

Rev #	2023 Revision Location	New Text	Old Text
1	Throughout	Updated reference sections to be accurate. Cleaned up grammar, spelling, vocabulary errors throughout. (Minor edits)	
2	Introduction Section 4. Abbreviations	Added additional abbreviations found thruout the Manual	
3	Chapter 1, Section 3, Construction Plan Review	Added section on Early Grading Permit - The purpose of an early grading permit is to facilitate earthwork during the dry months of the year. Early grading is only considered in the months of May through September, or under special exception. The requirements of the Early Grading Policy shall be met prior to permit issuance.	
4	Chapter 1, Section 7.a, Submittals	Added electronic submittal of as-builts and franchise utility plans.	
5	Chapter 1, Section 7.c, Building Permit Release Letter	Added requirement to include GIS shape file with final as-builts.	
6	Chapter 2, Section 1, General	Added option for HB2306 checklist for building permit release sign-off from engineering.	
7	Chapter 2, Section 1, General	Reference Chapter 1, section 3, for plan review submittal requirements.	Removed detailed project submittal language.
7	Chapter 2, Section 2, Construction Drawing Requirements	Section g. Curb Returns became Section f.	Moved Section f. Scouters Mtn/Mount Scott Trail Loop , to Chapter 3, Section 15. Section h. Detention/Water Quality Pond Fencing: Deleted, "HVMC Section 16.42.060.C.10." and moved to Chapter 2, Section 8
8	Chapter 2, Section 3, Site Grading	Section a: Added, "A Site Grading Plan is required for any project that requires a permit per HVMC 15.12.030." Section c: Added, "If the project has a 1200-C permit through DEQ, in addition to the City's Erosion Control Permit, the actiona plan shall meet all requirements of the 1200-C permit." Section g. Retaining Walls: Added, "Fencing or railing may be required on walls 30-inches or higher. Fencing shall be black, vinyl-coated chain link, stained cedar, or <i>alternative fencing or railing approved by the City Engineer.</i> "	Removed Sections d. through h. from this Section and created Sections 4 through 9 instead. Section a: Deleted, "A Site Grading Plan is required for any project that involves moving 1000 cubic yard or more of material." Section d: Deleted, "The purpose of this code is to regulate the removal and preservation of trees, to protect trees as a natural resource of the City, and to allow the prudent management of trees by individual property owners and developers. A Type B Application is required when trees are to be removed in conjunction with a subdivision, PUD, land partition or nonresidential construction project. Attention is called to the tree survey requirements noted in Municipal Code Subsection 16.42.050.D.2.a. The tree survey is to be prepared by a certified arborist, or other qualified landscape specialist as approved by the City. The tree survey shall describe the size, species, health and condition of the trees on-site and shall include a map that locates trees on the property. Drainageways, wetlands and surface water features shall also be identified on the map. Tree removal in conjunction with a subdivision, PUD, land partition or nonresidential construction project is not allowed in open space tracts as noted in Municipal Code Subsection 16.42.050.E.12.a" and, "Tree removal will need to comply with the Migratory Bird Treaty Act (MBTA). A pre-construction migratory bird nest survey will need to be completed prior to tree removal that will occur within the nesting season (February 1st through July 31st). The survey is intended to avoid occupied migratory bird nest destruction. The MBTA protects occupied migratory bird nests (with birds or eggs) from being destroyed." This section is covered in the HVMC and is permitted through the Planning Division. Section g. Retaining Walls: Deleted, "HVMC Section 16.42.060.C" and "HVMC Section 16.42.060.D"
9	Chapter 2, Section 4 Tree Cutting and Preservation (Old Chapter 2, Section 3, d. under Site Grading)	New Section replaces Chapter 2, Section 3.d.	Deleted, "The purpose of this code is to regulate the removal and preservation of trees, to protect trees as a natural resource of the City, and to allow the prudent management of trees by individual property owners and developers. A Type B Application is required when trees are to be removed in conjunction with a subdivision, PUD, land partition or nonresidential construction project. Attention is called to the tree survey requirements noted in Municipal Code Subsection 16.42.050.D.2.a. The tree survey is to be prepared by a certified arborist, or other qualified landscape specialist as approved by the City. The tree survey shall describe the size, species, health and condition of the trees on-site and shall include a map that locates trees on the property. Drainageways, wetlands and surface water features shall also be identified on the map. Tree removal in conjunction with a subdivision, PUD, land partition or nonresidential construction project is not allowed in open space tracts as noted in Municipal Code Subsection 16.42.050.E.12.a" and, "Tree removal will need to comply with the Migratory Bird Treaty Act (MBTA). A pre-construction migratory bird nest survey will need to be completed prior to tree removal that will occur within the nesting season (February 1st through July 31st). The survey is intended to avoid occupied migratory bird nest destruction. The MBTA protects occupied migratory bird nests (with birds or eggs) from being destroyed." This section is covered in the HVMC and is permitted through the Planning Division.
