



City of Stayton

Department of Public Works
362 North Third Avenue
Stayton, Oregon 97383

SITE DEVELOPMENT PERMIT APPLICATION CHECKLIST

(to be submitted with the Site Development Permit Application)

This checklist is a tool to assist applicants in submitting a complete Site Development Permit Application and to help the City to expedite the permit applications. In addition, it is intended that a complete review will be able to be accomplished with the first submittal. An incomplete application will be returned without a complete City review being performed. This checklist review for a complete application does not fall under the same constraints as a land use application. The applicant shall check off all items submitted on this checklist and/or note if they are not applicable, and return it attached to a dated Transmittal Form or Cover Letter accompanying the submittal. Should any item not be needed or applicable to the project, then a brief statement of explanation needs to be written in the space below the item. **Electronic copies of the entire Site Development Permit Application Package need to be emailed to both the Director of Public Works Lance Ludwick; lludwick@ci.stayton.or.us and to the City Engineer John Ashley; jashley@ashleyengr.com.** Once the permit is ready for approval by the City, the applicant shall deliver 5 sets of the final plans to the City's Public Works Office for stamped approval.

SECTION 1: Items below must be submitted and accepted by the City with the Site Development Permit Application:

- Signed and dated Site Development Permit Application Checklist, along with a dated Transmittal Form or Cover Letter for the entire submittal.
- A completed and signed Site Development Permit Application, including any required fully executed special permit conditions. **Note: Acceptance of the application and review fee does not deem the permit approved.**
- Review by the Design Engineer that all applicable Land Use Planning Conditions of Approval have been satisfied.
- One (1) set of preliminary engineered construction plans for review by the City.
- Final Traffic Study, as applicable.
- Preliminary Intersection Sight Distance if meeting public roadway, stamped by a registered Civil Engineer or Traffic Engineer, as applicable.
- Final Stormwater Drainage Report, stamped/signed, and certified.
- Final Certified Impervious Surface Area Inventory and Stormwater Quality Facility Information Sheet, signed and certified. *See Public Works Standard Forms.*
- Final Infiltration Test Results, as applicable
- Final Geotechnical Report, as applicable.
- Fire Hydrant Flow Test report and Water System Analysis for the public water, as applicable.
- Design Modification Request Form, stamped/signed, as applicable.
- Developer-Engineer of Record Agreement signed by the Developer and the Design Engineer. *See Public Works Standard Forms.*
- Payment of permit application plan review fees.

Submitted By:

Date:



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SECTION 2: Items from Section 1 above, and the items below must be submitted and accepted by the City prior to receiving Final Engineered Construction Plan Approval by the City:

- An itemized Construction Bid Tab or Design Engineer's Estimate including itemized construction costs.
- Developer-Engineer-City Agreement signed and notarized by the Developer and the Design Engineer, as applicable. *See Public Works Standard Forms. Note that actual construction bid unit costs shall be used for determining the qualified public improvement SDC credits or reimbursement costs for the Developer-Engineer-City Agreement.*
- Other Agency Approvals. Attach copies of all approvals and/or permits issued by other governing agencies.
- Any required Construction Deferral and Waiver of Rights of Remonstrance Agreement. *See Public Works Standard Forms.*
- Any required Stormwater Facilities Operation and Maintenance Plans and Agreement. *See Public Works Standard Forms.*
- Any required Easement(s) and/or Right-of-Way Dedication(s). *See Public Works Standard Forms.*

Submitted By:

Date:

SECTION 3: Items from Sections 1 and 2 above, and the items below must be submitted and accepted by the City prior to City issuance of a Site Development Permit:

- Five (5) sets of engineered construction plans for approval by the City. Three (3) of the five approved sets are retained by the City and two (2) are returned to the applicant. Any additional plan sets required by the Developer need to be provided in addition to the five sets.
- Other Agency Permits. Attach copies of all permits issued by other governing agencies.
- Detailed Project Construction Schedule.
- Construction Materials / Manufacturer's Certificate Submittals, as applicable.
- Certificate of Insurance in the Contractor's name, identifying the project name and permit number and naming the City of Stayton, its consultants, officers, employees and agents as additional insured. **Note: If the project name, permit number or additional named insured information are missing, the certificate can not be accepted.**
- Signed and Notarized Contractor's Indemnity Agreement. *See Public Works Standard Forms.*
- Approved Standard Privately Financed Public Improvement Performance Bond, No. _____. *See Public Works Standard Forms.*
- Payment of all required permit fees.
- Pre-Construction Conference. **Note: the Pre-Construction Conference shall not be scheduled until plans are authorized by the City and the permit items noted above have been submitted. Allow five (5) working days notice to the City prior to the Pre-Construction Conference.**

