is greater)</i>
Type 3	Major Development (has land use decision associated with it)	\$300 or 5% of the construction value <i>(whichever is greater)</i>
Type 4	Road Closure	Minimum \$750 <i>(Requires a Traffic Order obtained from Code Enforcement)</i>
Reinspection fee	Types 1&2 have a maximum of 3 inspections allowed. Additional inspections are charged at \$100 per inspection.	

*\* For sidewalk panel replacement caused by street trees and associated root systems, the right of way permit fee is waived. However, a permit must be submitted, and all other requirements of the permit apply including, but not limited to contractor requirement for a Happy Valley Business License and a Certificate of Insurance naming the City of Happy Valley as additional insured.*

## REIMBURSEMENT DISTRICT FORMATION

[\(Res. 11-08, Effective 5/3/2011\)](#)

Engineering Admin Fee	\$250
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## RIGHT-OF-WAY USAGE FEE

*(Res. 16-13, Effective 7/1/2016, see also MC12.05.130)*

<b>Annual Registration/License Fee</b>	\$250
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<b>Annual Fee Rate</b>	
<b>Utility Service</b>	<b>ROW Usage Fee Rate</b>
Electric	5% of gross revenue
Natural Gas	7% of gross revenue
Communication	5% 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

"Gross revenue" means any and all revenue, of any kind, nature or form, without deduction for expense, less net uncollectible, derived from the operation of utility facilities and the provision of utility service in the City, subject to all applicable limitations in federal or state law.

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

<b>Attachment Fee</b>	\$5,000
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## SMALL CELL WIRELESS FACILITIES PERMIT

*(Res. 20-30, Effective 11/1/2020)*

Five-Node Initial Permitting Fee	\$500
Additional Node(s)Permits Fee	\$100 per additional node
Annual Administrative Fee	\$270 per provider

# ENGINEERING DIVISION PLAN SUBMITTAL CHECKLIST

Land Use File No. \_\_\_\_\_

Project Name \_\_\_\_\_

## 1. General

- Submit Construction Plans Electronic Plans via email to [plans-engineering@happyvalleyor.gov](mailto: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

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Engineer of Record Signature

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Date

Note: The City’s Engineering Design and Standard Details Manual (Design Manual) can be found on the City’s website: <https://www.happyvalleyor.gov/wp-content/uploads/2020/06/Engineering-Design-Manual.pdf>

## ENGINEERING DIVISION PLAN SUBMITTAL REQUIREMENTS

All submittals shall be sent to [plans-engineering@happyvalleyor.gov](mailto:plans-engineering@happyvalleyor.gov) and **MUST** include:

- A transmittal cover sheet detailing all items sent.
- The transmittal will contain the project name and land use number.
- The subject line will contain: Revision/submittal number, project name and land use number. Example: **Revision #2 for Project name (DR-XX-XX)**

Unless approved by the City Engineer, **electronic submittals are required and shall include the following:**

- **Plans** in a PDF format, in a single file, which meet the Criteria on the *Engineering Division Plan Submittal Checklist*.
- **PDF copy of completed** *Engineering Division Plan Submittal Checklist*.
- **Erosion Control Application.** Completed and signed by Developer.
- **Site Development Application.** Completed and signed by Developer.
- **Right-of-Way Permit Application.** Completed and signed by Developer and the Contractor.
- **Plan review deposit**, per the engineering fee schedule. Please only provide the deposit. Do not try to calculate total fees. These will be provided with a fee letter during the review process which breaks down the remaining fees.

If your file size is too large, you can place items in a Dropbox or Sharefile location and provide a link. If you do this, please ensure the following:

- Each transmittal is stored in a separate subfolder.
- Ensure that all the items on the attached submittal checklist are included.
- All plans are submitted in **ONE** complete document (do not NOT split out by sheet or send Landscaping sheets separately).

**Please note:** Other submittals may be required such as those listed below. You can submit these with your first submittal if you have them and/or are aware of the requirement, if not they may be requested later by the project engineer reviewing the plans.

- Traffic Report
- Storm water Drainage Calculations
- Geotechnical Report
- Preliminary Access Report (Sight Distance)
- Pathway Design (if applicable)
- Engineer's Construction Estimate

## FORMS AND REFERENCE MATERIALS

- [Site Development Permit Application Form](https://www.happyvalleyor.gov/wp-content/uploads/2018/07/Site-Development-Permit.pdf)  
*https://www.happyvalleyor.gov/wp-content/uploads/2018/07/Site-Development-Permit.pdf*
- [Erosion Control Permit Application Form](https://www.happyvalleyor.gov/wp-content/uploads/2017/12/Erosion-Control-Permit-Application.pdf)  
*https://www.happyvalleyor.gov/wp-content/uploads/2017/12/Erosion-Control-Permit-Application.pdf*
- [Minor Grading Permit Application Form](https://www.happyvalleyor.gov/wp-content/uploads/2017/12/Minor-Grading-Permit-Application.pdf)  
*https://www.happyvalleyor.gov/wp-content/uploads/2017/12/Minor-Grading-Permit-Application.pdf*
- [Right of Way Application Form](https://www.happyvalleyor.gov/wp-content/uploads/2021/02/Right-of-Way-Permit-Application.pdf)  
*https://www.happyvalleyor.gov/wp-content/uploads/2021/02/Right-of-Way-Permit-Application.pdf*
- [Right of Way Application Checklist](https://www.happyvalleyor.gov/wp-content/uploads/2020/11/CHECKLIST-Right-of-Way-Permit-Application.pdf)  
*https://www.happyvalleyor.gov/wp-content/uploads/2020/11/CHECKLIST-Right-of-Way-Permit-Application.pdf*
- [Engineering Design and Standard Detail Manual](https://www.happyvalleyor.gov/wp-content/uploads/2020/06/Engineering-Design-Manual.pdf)  
*https://www.happyvalleyor.gov/wp-content/uploads/2020/06/Engineering-Design-Manual.pdf*
- [Engineering Services Agreement](https://www.happyvalleyor.gov/wp-content/uploads/2021/07/Engineering-Services-Agreement-for-Development.pdf)  
*https://www.happyvalleyor.gov/wp-content/uploads/2021/07/Engineering-Services-Agreement-for-Development.pdf*