10	Chapter 2, Section 5, Geotechnical Report (Old Chapter 2, Section 3, e. under Site Grading)	New Section replaces Chapter 2, Section 3.e.	
11	Chapter 2, Section 6, Native Vegetation Report (Old Chapter 2, Section 3, f. under Site Grading)	New Section replaces Chapter 2, Section 3.f.	
12	Chapter 2, Section 7, Retaining Walls (Old Chapter 2, Section 3, g. under Site Grading)	New Section replaces Chapter 2, Section 3.g. Added, "Fencing or railing may be required on walls 30-inches or higher. Fencing shall be black, vinyl-coated chain link, stained cedar, or <i>alternative fencing or railing approved by the City Engineer.</i> "	Deleted, "HVMC Section 16.42.060.C" and "HVMC Section 16.42.060.D"
13	Chapter 2, Section 8, Detention/Water Quality (Old Chapter 2, Section 2, h. under Construction Drawing Requirements)	New Section replaces Chapter 2, Section 2.h.	Deleted, "HVMC Section 16.42.060.C.10."
14	Chapter 2, Section 9, Lot Drainage Design (Old Chapter 2, Section 3, h. under Site Grading)	New Section replaces Chapter 2, Section 3.h.	

15	Chapter 2, Section 10, Utility Installations (Old Section Chapter 2, Section 4)	<p>Section a: Added, "Franchise utility construction <i>may be</i> included in the Right-of-Way Permit for <i>the development project</i> ."</p> <p>Section j: Added, "<i>An alternative to CDF may be used per City Std. Dwg.</i>"</p> <p>Section I: Added, "Steel plates will not be allowed to cover excavations in the traveled way<i>from November through April without express permission from the City Engineer.</i>" Added, "<i>If CDF backfill is used during the months of restricted steel plate use, and a steel plate is required during cure time, the plate shall be recessed so that it does not stick up above the paved street surface.</i>"</p> <p>Section m: Added, "The extent of the repair <i>and restoration</i> shall be determined by the City Engineer on a case by case basis." Added, "<i>Pavement seams are not allowed to be located within the wheel path of a lane.</i>"</p> <p>Section o: Added, "<i>If SDC backfill is required, a copy of the truck ticket from the delivery is required to be submitted in lieu of backfill compaction testing for a retroactive emergency permit. If compaction testing, or a CDF truck ticket, is not available for submittal, additional excavation, testing, or pavement restoration may be required prior to permit closeout.</i>"</p> <p>Added Section p: "<i>All abandoned utilities shall be removed from the right-of-way by the applicant/owner of the utility, unless the City Engineer allows the utilities to remain by permit. No exemptions shall be made for aerial network. Should the City have to remove any such abandoned utilities, a bill will be presented to the utility owner for the cost of removal.</i>"</p>	<p>Section a: Deleted, "Franchise utility construction <i>is</i> included in the Right-of-Way Permit for <i>these projects</i> ."</p> <p>Section I: Deleted, "Steel plates will not be allowed to cover excavations in the traveled way <i>during the months of January through April, November, and December.</i>"</p>
16	Chpater 2, Section 11, Survey (Old Section Chapter 2, Section 5)	<p>b. Plats: added, "Note that plat approval is not the same as building permit release. (See <i>Chapter 1, Section 7</i> for building permit release.)"</p> <p>c. New Survey Monuments: added, "A record of survey much then be filed in complaine with ORS 209.250 and any additional requirements set forth by the City <i>or the County Surveyor.</i>"</p>	b. Plats: deleted, "but building permits will not be issued until the public infrastructure has been installed and accepted by the City."