Submitted By:

Date:



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SECTION 4: Items below must be submitted and accepted by the City prior to Final Completion of a Site Development Permit:

- Payment of all required final permit fees.
- Intersection Sight Distance Certification if meeting public roadway, stamped by a registered Civil Engineer or Traffic Engineer, as applicable.
- Final infiltration test results and stormwater management facility final volume calculations and as-built survey, as applicable.
- Design Engineer's Notice of Completion Letter. *See Public Works Standard Forms.*
- Approved Record "As-Built" Drawings, Approval Date: _____
- An electronic copy of the Approved Record Drawings (pdfs and in AutoCAD or approved other) with reference to at least two Oregon North NAD 83 State Plane Coordinates and reference to the NAVD88 vertical datum. Questions on format or obtaining state plane coordinates should be addressed to the Public Works Department at (503) 769-2919.
- Approved Standard Public Improvement Maintenance / Warranty Bond (1-yr), No. _____. *See Public Works Standard Forms.*
- Approved Standard Privately Financed Public Improvement Stormwater Facility Maintenance / Warranty Bond, No. _____, as applicable. *See Public Works Standard Forms.*

Submitted By:

Date:



City of Stayton
 Department of Public Works
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Permit No.: _____

Land Use File No.: _____
 (if applicable)

SITE DEVELOPMENT PERMIT APPLICATION

This permit covers the review of engineering design and construction for development within the City of Stayton. All work shall conform to the Stayton Municipal Code, Stayton Public Works Standards, applicable permits, laws and regulations. Street pavement cuts shall comply with Stayton Municipal Code Title 12.04. Applicant shall call 503-769-2919 to notify the City Inspector 24 hours prior to start of the project. Contractor shall call 503-769-2919 a minimum of 48 hours prior to required inspections.

THIS PERMIT IS SUBJECT TO THE GENERAL TERMS AND CONDITIONS SHOWN ON THE REVERSE SIDE.

<p><u>OWNER INFORMATION</u></p> <p>Name: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>Phone/Fax: _____</p> <p>Email: _____</p>	<p><u>APPLICANT INFORMATION</u></p> <p>Name: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>Phone/Fax: _____</p> <p>Email: _____</p>
<p><u>ENGINEER / ARCHITECT INFORMATION</u></p> <p>Name: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>Phone/Fax: _____</p> <p>Email: _____</p> <p>License No.: _____</p>	<p><u>CONTRACTOR INFORMATION</u></p> <p>Name: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>Phone/Fax: _____</p> <p>Email: _____</p> <p>License No.: _____</p>
<p><u>PROJECT INFORMATION</u></p> <p>Project Name: _____</p> <p>Site Address: _____ Closest Intersecting Streets: _____</p> <p>Tax Lot No.: _____ Tax Lot Map No.: _____</p> <p>Estimated Start Date: _____ Estimated Project Duration: _____</p> <p>Primary Reason for Permit Application (check all that apply):</p> <p><input type="checkbox"/> Subdivision, No. Lots: _____ <input type="checkbox"/> Partition, No. Lots: _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Parking Lot <input type="checkbox"/> Street Light</p> <p><input type="checkbox"/> Sign <input type="checkbox"/> Utility(s): _____ <input type="checkbox"/> Grading/Excavation <input type="checkbox"/> Stormwater Facility <input type="checkbox"/> Other: _____</p> <p><i>By my signature, I certify that I have read this permit application and agree to the general terms and conditions and certify that the supplied information above is correct. I agree to comply with the Stayton Municipal Code, Stayton Public Works Standards, applicable permits, laws and regulations pertaining to the proposed design and construction, and hereby authorize City representatives to enter upon the above property for inspection purposes. I understand and agree to pay all review and permit costs, to repair or replace any property damaged while work is being performed under this permit, and acknowledge that failure to pay these costs when due will constitute a violation of the terms of the permit and the City may avail itself to any and all legal remedies.</i></p> <p>Authorized Signature: _____ Date: _____</p>	

For Staff Use Only			
Received By (initial): _____	Date: _____	Fee Paid: _____	Receipt No.: _____
Permit Approved By: _____	Permit Issue Date: _____		

CHARGES FOR EARLY EXCAVATION (STREET MORATORIUM)

In accordance with Stayton Municipal Code Title 12.04.140, in order to conserve new paving and resurfacing of streets, pavement cuts in travel lanes are prohibited for one (1) year after final approval of pavement placement, except when a contractor places new pavement along the full length of the cut, plus 10 feet at both ends of the cut, and across the full width of the street. After the one (1) year moratorium, pavement may only be cut upon payment of a penalty charge. The maximum period of time for which such penalty shall apply shall be five (5) years.

