



PUBLIC IMPROVEMENTS PERMIT APPLICATION

Public Works - Engineering Division
 265 Strand Street, St. Helens, OR 97051 | (503) 397-6272
 Email: Engineering@sthelensoregon.gov

Permit Number: _____

Application Date: _____

Submit with this application:

- Electronic construction plans in PDF format to the Engineering Division via email
- Transmittal memo and supporting documentation, such as a geotechnical engineering report, traffic study, drainage calculations, and other information as required. Submit electronically in PDF format.
- Engineer's construction cost estimate. Submit electronically in PDF format.
- Plan Review fee - see Engineering Fee Schedule, payable by check or credit card.

APPLICANT INFORMATION

<u>Owner/Business/Name:</u>	
<u>Mailing Address: (City, State, Zip Code)</u>	<u>Phone Number:</u>
<u>Contact Person:</u>	
<u>Phone Number:</u>	<u>Email Address:</u>

ENGINEER INFORMATION

<u>Engineer: (Attach separate sheet for additional Engineering Firms)</u>	
<u>Mailing Address: (City, State, Zip Code)</u>	<u>Phone Number:</u>
<u>Contact Person:</u>	
<u>Phone Number:</u>	<u>Email Address:</u>

CONTRACTOR INFORMATION

<u>Contractor: (Attach separate sheet for Subcontractors)</u>		
<u>Mailing Address: (City, State, Zip Code)</u>	<u>Phone Number:</u>	
<u>Construction Contractors Board License No (CCB):</u>	<u>City Business License Number</u>	
<u>Contact Person:</u>	<u>Phone Number:</u>	<u>Email Address:</u>

PROJECT INFORMATION

<u>Subdivision/Project Name:</u>		
<u>Project Location & Description:</u>		
<u>Planned Public Improvements Apply to: (Check all that apply)</u>		
<input type="checkbox"/> Water System	<input type="checkbox"/> Streets	<input type="checkbox"/> Signage & Striping
<input type="checkbox"/> Sanitary Sewer System	<input type="checkbox"/> Grading	<input type="checkbox"/> Street Lighting
<input type="checkbox"/> Storm Drainage System	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/> Other, _____
<u>Proposed Starting Date</u>	<u>Proposed Completion Date</u>	

PLAN REVIEW

Public Improvements Plan Review Fee due upon submittal of plans and permit application.

Engineer's Preliminary Cost Estimate for Plan Review..... \$ _____

Plan Review Fee is 2% based on Engineer's Preliminary Project Cost Estimate.

PUBLIC IMPROVEMENTS CONSTRUCTION PERMIT

Public Improvements Permit Fee for the Construction of Public Improvements and Project Inspection due upon Plan Approval by Authorized Representative of the City of St. Helens Engineering Division.

Engineer's Final Project Cost Estimate for Construction Permit..... \$ _____

Permit Fee is 3% based on Revised Engineer's Final Project Cost Estimate.

AGREEMENT

By signing below, the Applicant agrees to comply with the plans and specifications as herewith approved by the Public Works Engineering Division and also with all rules, regulations, ordinances, and resolutions pertaining to construction. All work shall be in strict conformity with the City of St. Helens Title 18 Engineering Standards (Public Facilities Construction Standards) Manual, the most current version of the Oregon Standard Specifications for Construction (OSSC), and to all applicable State and Federal codes as required. The Applicant's contractor and/or subcontractor(s) shall have a valid City business license at all times during the work. The Applicant has read and understands the conditions on all pages of this application for using or doing work in the public right-of-way and further states that the Public Improvements Permit for the Construction of Public Improvements is for the purpose stated and no other, unless expressly requested on this application and authorized by a permit. The Applicant agrees to indemnify and hold harmless the City of St. Helens, its officers, agents, employees, and representatives from any injury or damage caused by or relating to the activities specified in this application. The Applicant agrees that a response on the above-mentioned project may not be received, either verbally or in writing, by the Engineering Division until ten (10) days from the date application was received. The Applicant further agrees to comply with the described plans and specifications as approved by the Engineering Division and with all rules, regulations, ordinances, and resolutions

Applicant Name (print)

Applicant Name (sign)