17	Chpater 2, Section 12, Easements (Old Section Chapter 2, Section 6)	Added language, "Private street, alley, and public access easements shall be placed in dedicated tracts per HVMC 16.12.030	
18	Chapter 2, Section 13, Permits (Old Section Chapter 2, Section 7)	<p>Section a. Tree Removal Permit - Revised language to read, "<i>The Type B Tree Removal Application is reviewed and approved through the City's Planning Division. The application is available on the City's website . The Tree Removal Application must be approved and issued by City staff prior to the removal of trees.</i>"</p> <p>Section b. Site Development Permit -Revised language to include all permitted grading projects. Add the following language regarding expiration of the permit application, "<i>The application shall be submitted electronically per the online instructions. You will receive confirmation of submittal once all required items have been received. There are often multiple reviews required to ensure the application, plans, and other materials meet the City's requirements for permit issuance. The City will complete a review of the application, plans, and supplemental documents and respond with comments and a request for resubmittal, or will let you know the application is approved and what the next steps will be in order to begin construction. The application will expire within 12 months from the date of submittal, or 120 days after the City's last communication with the applicant, whichever is longer. For example: The City responds to the initial application with a list of comments to be addressed. The applicant has 120 days from receipt of the City's comments to respond with a re-submittal. The City will review the re-submittal and respond with either: a) a request for a subsequent submittal or; b) an approval and a list of next steps for permit issuance and construction. The applicant has 120 days from receipt of this second response from the City to: a) resubmit or; b) obtain the issued permit. The City Engineer may approve an extension to the 120 days if requested in writing by the applicant. Once the permit is issued, there will be an expiration date on the permit per the Development Guarantee Agreement.</i>"</p> <p>Removed Section c.</p> <p>Section c. Erosion Control Permit - Changed old Section d. to Section c. Added lanuage to Erosion Control Permit Section, "<i>The application should include a site plan with proposed Erosion and Sediment Control (ESC) Best Management Practices (BMPs) located and detailed on the plan. If the applicant is disturbing more than an acre of land, a DEQ 1200-C permit is required in addition to the City's ESC permit. The 1200-C permit must be applied for directly through DEQ. The city will not issue an ESC permit for projects that disturb more than an acre without first obtaining a copy of the approved 1200-C cover letter from DEQ.</i>"</p> <p>Section d. Right of Way Permit - Changed old Section e to Section d. Added expiration language, "<i>Right-of-Way Permit applications not issued within a four months from the time of submittal will expire.</i>" Added Pavement Moratorium Language, "<i>When applying for a Right-of-Way permit, please keep in mind, per Chapter 1, Section 2.c., the City has pavement cut moratoriums for recently paved streets. A map illustrating which streets currently have moratoriums on them may be found on the City's website.</i>"</p> <p>Section e. Road Closure Permit - Added section for Road Closure Permit, "<i>A Road Closure Permit is a type of Right-Of-Way permit required for any proposed road closure. A Road Closure Permit requires a minimum of four weeks' time to process due to additional notifications and City staff review. A begin and end date, along with a work-zone traffic control and detailed detour plan, is required for all proposed Road Closures. If the Road Closure is approved, a Temporary Traffic Order will be issued by the City. The Road Closure Permit is available on the City's website. The Road Closure permit must be reviewed and approved by City staff prior to any closure or roadway impacts.</i>"</p> <p>Section f. Revocable Encroachment Permit - Added section for Revocable Encroachment Permit, "<i>In general, private appurtenances are not allowed in public rights of way. If the location of a private object in the public right of way is unavoidable, a revocable encroachment permit may be approved by the City Engineer to address the encroachment and its liability. A Hold Harmless agreement will be required in conjunction with the Encroachment Permit. The permit application is available on the City's website and may be submitted electronically.