

**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](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

## Exhibit C

### a. 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
- ☐ Fire Life Safety Plan

### b. 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

### c. 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

## Exhibit C

- ☐ 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 at the link below:

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