

Happy Valley - HB 2306 Substantial Completion Compliance Checklist

Community: _____

Land Use Number: _____

Developer: _____

Date: _____

Applicant: _____

TO BE COMPLETED BY APPLICANT (Mark all that apply)	PARTIAL COMPLETION	100% COMPLETION	FINANCIAL SURETY RECEIVED*
HV PLANNING:			
1. Landscaping and Street Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Street Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Curbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ADA Curb Ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Roads - public and private roads paved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Franchise Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Stormwater pond/swale plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Final Geotechnical report submitted with test results		<input type="checkbox"/>	
6. Signing and Striping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If signing and striping not complete			
a. Temporary or permanent street signs installed		<input type="checkbox"/>	
b. Curb striping required for emergency access		<input type="checkbox"/>	
8. Public ROW Improvements**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER SUPPLY (SUNRISE OR CLACKAMAS RIVER WATER)			
1. Accepted Water Supply including Fire Hydrants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
SEWER & STORMWATER - Water Environment Services (WES)			
1. Accepted Sewer and Stormwater infrastructure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please note: The below section is added as a courtesy to assist the developer in gaining acceptance from WES. Final acceptance of the sewer and stormwater systems to come directly from WES.			
Basic minimum steps to obtain substantial completion (per WES):			
a. Approved plans and Applicant constructs infrastructure.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Engineer certifies the construction, submits asbuilt and testing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. WES reviews the submittals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. WES inspects the infrastructure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. Applicant submits a performance bond for uncompleted work.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Builder must sign a "Builders Acknowledgement", No connection to sanitary or storm system until final acceptance is completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Additional Information Requested:		
Has the plat been submitted to the City & County for review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has Addressing been assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have As-Builts been submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have Individual Lot As-Builts (sewer laterals) been submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Engineering Manager Approval for Building Permit Release: _____		

*Any items not 100% complete will need to have a financial surety to cover the work needed to bring the item to completion. An engineer's estimate should accompany this checklist, describing the remaining work to be done with an estimate of each line item.

**Public right of way improvements will need to be substantially complete prior to any building permits being released. Substantial Completion includes inspection, testing, and acceptance of:

- a) The water supply sytem, including fire hydrants
- b) The sewage disposal system
- c) The storm water drainage system, excepting any landscape requirements
- d) The curbs
- e) The demarcating of the street signs acceptable for emergency responders; and
- f) The paving of roads necessary for access by emergency vehicles.