</i>"</p> <p>Section f.Temporary Sign Permit Removed.</p> <p>Section g. 1200-C - Removed section and included under ESC permit.</p>	<p>Section a., Tree Removal Permit, removed, "<i>reviewed and approved</i>" and, "<i>issuance of a permit</i>" replaced with "<i>approved and issued</i>".</p> <p>Section b., Site Development Permit, removed, "<i>over 1000 cy</i>" to include all grading projects (including minor grading).</p> <p>Removed Section c, Engineering Minor Grading and Retaining Wall Permit (incorporated into Sight Development Permit).</p> <p>Section d. changed to Section c.</p> <p>Section e., changed to Section d.</p> <p>Removed Section f, "<i>A temporary sign permit from the Planning Division is required for the Construction Hours Sign. There is no charge for this permit.</i>"</p> <p>Removed Section g., "<i>The NPDES 1200-C Permit must be obtained from DEQ if the disturbed area on a project is over one acre. Provide the City with a copy of the approved 1200-C permit.</i>"</p>
19	Chapter 2, Section 8, Pavement Moratorium		Removed Section and instead referenced Chapter 1, Section 2c, in Section 13.d., Right of Way permits
20	Chapter 3, Section 1, General Requirements	<p>Section b. Updated the Code Section reference.</p> <p>Section c. Added ACP to be per ODOT spec. section 00744. Added, "Sawcut lines and pavement seams shall be sealed. Cold joints and overcuts shall be crack sealed with Crafcro Roadsaver 534 or approved equal. Hot paved joints may be sand sealed at the time of paving with CRS-1 or CRS-2 emulsified asphalt or approved equivalent."</p> <p>Section d. Added, "local and neighborhood residential streets shall have a design speed of 25 mph. Arterials and Collectors will have design speeds determined by the City's Traffic Engineer per ORS 810.180.</p> <p>Section e. Added, "may be required"</p>	<p>Section b. Removed, "The distance between access points is measured from the centerline of the subject street to the centerline of the adjacent street."</p> <p>Section c. Removed HMAc to be per ODOT spec. section 00745</p> <p>Section d. Remove design speed table.</p> <p>Section e. Removed, "shall be installed"</p>
21	Chapter 3, Section 2 Horizontal Street Alignment	Section e. Added, "very low volume local streets"	Section c. Removed, "except in cul-de-sacs and eyebrows"
22	Chapter 3, Section 4, Intersections	Changed section i. to specify end of road markers instead of barricades.	Section i. Replaced barricades (changed to end of road markers).
23	Chapter 3, Section 5, Cul-de-sacs, Eyebrows, Loop Turnarounds	Reference the new section 11 for sight distance. Added <i>maximum</i> 2% slope for pedestrian crossings.	
24	Chapter 3, Section 6, Stub streets and half streets.	Changed eyebrow maximum to 400 vehicle ADT. Added public access easement requirements for turn-aournd outside mini cul-de-sac bulbs and requirement for mini cul-de-sacs to be approved thru design exception request process. Cleaned up text.	Changed (lowered) 500 vehicle ADT maximum traffic counts for eyebrows.
25	Chapter 3, Section 7, Private Streets and Alleys	Added end of street markers. Added that stub streets that will not be extended, shall end in a cul-de-sac. Changed minimum paved width for frontage improvements shall be 24-ft. Changed min. cross slope to 2% and maximum to 5%. Added including existing and proposed grades for driveway cross sections.	Removed requirement for 3/4 street (replaced with 24-ft minimum paved width). Removed 1% min. cross slope and 6% max.
26	Chapter 3, Section 9 Curb and Sidewalks	Added reference to section on private gates.	
27	Chapter 3, Section 10 Driveways	Re-worded requirement for sidewalk on both sides of roadways to only be on public roadways. Reference City std. dwgs for curb and gutter and sidewalk construction. Added sidewalk cross slope shall be designed at 1.5% toward the road. Changed the grinding to up to 2-inches instead of 1-inch. Mention alternatives to standard panel replacement if trip hazard is due to root intrusion.	Removed sidewalk on both sides of all road classifications. Removed max. sidewalk slope shall be 15%. Removed sidewalk lip of more than 1/2" and up less than 1-inch may be ground to remove the trip hazard.
