



## **PLEASE READ THE FOLLOWING COMPLETELY**

CITY OF STAYTON PUBLIC WORKS DEPARTMENT  
362 N. THIRD AVENUE, STAYTON, OREGON 97383  
(503) 769-2919 [www.staytonoregon.gov](http://www.staytonoregon.gov)

**The following Public Works Department standard conditions shall apply to all single family or duplex unit building plans.**

### **GENERAL:**

1. All work shall be in accordance with the current City of Stayton Standards, Ordinances and Codes, the Oregon Standard Specifications for Construction (APWA/ODOT), the American Disability Association (ADA) Standards, American Water Works Association (AWWA) Standards, and the Manual on Uniform Traffic Control Devices (MUTCD).
2. All improvements required in the public right-of-way to be deferred shall be approved by the Public Works Director and must be recorded with the Marion County Deed Records on the form prescribed by the City of Stayton prior to issuance of a building permit. Reference the City of Stayton Municipal Code Title 12 – Streets, Sidewalks and Public Places.
3. ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through 952-001-0090. You may obtain copies of the rules by calling the center. (Note: The administrative telephone number for the Oregon Utility Notification Center is (503) 232-1987). To request locates please call: 811 or (800) 332-2344.
4. The owner or their agent shall schedule public works inspections a minimum of 24 hours in advance, Monday through Friday except on holidays, between 8:00 AM to 5:00 PM, at 503-769-2919.

### **GRADING AND EROSION CONTROL:**

1. Erosion control measures must be installed prior to the start of construction or as directed during construction and shall remain in place throughout the duration of the project. Erosion control measures shall be removed within 30 days after final approval is granted unless permitted to remain by the City. For erosion control measure installations refer to the City of Stayton Standard Drawing number(s) 656, 658 & 670.
2. All grading on property located in the City of Stayton shall conform to Stayton Municipal Code (SMC) 15.10.
3. Obstruction of natural drainage courses, diversion or causing runoff to accumulate on surrounding properties is prohibited.
4. Any fill or cut activity shall be confined to the subject property.
5. Brush, stumps, vegetation, garbage and other such materials shall not be used as fill material.

6. Fill material to be used as a structural material shall be engineered by a professional engineer licensed in the State of Oregon. Engineering report(s) are to be submitted with the building application.

**WATER:**

1. The owner or agent shall call the City of Stayton Public Works Department for inspection of any new service connections at the mainline and of the new copper service pipe prior to backfill of trench. For water service connections to the water main refer to the City of Stayton Standard Drawing number 430.
2. The new meter will be installed within seven (7) days of the approved inspection or by scheduled arrangement. Billing for water and sewer base charges will begin on the water meter installation date. The property owner is responsible for these charges.

**SANITARY SEWER:**

1. The owner or agent shall call the Public Works Department for inspection of any lateral connection or other work performed within the public right-of-way relating to the sanitary sewer prior to backfill of the trench or excavation. For sewer lateral connections to the sewer main refer to the City of Stayton Standard Drawing number(s) 528 and 530.
2. The owner shall maintain the sewer line from the building to the mainline at no expense to the city.

**STORM DRAINAGE:**

1. All storm water must be fully contained within the property being developed. Downspouts and footing drains must route and connect to an onsite drainage facility.
2. Infiltration testing must be performed prior to the approval of onsite storm water management proposal. Refer to the attached Simplified Approach Infiltration Test instructions, forms and drawings.
3. Record the Operations & Maintenance document with Marion County. The City of Stayton Public Works can provide the documents required for a Simplified Approach design method.

**STREET(S) AND RIGHT-OF-WAY:**

1. The owner or their agent must notify emergency services and Public Works a minimum of 48-hours prior to any street or lane closures. The contractor is responsible for erecting proper traffic control devices as per the Manual of Uniform Traffic Control Devices and Oregon Temporary Traffic Control Handbook.
2. Trenches within public street pavement shall be saw cut and backfilled with compacted ¾" or 1"-0" granular backfill or a Controlled Low Strength Material (CLSM). Trench areas outside of street pavement may be backfilled with compacted rock to match the existing surface grade. Refer to the City of Stayton standard drawings #206.
3. All edges of the permanent patching shall be tack coated and sand sealed. Asphalt patch shall be 4-inch minimum Level 2, 1/2" Dense HMA compacted in two lifts to a minimum density of 91%. If hot mix asphalt is not available, the contractor shall use cold mix as a temporary patch until hot mix is available for permanent repairs. Refer to the City of Stayton standard drawing #316.

4. Density testing shall be performed for trench aggregate backfill and asphalt patching/paving. The reports will be submitted to City of Stayton Public Works for review and acceptance.

