

# APPLICATION FOR PUBLIC FACILITY IMPROVEMENT (PFI) PERMIT



## Development Engineering

13125 SW Hall Blvd., Tigard, OR 97223 (503) 639-4171 FAX: (503) 624-0752

### General Information:

Property Address/Location(s): \_\_\_\_\_  
\_\_\_\_\_

\*Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

CCB# \_\_\_\_\_ Expiration: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Plans By: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR STAFF USE ONLY

Engineering Case No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

Application Accepted By: \_\_\_\_\_

Posted 1/4/08

### REQUIRED SUBMITTAL INFORMATION

#### Professional Engineered Plans are required for:

- Street Widening
- Subdivision Infrastructure
- Main utility line extension:
  - ◇ Storm Drain, Sanitary – Tigard
  - ◇ Water – Tigard Water Service Area (includes Durham, King City and a portion of unincorporated Washington County)

\*\*Note: See Engineer Plan Submittal Checklist attached.

**For all other work:** Submit scaled sketch of the work to be done. (see attached *minimum sketch requirements* and provided sketch area).

Estimated value of work (within the public right-of-way): \$ \_\_\_\_\_

Is work related to a LAND-USE DECISION? YES  NO

If so, please specify (MLP, SDR, SUB, etc.) case #: \_\_\_\_\_

Is the work related to a BUILDING PERMIT? YES  NO

If so, please specify (BUILDING PERMIT) case #: \_\_\_\_\_

**\*NOTE: Person specified as "Applicant" shall be designated "Permitee" and shall provide financial assurance for the work.**

## DEVELOPMENT ENGINEERING FEES

**1. Public Facility Improvement (PFI) Permit Fees Include:**

**Submittal Fee:** \$300.00

**Issuance Fees:**

All non-water system improvements  
Engineer's estimate X 5% (less \$300.00 submittal fee)

Plus all public water system improvements  
Engineer's estimate X 12%

**PFI Permit Fee Exemptions:**

There will be no permit fee charged, or assurance required for the following types of work:

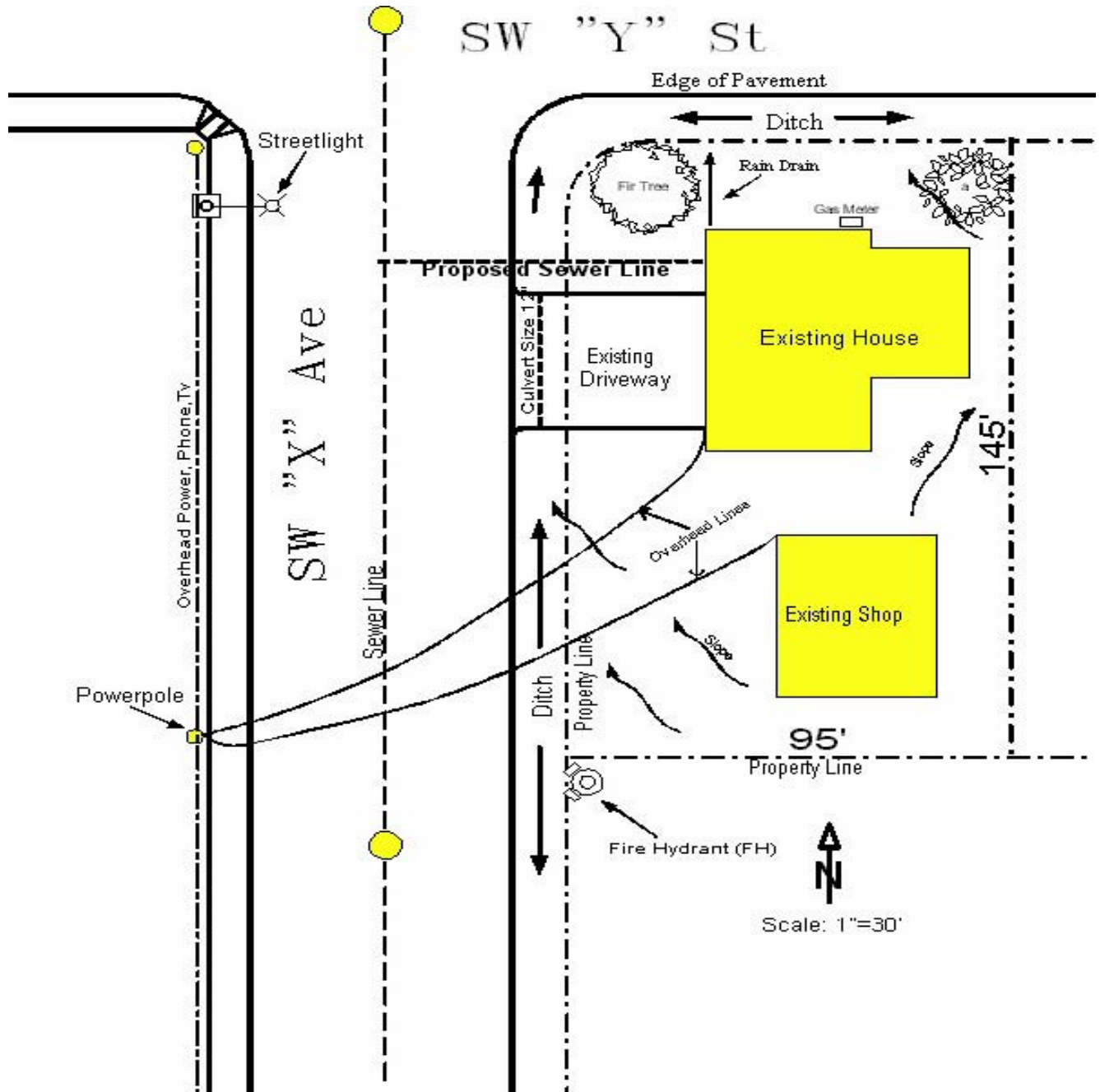
- Sidewalk or driveway repair (less than 20 lineal feet)
- Relocate or replace mailbox
- Ditch cleaning that does not involve regrading.
- Weephole repair
- Curb repair or replacement (less than 20 lineal feet)
- Lawn sprinkler system installation or repair
- Street tree pruning or planting
- Planter strip landscape maintenance
- Test wells

**2. Addressing Fee:** The fee for this service is **\$50.00 per address.**

### SAMPLE Minimum Sketch Requirements

- |                             |  |                                |
|-----------------------------|--|--------------------------------|
| √ North Arrow               | √ Property Lines & Dimension                       | √ Slope of Property            |
| √ Street & Street Name(s)   | √ Existing Building, Structures                    | √ Utility & Street Light Poles |
| √ Proposed Work             | √ Existing Curb or Edge of Pavement                | √ Trees                        |
| √ Existing S/W or D/W Apron | √ Existing Utility Locations (sewer, water, storm) |                                |

**SAMPLE SKETCH:**



**Minimum Sketch Requirements (Put "n/a" if Not Applicable):**

_____ North Arrow	_____ Property Lines & Dimension	_____ Slope of Property
_____ Street & Street Name(s)	_____ Existing Building, Structures	_____ Utility & Street Light Poles
_____ Proposed Work	_____ Existing Curb or Edge of Pavement	_____ Trees
_____ Existing S/W or D/W Apron	_____ Existing Utility Locations (sewer, water, storm)	

