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## GUIDELINES FOR PRIVATE DEVELOPMENT

Oregon City Public Works : Engineering Development Services Division

Revised : November 1, 2023

## Website

The City of Oregon City Public Works Development Services website is available to provide to applicants and engineers the documents needed throughout the development process.

### *Main Home Page*

<https://www.orcity.org/896/Development-Services>

### *Forms and Documents*

<https://www.orcity.org/1058/Development-Forms-Checklists>

### *Checklists*

<https://www.orcity.org/1065/Engineering-Development-Services-Checkli>

### *Codes, Standards, Policies, and Construction Details*

<https://www.orcity.org/898/City-Code---Plan-Review>

<https://www.orcity.org/907/Design-Standards-Drawings>

## Forms and Documents

The following documents or forms may be required of a development. The type of development and needs of development determine which documents or forms are needed.

- Bargain and Sale Deed : This is used when a tract of land is being conveyed to the City. This occurs most often for public stormwater facilities.
- Certificate of Completion : This is required by the design engineer to state to the City that the project is complete and was built per plan. It is required prior to plat recording or occupancy.
- Declaration of Covenant of Release & Indemnity for Geologic Hazards : This is required for any project building within a Geohazard. It must be recorded with the County.
- Deed of Dedication : This is used when right-of-way is being dedicated to the City.
- Developer/Engineer Agreement : This is required by the design engineer to state that they will be the engineer of record during construction. It must be provided to the City prior to permit.
- Engineering Service Fees : These are the various fees required at various stages of development.
- Fill/Grading Permit Application : This is required when a project does not go through the Type II, III, or IV development process. For any project in development in a Type II, III, or IV land use decision, the plan review provides the review rather than a grading plan and application.
- GPS Station Forms : These should be used when establishing a new City benchmark.
- Guidelines for Development : This document!
- Guidelines for Transportation Impact Analysis (TIA) : These are the minimum guidelines required by the City when a TIA is required of a development.
- Inspection/Observation (Minimum Guidelines for PW Construction) : These are the guidelines on what the design engineer shall do during construction.
- Land Division Compliance Agreement : This document is for any land division that chooses to defer the driveway, sidewalk, and street trees. It is prepared and executed prior to recording of the plat. It binds the developer to complete the driveways, sidewalk, and street trees within a 2 year period.
- Maintenance Bond Form : This is the form used to establish a 2 year maintenance period for public improvements.

- Performance Guarantee : This is the form that should be used to establish a bond/surety during construction that guarantees the public improvements will be completely built.
- Petition to Form Local Improvement District (LID) : This is the petition that should be used when a Local Improvement District is being considered.
- Private Stormwater Maintenance Covenant & Access Easement : This document is required for any stormwater management facility that will not be owned and maintained by the City. It must be recorded with the County.
- Public Utility Easement Form : This form is used to establish new easements.
- Restrictive Covenant Non-Remonstrance Agreement Form : This document is required of all projects with a land use decision. The applicant agrees to not remonstrate when the City determines a Local Improvement District is required. It must be recorded with the County.
- Right of Way Street Permits Application : This document is used for any work within the right of way not associated with a land use decision.
- Special Event Permit Application : This document is used when applying for a special event within the City.
- Street/Alley/Easement Vacation Application : This document is used when an applicant desires to vacate a street, alley, or easement.
- System Development Charges : These charges are separate from other engineering fees. They are charged to new buildings by the Engineering Division and are paid to the Building Division. Payment plans and agreements can be made to defer some of these charges.

## Checklists

The following checklists can be used to assist the applicant with knowing what to submit and what should be contained within the plans or reports being submitted.

*Can be provided at the pre-application meeting :*

- Engineering Completeness : lists for the applicant what should be submitted to allow Public Works to state that an application is complete.

*Can be provided at the pre-design meeting :*

- Plan Review Submittal : Lists the items needed by Public Works before any 1<sup>st</sup> review can begin
- Stormwater Submittal : Lists the items needed by Public Works before any 1<sup>st</sup> review can begin
- Plan Review : Lists the minimum items needed on a set of plans to be considered approvable
- Stormwater Review : Lists the minimum items needed within a stormwater report to be considered approvable
- Permit Submittal : Lists the items needed by Public Works before a pre-construction meeting will be scheduled and construction is allowed to begin

*Can be provided at the pre-construction meeting :*

- Occupancy : Lists the items needed by Public Works before occupancy will be recommended to the Building Division
- Partition Plat Review : Lists the minimum items needed on a plat to be considered approvable and ready for signature and recording
- Subdivision Plat Review : Lists the minimum items needed on a plat to be considered approvable and ready for signature and recording
- Plat Recording : Lists the items needed by Public Works before a plat will be recorded

*Can be provided to applicants for in-fill projects or non-land use related projects :*

- Abbreviated Grading Review\* : Lists the minimum items needed on a set of plans to be considered approvable
- Grading Review\* : Lists the minimum items needed on a set of plans to be considered approvable
- Residential Lot Grading\* : Lists the minimum items needed on a set of plans to be considered approvable

\*See section 9.2 of the Stormwater and Grading Design Standards to see which type of grading plan applies to your project.