#### **INSPECTIONS:**

1. The owner or their agent shall schedule public works inspections 24 hours in advance, Monday through Friday except on holidays, between 8:00 AM and 5:00 PM, at (503) 769-2919.
2. Refer to the attached list of required City of Stayton Public Works inspections.
3. Failure to have inspections performed could result in delays of the project.

#### **REFERENCE LINKS:**

1. City of Stayton  
[www.staytonoregon.gov](http://www.staytonoregon.gov)
2. American Public Works Association/Oregon Department of Transportation  
[http://www.oregon.gov/odot/hwy/specs/pages/standard\\_specifications.aspx](http://www.oregon.gov/odot/hwy/specs/pages/standard_specifications.aspx)
3. American Water Works Association  
[www.awwa.org](http://www.awwa.org)
4. Americans with Disabilities Act  
[http://www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)
5. Manual on Uniform Traffic Control Devices  
[www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov)
6. Portland Stormwater Management Manual  
<https://www.portlandoregon.gov/bes/64040>

## Instructions for Preparation of a Residential Site Plan

### ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN

- Scale: 1"=10'                           minimum 11"x17" paper
- North Arrow
- Owner Name, Address & Phone Number
- Builder Name, Address & Phone Number
- Assessor's Map & Tax Lot Number
- Property Line location and dimensions
- Easements of Record (this information should be part of the property title report)

### EXISTING FEATURES

- Streets: street name(s), edge of pavement, curb, centerline and intersection as applicable
- Structures: buildings, sidewalks, driveway, planters, fences, walls or other man-made objects
- Signs, Utility Poles, Pedestals and/or Cabinets, ect.
- Identify the distance from the nearest fire hydrant to the property
- Water, Sewer, and Storm pipelines fronting property, services connections, manholes, meters, ect.
- Wetlands, Ponds, Streams, Creeks, Riverbanks or any other body of water inside or on adjoining properties
- Elevations at property corners and contour lines for steep slopes

### PROPOSED FEATURES

- Structure(s) showing distances from property lines and/or other structures
- Front of House, Driveway and Walkway locations indicating surface type
- Square Footage of Total Impervious Area (building coverage, patios, driveways, walkways, ect.)
- Elevation(s) at corners of proposed structures
- Water, Sewer, Storm, Communication, Gas and Power service connection locations showing all street cuts if applicable
- Stormwater Facilities (downspouts, footing drains, driveways and walks on-site infiltration)
- 100 year floodplain boundary if applicable

PLEASE REFER TO THE ATTACHED EXAMPLE SITE PLAN DRAWING.

**NOTE: Permit applications that do not have sufficient information for review or applications lacking a site plan will be returned to the applicant for resubmittal.**