Date

PLAN REVIEW EXPIRATION NOTICE

Applications shall expire by limitation when no permit is issued within 90 days following date of application due to incomplete information or failure to provide requested corrections. In such cases plans and other data submitted for review may thereafter be returned to the applicant or destroyed. The Engineering Division may extend the time for action by the Applicant for a period not exceeding 90 days upon request by the Applicant showing that circumstances beyond the control of the Applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

PUBLIC IMPROVEMENTS CONSTRUCTION PERMIT EXPIRATION NOTICE

Public Improvements Permit shall expire by limitation and become null and void if the work authorized by such permit has not commenced within one hundred eighty (180) days from the date of such permit or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. The work shall not be considered suspended or abandoned where the permittee has pursued activities deemed by the Engineering Division to indicate the intent to start and complete the project. Permittee holding an unexpired permit may apply for an extension of the time within which work is to be completed under that permit when the permittee is unable to complete work within the time required by this section for good and satisfactory reasons. The Engineering Division may extend the time for action by the permittee on written request by the permittee showing that circumstances beyond the control of the permittee have prevented work from being completed. No permit shall be extended more than once.

FOR OFFICE USE ONLY			
PLAN REVIEW FEE			
~ Ordinance No. 3095 / Resolution No. 1954 ~			
	TOTAL DUE	TOTAL PAID	RECEIPT NO.
PLAN CHECK FEE <i>2% based on Engineer's Preliminary Project Cost Estimate</i>			
PLAN APPROVAL:	DATE	APPROVED BY (PRINT NAME)	SIGN NAME
PUBLIC IMPROVEMENTS PERMIT CONSTRUCTION FEE			
~ Ordinance No. 3095 ~			
	TOTAL DUE	TOTAL PAID	RECEIPT NO.
PUBLIC IMPROVEMENTS PERMIT FOR THE CONSTRUCTION OF PUBLIC IMPROVEMENTS <i>3% based on Revised Engineer's Final Project Cost Estimate</i>			
PUBLIC IMPROVEMENTS PERMIT APPROVAL:	DATE	APPROVED BY (PRINT NAME)	SIGN NAME
<input type="checkbox"/> Upon Plan Approval, Applicant shall submit one (1) complete electronic PDF and three (3) complete hard-copy full-size set of plans for the final "Approved for Construction" stamping and approval by the Engineering Division. <input type="checkbox"/> Prior to issuance of the Public Improvements Permit, Contractor must submit to the City Proof of Insurance Certificate naming the City of St. Helens, its officers, agents, employees, and representatives as additional insured.			
PUBLIC IMPROVEMENTS PLAN REVIEW & CONSTRUCTION PERMIT PROCESS			

The following outline applies to public improvements and the City of St. Helens Engineering Division planning and permitting process. Please refer to **Municipal Code Title 18 - Engineering Standards Manual** on the City's website for more details.

1. Design Engineer submits to the Engineering Division:

- Electronic construction plans in PDF format. Plans should be emailed to Engineering@sthelensoregon.gov
- Transmittal memo and supporting documentation, such as a geotechnical engineering report, traffic study, drainage calculations, and other information as required, also submitted electronically in PDF format.
- Detailed preliminary project construction cost estimate.
- Plan review fee based on 2% of the preliminary project cost estimate.