28	Chapter 3, section 11	Add specifics regarding driveway drops and cutting of vertical curbs or removal of existing approaches. Add that a design exception is required for more than one driveway per lot and needs to be per the driveway policy. Reference sight distance section. Removed driveways to 18% (15% maximum). Added street tree to the 5-ft from driveway wing policy. Added reference to new gate section.	Removed exception for long rural driveways paving the first 50-ft and instead just reference City approval of any driveway not hard-surfaced. Removed language about approving additional driveways with review and approval by City Engineer. (Driveway policy and Design Exception instead). Removed driveways 15% to 18% and instead made max. driveway grade 15%.
29	Chapter 3, Sections 11 thru 13	Added requirements for sight distance similar to Clack. Co. and reference AASHTO. Require Des Mod Request for any intersection not meeting AASHTO intersection sight dist. requirements	
30	Chapter 3, Section 14 (old section 13)	Added section 11 for Sight Distance. Changed Old Section 11 to 12 and old Section 12 to 13	
		Added Design Exception requirement. Changed design slopes to align with ODOT (1.5% and 7.5%), Require a gutter slope between 1 and 1.5% across the ramp throat. Allow ODOT standard drawings as an alternate. Moved upstream CB requirement to section 15.	Design slopes equalled allowable constructed slopes (2% and 8.33%)

31	Chapter 3, Section 15, (Old Chapter 2, Section 2.f)	Added new section for relocated Mt. Scott/Scouters Mountain (MSSM) Regional Trail	
32	Chpater 3, Section 16 (Old section 14)	Added option of combo inlet per WES stds in bike lanes. Moved requirement for upstream CB at curb ramps and added language about CBs in front of driveways.	
33	Chapter 3, Section 17 (Old Section 15)	Added verbage requiring curb painting of private curbs red in no parking zones.	
34	Chapter 3 Section 18	New Section adding requirements for permitting private gates.	
35	Chapter 5 Section 4	Removed the language about concentrated runoff to the new section 6 'site drainage'	
36	Chapter 5, Section 4a.	Defined adequate maneuvering area to be a 3-point turn.	
37	Chapter 5, Section 4b.	Added new section b. on Off Street Loading Areas.	
38	Chapter 5, Section 4b-e	Added a 4b, so changed 4b to 4c, 4c to 4d, and 4d to 4e.	
39	Chapter 5 Section 5	Changed ADA language for accessibility. Added explanation of onsite permitting through Building. Added language for curb ramps in public ROW	
40	Chapter 5 Section 6	Added a section 6 for site drainage, noted onsite utilities, including storm permitted thru Bldg., onsite surface water management facilities thru WES, moved note re: concentrated runoff not allowed to this section. Added note no weep holes in curbs.	
41	Chapter 5 Section 6/7	Added a section 6 for site drainage, so changed landscape plan from section 6 to section 7. Removed the note about area drains as these are covered under the plumbing Code and permitted thru Bldg.	Landscape area drains shall have 6” sumps and shall conform to the current OSPC standards
42	Chapter 6, Section 2	Removed large block letters mimicking work hours sign and instead referenced standard detail drawing while describing the work limitation to Sundays and major holidays	Removed large letters mimicking standard work hours sign
43	Chapter 6, Section 2	Changed work hours variance to be through Code Enforcement instead of Engineering.	
44	Chapter 6, Section 5	Changed ADA language for accessibility/Added string line inspection for C&G to City Inspections. Added contact City Inspector Directly.	
45	Chapter 6 Section 6	Added "unless prior written authorization is provided by the City Engineer" for transfer trailers in the ROW.	
46	Chapter 6 Section 9	Changed maximum lift of asphalt to 3-inches to better accommodate winter weather paving.	Changed maximum lift of asphalt from 2-1/2 inches.
47	Chapter 6 Section 10	Changed curb replacement to be min. 5-ft sections instead of entire panel. Added lang. to full sidewalk replacement to allow for approval of something different by the City	
48	Chapter 6, Section 11	Add requirement for as-builts and letter of compliance and completion from Engineer of Record. Require punch list items addressed prior to BPRL or Occupancy.	