- a. The charge for early excavation of any public facility shall be a specified cost per square foot of excavation (length x width = square foot of excavation) multiplied by the number of years remaining in the penalty period. The specified cost per square foot shall be set by resolution.
 - ❖ First year after surfacing: As stated above.
 - ❖ Second year after surfacing: Cost x square footage of excavation x 4.
 - ❖ Third year after surfacing: Cost x square footage of excavation x 3.
 - ❖ Fourth year after surfacing: Cost x square footage of excavation x 2.
 - ❖ Fifth year after surfacing Cost x square footage of the excavation.
- b. The City will inform utilities and affected property owners before new paving or resurfacing is performed. Whenever practicable, the City will provide a tentative list of street improvements six months prior to construction.
- c. Potholing smaller than four square yards shall be allowed outside the travel lanes without penalty.

GENERAL TERMS AND CONDITIONS

1. Permit is valid for 180 days from date of issue or as specified in an attachment. An extension of time may be requested not less than 48 hours prior to expiration. This permit shall be kept at the work site. CALL 503-769-2919 FOR INSPECTIONS.
2. All work shall comply with the Stayton Municipal Code (SMC), the Stayton Public Works Standards (PWS), ADA requirements, applicable permits, laws, regulations, and the Terms and Conditions contained herein and/or attached hereto. Applicant agrees to comply with the above description of work and approved plans. Any Applicant or Contractor who has done work not in conformance with the PWS or who violates the SMC shall be ineligible to do work in public rights-of-way until such deficiency has been corrected to the satisfaction of the City.
3. The Applicant is advised that utilities and other facilities may be in the vicinity of the proposed work site. The Applicant shall immediately notify the utility owner if facilities are encountered. Relocation of existing facilities will be at Applicant's expense.
4. The Applicant shall be responsible and liable for all accidents, environmental clean-up, damages or injuries to any person or property resulting from the construction, maintenance, repair, operation or use of a facility for which the Applicant may be legally liable. The Applicant shall indemnify and hold harmless the City of Stayton and its councilors, officers, consultants, employees or agents from and against all claims, demands, penalties, damages, losses, expenses, including attorney's fees, and causes of action of any kind or character, including the cost of defense thereof, arising or alleged to have risen in favor of any person on account of personal injury, death, or damage to property arising out of or resulting from, or alleged to have risen out of or resulted from, in whole or in part, any act or omission of the Applicant, his contractors, agents or employees, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
5. Unless waived as indicated on the permit form, the Applicant shall provide insurance and bonds as required by SMC.
6. The spreading of mud or debris upon any street is strictly prohibited and violation shall be cause for immediate cancellation of the permit. Clean up shall be at the Applicant's expense. The street shall be cleaned of all dirt and debris at the end of each workday, or more frequently if so determined by the City.
7. **IMPORTANT NOTE: EXCAVATORS MUST POTHOLE TO LOCATE UNDERGROUND UTILITY FACILITIES.** In addition, Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center if the work involved excavation. Those rules are set forth in ORS 757.542 through 757.562 and OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center. (Note: The telephone number for the Oregon Utility Notification Center is 1-800-332-2344.)
8. When directed by City Engineer, control density fill (CDF) shall be used as backfill material in place of crushed rock in all trenches in paved areas that are not parallel to the roadway and all trenches parallel to the roadway that are less than 50' in length.
9. Asphalt pavement replacement shall be a minimum of 4-inches of AC pavement, or match existing AC pavement depth, whichever is greater, compacted in equal lifts not to exceed 3-inches. All existing pavement edges are to be sawn. All damage to pavement must be repaired within two (2) days of completion of an approach.
10. Upon completion of the work, the work site must be restored equivalent to original condition or better. Applicant shall remain responsible for satisfactory workmanship and materials for one (1) year after acceptance of improvements authorized by this permit.
11. The City has the right and authority to issue a stop work order and impose a FINE OF \$500.00 DOLLARS PER DAY for each day that such violation continues for failure to comply with the provisions of this permit.



