



City of Tigard

PUBLIC WORKS — ENGINEERING

Public Facility Improvement (PFI) Permit

DESCRIPTION OF WORK (in the right-of-way)

Check one: Utilities Sidewalk/driveway approach Streetimprovements

Detailed description: _____

Property address/location(s): _____

Applicant: _____

Address: _____

City/state: _____ Zip: _____

Phone: _____ Email: _____

Contact name: _____ Phone: _____

Contractor: _____

CCB#: _____ Expiration: _____

Address: _____

City/state: _____ Zip: _____

Phone: _____ Email: _____

Contact name: _____ Phone: _____

Engineer: _____

Address: _____

City/state: _____ Zip: _____

Phone: _____ Email: _____

Contact name: _____

Estimated value of work is required (if over \$5,000): \$ _____

(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 work related to a BUILDING PERMIT? Yes No

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

TYPE OF WORK

- TYPE 1** – Franchise Utility Work performed by NWN, PGE and/or utility agency.
- TYPE 2** – Sidewalk/Driveway/Sewer Work performed for the purpose of:
 - Sidewalk installation or repair.
 - Driveway approach installation and/or repair
 - Sanitary sewer lateral installation and/or main line tap
- TYPE 3** – Full scale Development Work performed with Land use approval which includes any of the following:
 - Subdivisions or Partitions
 - Street widening
 - Mainline installation for Sanitary sewer, Storm sewer, Tigard water and/or Tigard Water Service Area

SUBMIT COMPLETED APPLICATION TO:

City of Tigard
Planning/Engineering
13125 SW Hall Blvd.
Tigard, OR 97223

Applications for "minor work in right-of-way" only may be emailed to:

rowpermits@tigard-or.gov

FOR STAFF USE ONLY

Case No.: _____

Application submittal fee: \$ _____

Additional fees: \$ _____

Application accepted:

By: _____ Date: _____

Application reviewed:

By: _____ Date: _____

Applicant notified:

By: _____ Date: _____

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APPLICANTS

NOTE: Person specified as “Applicant” shall be designated “Permittee” and shall provide financial assurance for work, if required by the city pursuant to TMC 15.041.140.

* With the exception of a utility operating pursuant to a valid franchise with the City of Tigard, when the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner. The owner(s) must sign this application in the space provided or submit a written authorization with this application. Franchised Utilities are not required to obtain the owner’s signature on the application

BY SIGNING BELOW, THE APPLICANT(S) SHALL CERTIFY THAT:

- The above request does not violate any recorded deed restrictions that may be attached to or imposed upon the subject property.
- If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- All of the above statements and the statements in any plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.
- The applicant has read the entire contents of the application, including the policies and criteria, and understands the requirements for approving or denying the application.

Applicant/Authorized Agent's signature	Print name	Date
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SIGNATURES of each owner of the subject property, if required.

Owner's signature	Print name	Date
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Owner's signature	Print name	Date
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Owner's signature	Print name	Date
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DEVELOPMENT ENGINEERING FEES

Public Facility Improvement (PFI) Permit:

APPLICATION FEE

Part 1: Required submittal fee \$300.00

PERMIT FEE

Part 2: All non-water system improvements
Engineer's estimate X 5% (less \$300.00 submittal fee)
Engineer's estimate X 2% Plan Review

WATER SYSTEM FEE

Part 3: 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 repair (less than 20 lineal feet)
- Relocate or replace mailbox
- Ditch cleaning that does not involve regrading.
- Weep hole 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

Note: A cash assurance may be required per TMC 15.04.140. (customer deposit)

FOR STAFF USE ONLY

DETAILED SUBMITTAL REQUIREMENTS

FRANCHISE UTILITY AND SIDEWALK/ DRIVEWAY AND UTILITY CONNECTIONS, ETC.

(work in the right of way)

Sketch

(including information below)

- Dimensions
- Street Name
- Site Address

FULL SCALE DEVELOPMENT

(Subdivisions/Partitions and Street Improvements)

Design Plans

(6 sets, 24x36 or 22x34)