*Can be provided to applicants for projects that contain Geohazards :*

- Geotechnical Checklist : Lists the minimum items needed within a geotechnical report

## Public Standards and Policies

All Public Works Standards and Policies are available to the public at the following websites :

*City Code*

[https://library.municode.com/or/oregon\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/or/oregon_city/codes/code_of_ordinances)

- <u>Title 12 – Streets, Sidewalks, and Public Places</u>	To find Driveway Widths, Street Design, Spacing Standards, Sidewalk, Pedestrian and Bicycle Facilities and Tree Planting Requirements
	See Also : <u>Transportation System Plan</u> <u>Public Works Master Plans</u>
- <u>Title 13 – Public Services</u>	To find Water, Stormwater, Sanitary Sewer, SDCs, Telecommunication Facilities and other Utility Facilities
	See Also : <u>Design Standards</u> <u>Public Works Master Plans</u>
- <u>Title 15 – Buildings and Construction</u>	To find Grading, Filling, and Excavation Requirements
- <u>Title 16 – Land Divisions</u>	To find Plat Requirements and Processes, Easements, and Partitions
- <u>Title 17 - Zoning</u>	To find Floodplain Requirements, Geologic Hazards, Erosion Control, Natural Resource

	Overlay Districts, Fence/Wall Requirements, and Sureties
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*Stormwater and Grading Design Standards*

<https://www.orcity.org/DocumentCenter/View/3530/Stormwater-and-Grading-Design-Standards-PDF>

*Erosion and Sediment Control Standards*

<https://www.orcity.org/DocumentCenter/View/2390/Oregon-City-Erosion-Prevention-and-Sediment-Control-Planning-and-Design-Manual-May-20-2015-PDF>

*Sanitary Sewer Design Standards*

<https://www.orcity.org/DocumentCenter/View/3225/Sanitary-Sewer-Design-Standards-Manual-PDF>

\*Note that DEQ approval is required for new mains or main extensions.

\*Septic abandonment is approved by Clackamas County.

*Sewage Pump Station and Force Main Design Standards*

<https://www.orcity.org/DocumentCenter/View/3226/Sewage-Pump-Station-and-Force-Main-Design-Standards-Manual-PDF>

*Water Distribution System Design Standards*

<https://www.orcity.org/DocumentCenter/View/3222/Water-Distribution-System-Design-Standards-Manual-PDF>

\*The Fire Marshall shall determine number and location of fire hydrants.

\*All hydrants shall be painted with Rodda All-Purpose Equipment Enamel (1625 Safety Orange Paint) and all chains shall be removed.

*Street Standards*

<https://www.orcity.org/1057/Street-Design-Standards>

*Pavement Cut Standards*

<https://www.orcity.org/DocumentCenter/View/3224/Pavement-Cut-Standards-Manual-PDF>

*Molalla Avenue Streetscape Standards*

<https://www.orcity.org/DocumentCenter/View/3223/Molalla-Avenue-Streetscape-Standards-Manual-PDF>

*Corridor Plans, Transportation Plans, and Studies*

<https://www.orcity.org/840/Transportation-Plans>

*As-Built Drawing and Post Construction Survey Requirements*

<https://www.orcity.org/DocumentCenter/View/3215/As-Built-Requirements-2-2022-PDF>

*Street Lighting*

- Shall follow Statement of Streetlight Installation Responsibilities by PGE dated June 20, 2018. (Option B)
- Local Streets use 25 foot poles. Arterial and Collector streets use 30 foot poles unless otherwise noted.
- Shall follow PGE Approved Street Lighting Equipment for New Installations for Outdoor Lighting Services – 2018 (LED is the only allowed public lighting type)
- Standards found in City Code 17.62.065

## Internal Guidelines

- Bonding Process
- Construction Process
- Development Process
- Erosion Control
- Fee-in-Lieu
- Individual Lot Reviews
- Inspections
- Geologic Hazard Waiver Review
- In-Fill Lot Basics
- Site Review
- Pre-Application Meeting Template
- Staff Report Conditions Template
- Pre-Design Meeting Template
- Pre-Construction Meeting Template
- Boring and Pipe Bursting Policy
- Retaining Wall Policy
- Sanitary Sewer Availability Policy
- Sanitary Sewer Party Line Policy
- PGE Streetlight Responsibilities
- PGE Street Lighting Equipment for New Installation