2. Public Improvement Plans Submittal Requirements:

- Plans shall be submitted on 24-inch by 36-inch sheets
- A north arrow shall be shown on each plan view sheet of the plans and adjacent to any other drawing that is not oriented the same as other drawings on the sheet
- Plans shall be organized as follows:
 - (i) Title sheet shall include project name, vicinity map, name and mailing address of developer/owner and engineering firm, general notes, notice to excavators, index, space for city approval stamp (five-inch by five-inch) in the lower right quadrant, the City of St. Helens project number (to be provided by the Engineering Division) in the very bottom of the lower right-hand corner, and a summary of quantities of all public infrastructure.
 - (ii) Composite utility plan which includes existing public and private utilities, and proposed public improvements.
 - (iii) Street and storm sewer plan and profiles, showing existing and finished contours at two-foot intervals. Profile views shall include shaded locations of all other proposed and existing utilities to verify potential conflicts.
 - (iv) Sanitary sewer and water plan and profiles. Profile views shall include shaded locations of all other proposed and existing utilities to verify potential conflicts.
 - (v) Grading and erosion control plan showing existing and finished contours with maximum contour intervals of two feet. Contours shall extend off site a minimum of 50 feet. This sheet shall also note the source of information, date of fieldwork, and location of original document.
 - (vi) Details may be listed by calling out the City of St. Helens standard detail number and title. If the detail drawings are to be included on the plan sheets, all City standard details shall be full size, 75 percent or 66 percent of original size. Any modifications to a City standard drawing or detail must be clearly marked and initialed by the engineer, along with the date of approval for modifications. Preapproval is required for modifications to City standard drawings and details.
 - (vii) Copy of the approved tentative plat.
 - (viii) Street lighting plan.
- Scale shall be one inch equals two feet, three feet, four feet, five feet, or 10 feet vertically and shall be one inch equals 10 feet, 20 feet, 30 feet, 40 feet, or 50 feet horizontally for all drawings except structural details. Scale shall be shown with north arrow and/or within a title block
- Letter size shall not be smaller than one-tenth of an inch high.
- The location and elevation of a National Geodetic Survey, United States Geological Survey, Oregon State Highway, Columbia County, or city of St. Helens benchmark shall be shown. No other datum shall be used without permission of the City Engineer. Temporary control benchmarks and elevations shall also be shown on the plans.
- Title block shall appear on each sheet of the plan set and shall be placed in the lower right-hand corner of the sheet, across the bottom edge of the sheet, or across the right-hand edge of the sheet. The title block shall include the names of the project, the engineering firm, the owner, the sheet title, and the sheet number

- Below title block in bold text shall be the city of St. Helens project number on each sheet
- Signed seal of the registered Oregon professional engineer (or architect as noted in SHMC 18.08.010) responsible for preparation of the plans shall appear on each sheet.
- Description and date of all revisions to the plans shall be shown on each sheet affected, and shall be approved and dated by the registered professional engineer of record as evidenced by an original signature or initial.
- Use standard drafting symbols to indicate the location and direction of view for all sections.

3. Drainage Calculations:

Drainage calculations shall be presented in a clear, concise and complete manner. These calculations shall address all runoff into the drainage system. The drainage calculations shall be included with the plan submitted for plan review. Initial time of concentration calculation with assumptions listed and charts or nomographs used shall be included with drainage calculations.

4. Other information to be shown on the construction drawings or the other submittals:

- The design assumptions for each street (e.g. traffic coefficient, R-value)
- Design elements such as street classification, design speed, results of a traffic study, if necessary, and Results of a traffic study, if necessary.
- Structural construction plans and the necessary calculations shall be submitted for proposed structures (example: walls, box culverts, bridges)
- Any additional information the city engineer deems necessary to review the plans and assure compliance with design standards.

5. Engineering Division Plan Review

After receipt of the plans, other required submittals, and payment of the plan review fee, the Engineering Division will route the construction plans to the Public Works Operations Division, Planning Division and Building Division for comments. On completion of a detailed review, the Engineering Division will return “redline” comments to the Design Engineer. The Design Engineer shall complete revisions and submit revised plans to the Engineering Division. Additional fees shall apply for plan reviews that exceed three review iterations.

6. Final Plan Review and Issuance of Construction Permit

After the Design Engineer has completed all revisions and obtained the necessary permits/approvals from affected jurisdictions and submitted the final cost estimate and Public Improvements Permit Fee (3% based on Engineer's Final Project Cost Estimate), they shall submit one (1) complete electronic PDF and three (3) complete hard-copy full-size set of plans for the final signing and approval by the Engineering Division. The Design Engineer shall be provided one (1) "Approved for Construction" hard-copy full-size set of plans by the Engineering Division.

7. Performance and Maintenance Bonds

Prior to construction plan approval, the developer shall submit a financial guarantee for the improvements as required in Section 17.152.130 of the City's Municipal Code. Upon satisfactory completion of the required public improvements, a two-year maintenance guarantee shall be submitted to the City and the performance bond shall be released.

8. Pre-construction Meeting

The developer is responsible for arranging the pre- construction meeting between principal representatives of the project including the engineer, contractor, developer, and the City. The meeting shall take place at City Hall, unless approved by the Engineering Division. The following must occur PRIOR to the meeting: all Construction Plan Review and Inspection Fees must be paid in full, Performance Guarantee has been received and approved, construction permit has been issued, and Certificate of Insurance certificates have been submitted to the City naming the naming the City, it agents, and officers as additional insured and as certificate holder.

###