

ENGINEERING DIVISION PLAN SUBMITTAL CHECKLIST

Land Use File No.: _____

Project Name: _____

1. Civic Access – Online Plan Submittal

NOTE: Before you can submit online, you must create an account

- ☐ Apply online via the EPL portal – HVWorks.com
- ☐ Upload Electronic PDF Construction Plans
 - Construction Plans are 95% complete
 - Plans are stamped by a professional engineer, registered in the State of Oregon
- ☐ Plan Review Deposit
- ☐ Submittals and supporting documentation (as required):
 - Engineer's Cost Estimate
 - Geotechnical Engineering Report
 - Sight Distance Exhibits
 - Signed and Stamped Plan Submittal Checklist
 - Storm Drainage Report
 - Temporary Traffic Control Plans
 - Traffic Study
 - Turning Exhibits for Garbage/Delivery Trucks and Emergency Vehicles
 - Wall design

2. Construction Drawing Format

- ☐ Plan sheets are 22" x 34" (ANSI D) or 24" x 36" (ARCH D)
- ☐ Vicinity map is located on the Title Sheet with proper title and the land use number
- ☐ City's standard General Notes shall be included in the Construction Notes for each project. [See Engineering Design and Standard Details Manual.](#)
- ☐ North arrow 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
- ☐ 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
- ☐ Detail drawings, including standard drawings, shall be included in the plans
- ☐ Title block is provided on each sheet with any applicable land use numbers

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

- ☐ Signing 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 placed 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) plan approval – Storm and Sanitary Sewer
- ☐ Sunrise Water Authority (SWA) or Clackamas River Water (CRW) – Domestic Water
- ☐ Clackamas Fire District #1 – Access and water supply
- ☐ Clackamas County Department of Transportation & Development (DTD) – County Roads
- ☐ DEQ NPDES 1200 PC Permit (for projects with over an acre of disturbance)
- ☐ PGE - Street Lighting Plan
- ☐ [USPS Mode of Delivery Agreement](#) – signed by the applicant
- ☐ Geotechnical Engineer of Record if necessary
- ☐ Planning Division
- ☐ Engineering Plan Review Fees and Performance Guarantees
- ☐ Development Guarantee Agreement
- ☐ [Engineering Service Agreement](#)
- ☐ Private Plumbing Permit from the Building Division if necessary

Engineer of Record Signature

Date