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**CERTIFIED IMPERVIOUS SURFACE AREA INVENTORY
 AND STORMWATER QUALITY FACILITY INFORMATION SHEET**

(to be submitted with the Site Development Permit Application)

ENGINEER / ARCHITECT INFORMATION

Name: _____ Contact: _____
 Address: _____ Phone/Fax: _____
 Email: _____ License No.: _____

PROJECT INFORMATION

Project Name: _____
 Site Address: _____ Closest Intersecting Streets: _____
 Tax Lot No.: _____ Tax Lot Map No.: _____
 Total Acreage (to the nearest 1/10th of an acre total disturbance limits): _____
 New Proposed Number of Lots in Subdivision / Partition: _____

IMPERVIOUS SURFACE AREA INVENTORY (in square feet)

Existing Impervious Area (sq. ft): _____
 Existing Impervious Area Removed (sq. ft): _____
 Existing Impervious Area Retained (sq ft): _____
 New Impervious Area Proposed sq ft): _____ (public) _____ (private)
 Total Impervious Area (sq. ft): _____
 Pervious Pavement / Pavers (sq ft): _____
 New Proposed In Existing Right-of-Way (sq ft): _____

STORMWATER QUALITY FACILITY INFORMATION (see City of Portland SWMM)

Proposed Facility Types:

- | | |
|--|--|
| <input type="checkbox"/> Basin | <input type="checkbox"/> Planter / Sand Filter |
| <input type="checkbox"/> Pond (wet, extended wet, dry) | <input type="checkbox"/> Filter Strip |
| <input type="checkbox"/> Swale | <input type="checkbox"/> Soakage Trench / Drywell |
| <input type="checkbox"/> Grassy Swale | <input type="checkbox"/> Manufactured Treatment Technology |
| <input type="checkbox"/> Pervious Pavement / Pavers | <input type="checkbox"/> Other: _____ |

Treatment Area Size:

Treatment Area (sq. ft): _____
 Treatment Volume (ponds, cu. ft): _____
 Treatment Length (swale, ft): _____

By my signature, I certify that the supplied information above is in compliance with the Stayton Public Works Standards and correct to the best of my knowledge.

Authorized Signature: _____ **Date:** _____



DESIGN MODIFICATION REQUEST FORM

A Design Engineer may request a modification to the Stayton Public Works Standards relating to, and only for, a specific project by submitting this written request for such modification to the City. A design modification may be requested during design or construction and the written request shall state the desired modification, the reason for the requested modification, the conditions in Stayton Public Works Design Standards Section 101.09.C.3 that apply to the desired modification, and a comparison between the City Standard and the modification as far as performance and maintenance requirements. **When a Design Modification Request involves or will have an impact on public safety, the City will rule in the direction of public safety.**

DESIGN ENGINEER INFORMATION

Company Name: _____	Contact Name: _____
Address: _____	Phone No.: _____
Email: _____	PE License No.: _____

PROJECT INFORMATION

Project Name: _____	
Site Address: _____	
Closest Intersecting Street: _____	Tax Lot & Map No.: _____

DESIGN MODIFICATION REQUEST INFORMATION

Primary Reason for this Design Modification Request (check all that apply):			
<input type="checkbox"/> Streets and Alleyways	<input type="checkbox"/> Water System	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Stormwater <input type="checkbox"/> Other
If this Design Modification Request involves Streets and Alleyways, then also complete the following:			
Functional Classification:	<input type="checkbox"/> Arterial	<input type="checkbox"/> Collector	<input type="checkbox"/> Neighborhood Collector <input type="checkbox"/> Local <input type="checkbox"/> Other
Current ADT (Year):	_____	Design ADT (Year):	_____
Posted Speed:	_____ mph	Design Speed:	_____ mph
Streets and Alleyways Design Modification (check all that apply):			
<input type="checkbox"/> Design Speed	<input type="checkbox"/> Lane Width	<input type="checkbox"/> Bridge Rail	
<input type="checkbox"/> Horizontal Alignment	<input type="checkbox"/> Parking Width	<input type="checkbox"/> Pavement Design Life	
<input type="checkbox"/> Vertical Alignment	<input type="checkbox"/> Bike Lane/Multi-Use Path Width	<input type="checkbox"/> Vertical Clearance	
<input type="checkbox"/> Intersection Sight Distance	<input type="checkbox"/> Median Width	<input type="checkbox"/> Superelevation	
<input type="checkbox"/> Stopping Sight Distance	<input type="checkbox"/> Length of Cul-de-Sac	<input type="checkbox"/> Superelevation Runoff	
<input type="checkbox"/> Intersection / Driveway Spacing	<input type="checkbox"/> Shy Distance from Fixed Objects	<input type="checkbox"/> Clear Zone	
<input type="checkbox"/> Pavement Cross Slope	<input type="checkbox"/> ADA Standards	<input type="checkbox"/> Sidewalk Width ¹	
<input type="checkbox"/> Grade	<input type="checkbox"/> Bridge Width	<input type="checkbox"/> (Other)	
¹ Needs a Sidewalk Modification from Planning.			