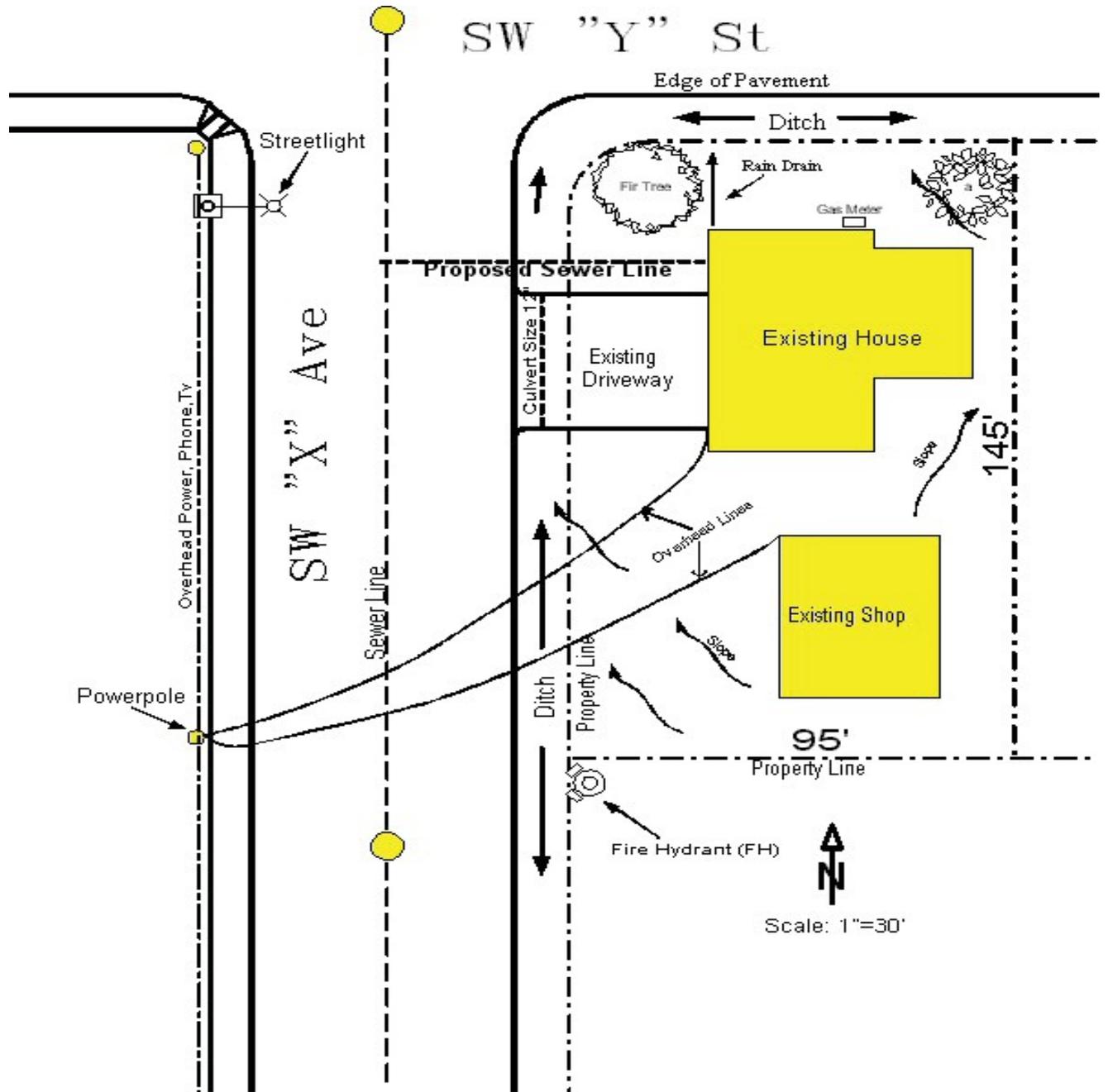
- Cover – Site, Vicinity, Abbreviation, Legend
- General Notes (City, Water, Sewer, etc.)
- Street (Plan, Profile)
- Water, Storm and Sanitary (Plan Profile)
- Water Quality Facilities
- Grading
- Landscaping/Tree Plan
- Composite Utility Plan (Electrical, Phone, Gas, Storm, Sanitary, Water, Signage, Street Lights, etc)
- Details
- Traffic Sight Distance
- Signing and Striping
- Street Light Plan and Photometric
- Engineers seal/signature
- Sheet label (project land use name, revision and plan log block, dates and sheet numbers.)

Additional Submittals

(per Land Use conditions)

- Traffic Report
- Storm water Drainage Calculations
- Geotechnical Report
- Preliminary Access Report (Sight Distance)
- Proposed Plat
- Pathway Design (if applicable)
- Water Department Approval

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)

PUBLIC FACILITY IMPROVEMENT PERMIT