



PUBLIC IMPROVEMENTS PERMIT APPLICATION

Public Works - Engineering Division

265 Strand Street, St. Helens, OR 97051 | (503) 397-6272

Submit Complete Packet to Engineering@sthelensoregon.gov

Permit Number: _____

Approved For Construction: _____

Expiration Date: _____

Submit with this application:

- ☐ Electronic construction plans in PDF format to the Engineering Division via email or FTP for Plan Review
- ☐ Plan Review Fee - see current Engineering Fee Schedule. Fee payable by check or credit card.
- ☐ 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.

APPLICANT INFORMATION

Application Date: _____

Owner/Business/Name: _____

Mailing Address: (City, State, Zip Code) _____

Phone Number: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

ENGINEER INFORMATION

Engineer: (Attach a separate sheet for additional Engineering Firms) _____

Mailing Address: (City, State, Zip Code) _____

Phone Number: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

CONTRACTOR INFORMATION

Contractor: (Attach a separate sheet for additional contractors) _____

Mailing Address: (City, State, Zip Code) _____

Phone Number: _____

Construction Contractors Board License No (CCB): _____

City Business License Number (Required) _____

Contact Person: _____

Phone Number: _____

Email Address: _____

PROJECT INFORMATION

Subdivision/Project Name: _____

Project Location &
Description: _____

Planned Public Improvements Apply to: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Water System | <input type="checkbox"/> Roadway | <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, _____ |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Erosion & Sedimentation Control | |

Proposed Construction Start Date	Proposed Construction Completion Date

ESTIMATED COSTS OF CONSTRUCTION

Engineer's Preliminary Cost Estimate of Construction \$ _____
(To Be Completed With Initial Application for Plan Review)

Engineer's Final Cost Estimate of Construction \$ _____
(To Be Completed When Plans Are Approved for Construction)

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 all applicable City of St. Helens Municipal Code, SHMC 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 pertaining to construction within City limits.

Applicant Name (print) _____

Applicant Name (sign) _____

Date _____

PLAN REVIEW NOTICE

Public Improvement Permit Application shall expire when no permit is issued within 180 days following the date the plan review fee is paid due to incomplete information or failure to provide requested corrections during the plan review period. In such cases, plans and other data submitted for review may thereafter be returned to the applicant or destroyed. Extensions will be provided only when the Applicant shows that circumstances beyond the control of the Applicant have prevented action from being taken. Applicants wishing to renew a permit application after expiration shall resubmit plans. No additional fees shall be charged up to 60 days following expiration. A new plan review fees shall be charged when resubmittal occurs after permit application has been expired more than 60 days. Plan review fees are nonrefundable.

PUBLIC IMPROVEMENTS CONSTRUCTION PERMIT EXPIRATION NOTICE

Public Improvements Construction 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 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 Public Works 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 twice.

FOR OFFICE USE ONLY

PLAN REVIEW FEE

~ Ordinance No. 3095 / Resolution No. 2004 ~

Engineer's Approved Preliminary Project Cost Estimate,

for projects from \$0.01 to \$10,000	fee is	12% of Cost Estimate
for projects from \$10,001 to \$50,000	fee is	10% of Cost Estimate
for projects from \$50,001 to \$100,000	fee is	8% of Cost Estimate
for projects from \$100,001 to \$500,000	fee is	6% of Cost Estimate
for projects from \$500,001 to \$1,000,000	fee is	4% of Cost Estimate
for projects \$1,000,001 and above	fee is	2% of Cost Estimate

TOTAL DUE

TOTAL PAID

RECEIPT NO.

PLAN REVIEW FEE			
PLAN APPROVAL:	DATE	APPROVED BY (PRINT NAME)	SIGN NAME

PUBLIC IMPROVEMENTS PERMIT CONSTRUCTION FEE

~ Ordinance No. 3095 / Resolution No 2004 ~

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 Approved Final Project Cost Estimate,

for projects from \$0.01 to \$10,000	fee is	18% of Cost Estimate
for projects from \$10,001 to \$50,000	fee is	15% of Cost Estimate
for projects from \$50,001 to \$100,000	fee is	12% of Cost Estimate
for projects from \$100,001 to \$500,000	fee is	9% of Cost Estimate
for projects from \$500,001 to \$1,000,000	fee is	6% of Cost Estimate
for projects \$1,000,001 and above	fee is	3% of Cost Estimate

TOTAL DUE

TOTAL PAID

RECEIPT NO.

PUBLIC IMPROVEMENTS CONSTRUCTION PERMIT FEE			
PUBLIC IMPROVEMENTS CONSTRUCTION PERMIT APPROVAL:	DATE	APPROVED BY (PRINT NAME)	SIGN NAME

☐ Upon Notice of Plan Approval, Applicant shall submit one (1) complete electronic PDF and three (3) complete hard-copy full-size sets of plans for the final "Approved for Construction" stamping and approval by the Engineering Division.

☐ 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 plan review and permitting process. Please refer to **Municipal Code Title 18 - Engineering Standards Manual** on the City's website for more details.

1. Design Engineer shall submit to the Engineering Division:

- Electronic construction plans in PDF format. Plans may be emailed to Engineering@sthelensoregon.gov or uploaded to a sharepoint site.
- 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 current Engineering fee schedule.

2. Public Improvement Plans Submittal Requirements:

- Plans shall be size 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, as needed, 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, 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

On issuance of permit 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 Plan Review and Construction Permit 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 City, its agents, and officers as additional insured and as certificate holder.

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