Conditions in PWDS Section 101.09.C.3 that apply to this Desired Modification (check all that apply):

- The Standard is inapplicable to a particular situation.
- Topography, right-of-way, or other geographical conditions or impediments impose an undue economic hardship on the applicant, and an equivalent alternative that can accomplish the same design objective is available and does not compromise public safety, accessibility, or anticipated life of facility.
- A change to a Standard is required to address a specific design or construction problem, and if not modified, the standard will impose an undue hardship on the applicant with little or no material benefit to the public.



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Location of Requested Design Modification:

Current Standard(s):

Design Modification Being Requested:

Reasons for Not Meeting Standard: *(such as cost/benefit, crash history, environmental, existing cross slope, etc.)*

Effect on Other Standards:

Compatibility with Adjacent Sections and Context

Comparison between the Standard and the Modification: *(as far as performance and maintenance requirements)*

Supporting Documentation *(include the appropriate plan section, cross section, alignment sheets & plan details):*



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DESIGN ENGINEER AUTHORIZED SIGNATURE

By my signature, I certify that the above supplied information is correct to the best of my knowledge.

Prepared By: _____ **Date:** _____
Design Engineer Signature

Print Name



CITY APPROVAL STATUS

- Approved
- Approved with Conditions *(conditions below or on attached sheet)*
- Denied *(as stated below or on attached sheet)*

Comments/Conditions:

Concurred By: _____ **Date:** _____
City Engineer Signature

Approved By: _____ **Date:** _____
Public Works Director Signature



CITY OF STAYTON DEVELOPER-ENGINEER OF RECORD AGREEMENT

By this Agreement, _____, agrees to provide
Engineer of Record
the necessary professional engineering, surveying and construction inspection services for the development
project, _____,
Project Name

City Planning File No. _____, in accordance with the City of Stayton Municipal Code, Stayton Public Works Standards, and applicable permits, laws and regulations. Developer and the Engineer agree that the Engineer's scope of work shall, at a minimum, include the following items and responsibilities, as applicable:

- 1) Provide engineering, design, drafting and field surveying services necessary to prepare engineered construction plans for City review and approval of the project in accordance with the Stayton Municipal Code, Stayton Public Works Standards, and applicable permits, laws and regulations. Submit plans and receive approvals from all applicable governing agencies. Coordinate with franchise utility owners as required. Attend a preconstruction meeting.
- 2) Obtain permits from all applicable governing agencies prior to construction. Provide and coordinate the field layout of the public improvements for construction.
- 3) Provide construction inspection for the project as required. Inspectors/observers shall be recognized as representatives of the Engineer and their duties shall be to approve materials and workmanship as required by the approved plans and specifications. The Engineer may give written notice that all work shall be stopped until the Engineer is satisfied that materials and workmanship conform to the approved plans and specifications.
- 4) Prepare and submit Record Drawings for the project, including a written notice of completion, copies of test results and inspection logs, and review and submit to the Stayton Public Works Department for review and approval.
- 5) Developer and the Engineer agree to notify the Stayton Public Works Director immediately if the above Agreement is terminated or if the Engineer for any reason is unable to perform the necessary duties. Developer and the Engineer understand that a breach of this Agreement may be reason for the City to issue a "Stop Work" order. **Note: This Agreement is not transferable.**

Engineer WILL or WILL NOT be providing the necessary surveying services for the project. If not, the name/contact information for the Project's Surveyor is: _____.