OWNER: \_\_\_\_\_

MAP & TAXLOT: \_\_\_\_\_

NAME \_\_\_\_\_

LOT SIZE (sf): \_\_\_\_\_

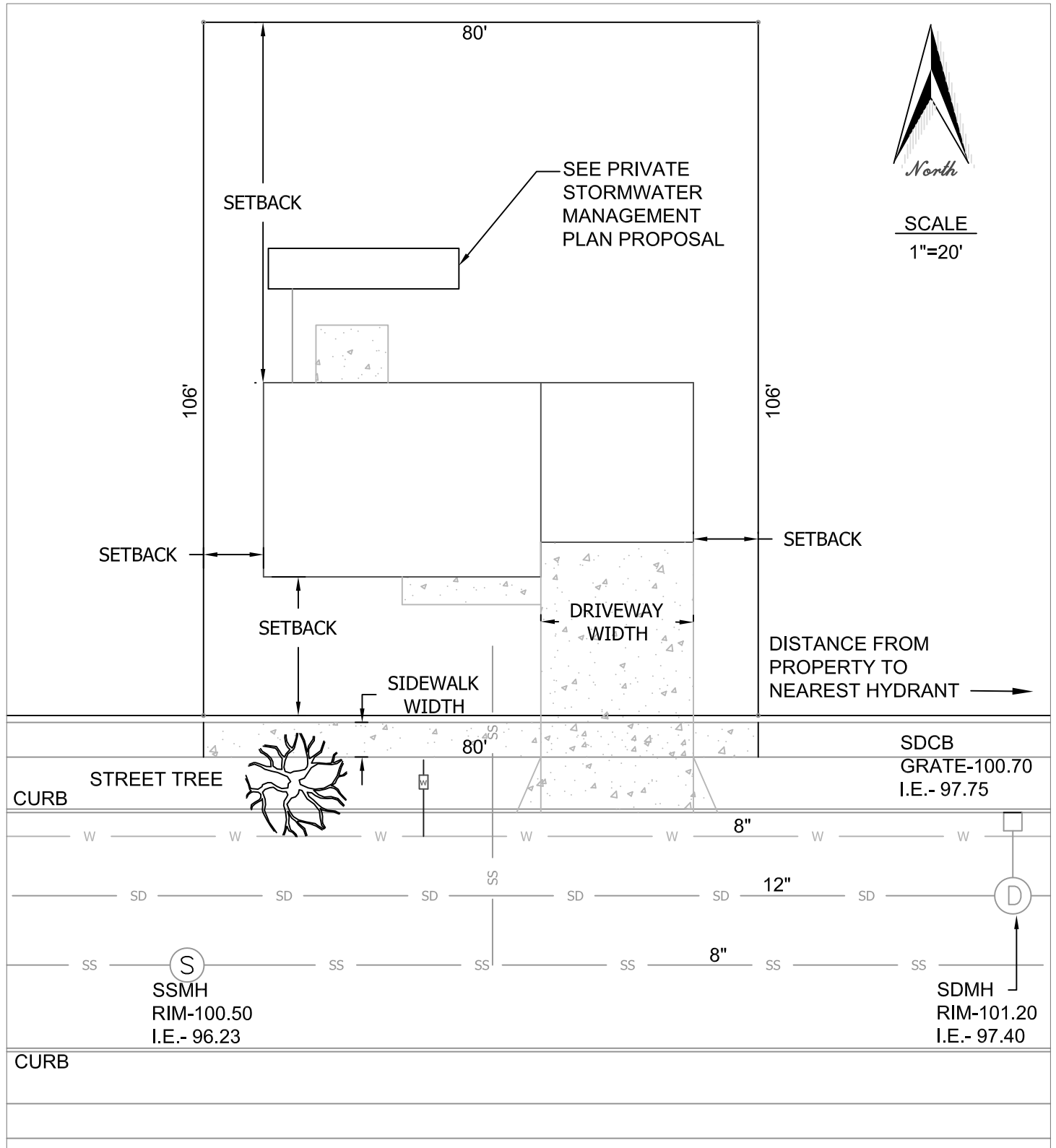
ADDRESS \_\_\_\_\_

ROOF AREA (sf): \_\_\_\_\_

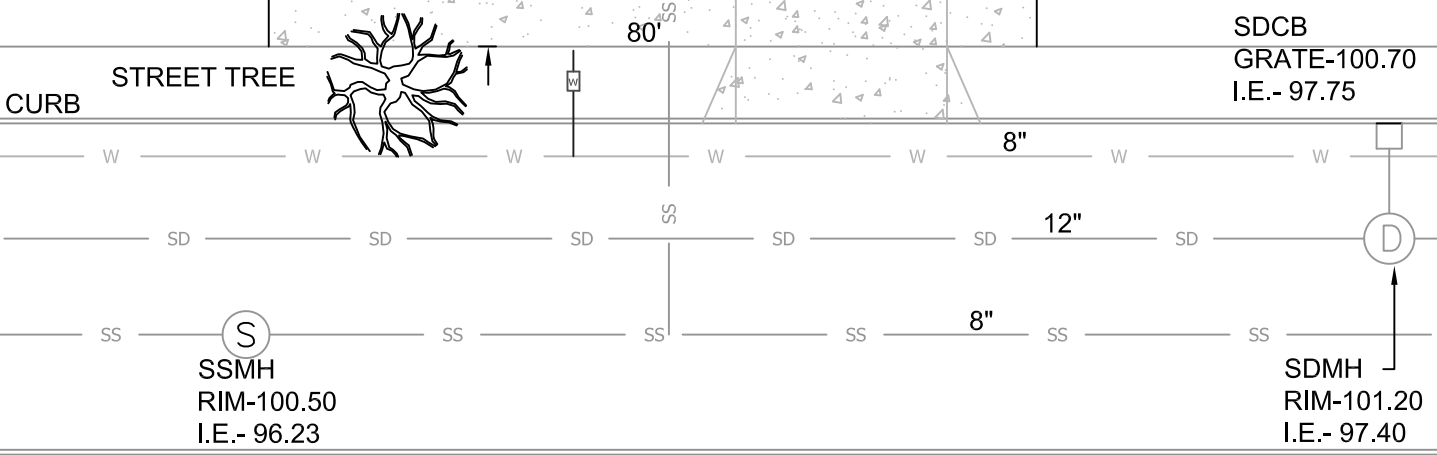
PHONE \_\_\_\_\_

DRIVEWAY/PATIO/WALK (sf): \_\_\_\_\_

# SAMPLE SITE PLAN



SCALE  
1"=20'



CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_