**SKETCH AREA:**



# ENGINEER PLAN SUBMITTAL CHECKLIST

Development Engineering

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## A. GENERAL REQUIREMENTS

- Approved Application Completed
- Notice of Decision Conditions Met
- Soils Report/Subgrade Evaluation
- Hydraulic Report Calculations and Hydrology
- Erosion Control Plan
- Traffic Report
- Proof of Utility Coordination
- Quantities/Cost Estimate
- Design Plans
  - Cover-Site, Vicinity, Abbreviation, Legend
  - Street (Plan and Profile)
  - Water, Storm and Sanitary (Plan and Profile), Water Quality Facilities
  - Electricity, Phone, Gas crossings on storm and sanitary plans and profiles
  - Grading
  - Landscaping
  - Structures
  - Composite Utility Plan
  - Details
  - Traffic Control
  - Signing and Striping
  - General Notes
- Format
  - 24" x 36" Sheet Size
  - Scale
  - North Arrow
  - Bench Mark
  - Title Block (Engineer., Owner, Project, Sheet)
  - PE Stamp
  - Revisions
  - Dated

## B. PLAN VIEW

- R/W, Property Lines Survey Monuments (Existing & Proposed)
- Easements (Slope, Utility, Access)
- Subdivision Name, Lot #, Tract Lines, Street Names
- Centerline with stationing (Existing & Proposed)
- Curb & Sidewalk (including Ramps & Drawings & Elevations)
- Horizontal Curve Data (including curve radius, length and delta with elevations at 1/4 deltas)
- Match Lines (with Reference Number Sheet)
- Survey (Existing & Proposed)
- Toe & Top of Slope
- Pedestrian/Bicycle Path
- Cross Section Locations
- Mailboxes
- Drainage Arrows
- Crown lines (except centerline)
- Intersection centerline stationing

## Existing Features (Adjusted, Removed, Relocated, Remain)

### Utilities (Existing & Proposed)

- W, SS, SD, G, T, E, TV
- Vaults & Conduit Type
- Streetlights, Junction Boxes
- Connections, meters, MH, CB, etc.

### Traffic Control

- Signing & Striping (Construction. & Permanent)
- Phased Construction Plan
- Signal Details
- Barricades

### Grading Plan

- Contours (Existing/proposed)
- Sedimentation Control
- Cross Sections
- Erosion Control (Structures & Planting)
- Trees & Shrubs (Existing & to be removed))
- Roof Drainage
- Building Pad and finish floor Elevations

## C. PROFILE VIEW

Street name (Utility Type)

Station Grade and Elevation (PC, PT, PI, INTX, high point, low point, grade break)

Vertical Curve Data (K, grade change, elevation., BVC, PIVC, EVClength)

Ground at centerline and R/W (Existing & proposed)

Extend Profile 300' (Street, Utility)

Utility Profile (Storm, Water, and Sanitary) invert and rim elevation

Utility Crossing, (SS, SD, W, G, E, T, TV)

Curb Return Profile

Grade breaks

Backfill class, lengths

Pipe class, lengths

Scale (Horizontal & Vertical)

## D. GENERAL NOTES

Typical Specifications, Standard Details (City, County, State)

Applicable utility standards

Special site conditions

Compaction requirements

Erosion control methods, time limits

Tree cutting allowed

Construction methods (limits, time and physical)

Utility coordination

Testing and inspection requirements (soil, pipe, waterline)

Offsite roads clean and dust control

Existing utility location verification

Material specifications (e.g. concrete, pipe)

Cut and fill requirements

Benchmark

Demolition

Restoration of site

Contractor securement of permits

E.        CALCULATIONS

Storm drainage  
Drainage basin contour map  
Offsite drainage  
Inlet capacity vs. actual flow  
Floodplain location  
Under drain requirements  
Traffic study/impact (ADT, Speed, Classification)  
Pavement section  
Quantity/Cost Estimate

F.        TYPICAL DETAILS

Typical road section, right-of-way to right-of-way, and slope to original ground, including typical utility locations  
Utility details (W, SS, SD, E, G, T, TV)  
Manhole, catch basin, trench, inlet/outlet structures  
Fire hydrant, trench intersection  
Landscaping  
Sidewalk, Driveway, Curb  
Special details, structures  
Survey monument box