ENGINEER: _____

DEVELOPER: _____

By _____
Signature

By _____
Signature

Title

Title

Address

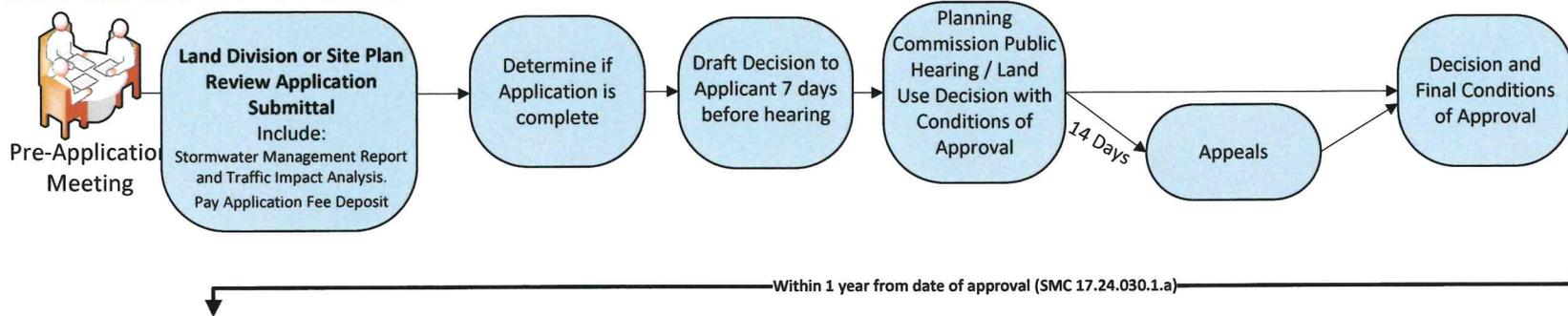
Address

OR License No.

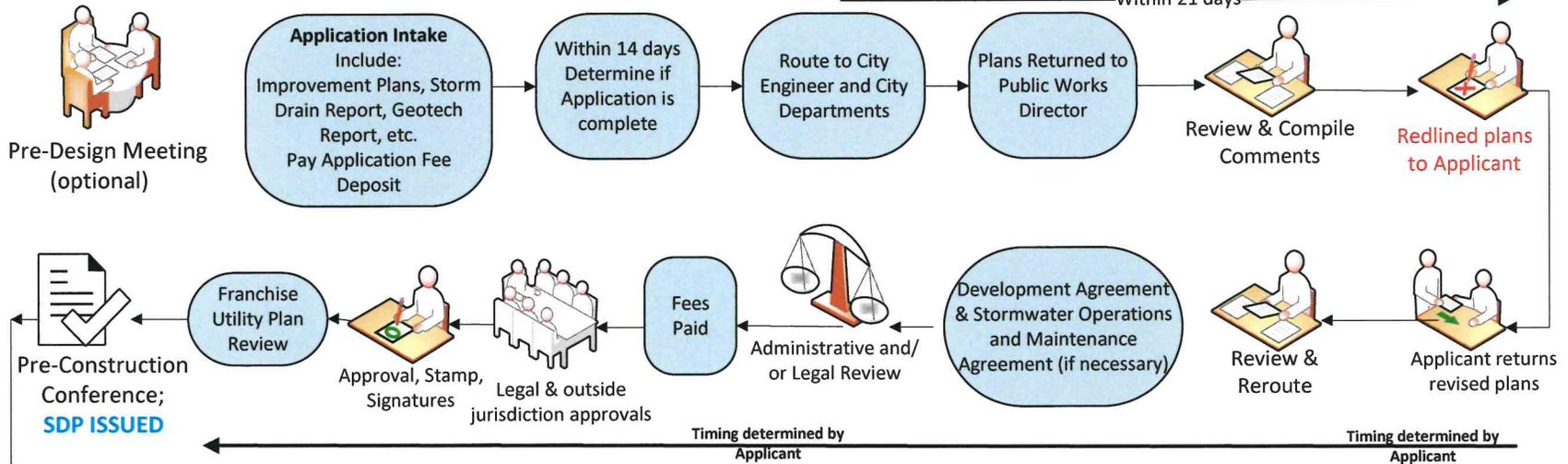
Oregon Professional Registration/License (check all that apply): Surveyor Civil Geotechnical Structural
 Traffic Environmental Architect Landscape Architect (*privately maintained improvements only*)
 Other Discipline/Specialty (*describe*): _____.

SITE DEVELOPMENT AND RELATED PROCESSES

LAND USE PERMITTING PROCESS



SITE DEVELOPMENT PERMIT (SDP) PROCESS



CONSTRUCTION PROCESS

