



# 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 (.07% of Engineer's Estimate) \$ \_\_\_\_\_

Additional fees: \$ \_\_\_\_\_

Application accepted:

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

Application reviewed:

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

Applicant notified:

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

I:\ENG\PermitApplications\pfi\_application Effective 10/16/2017

**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)

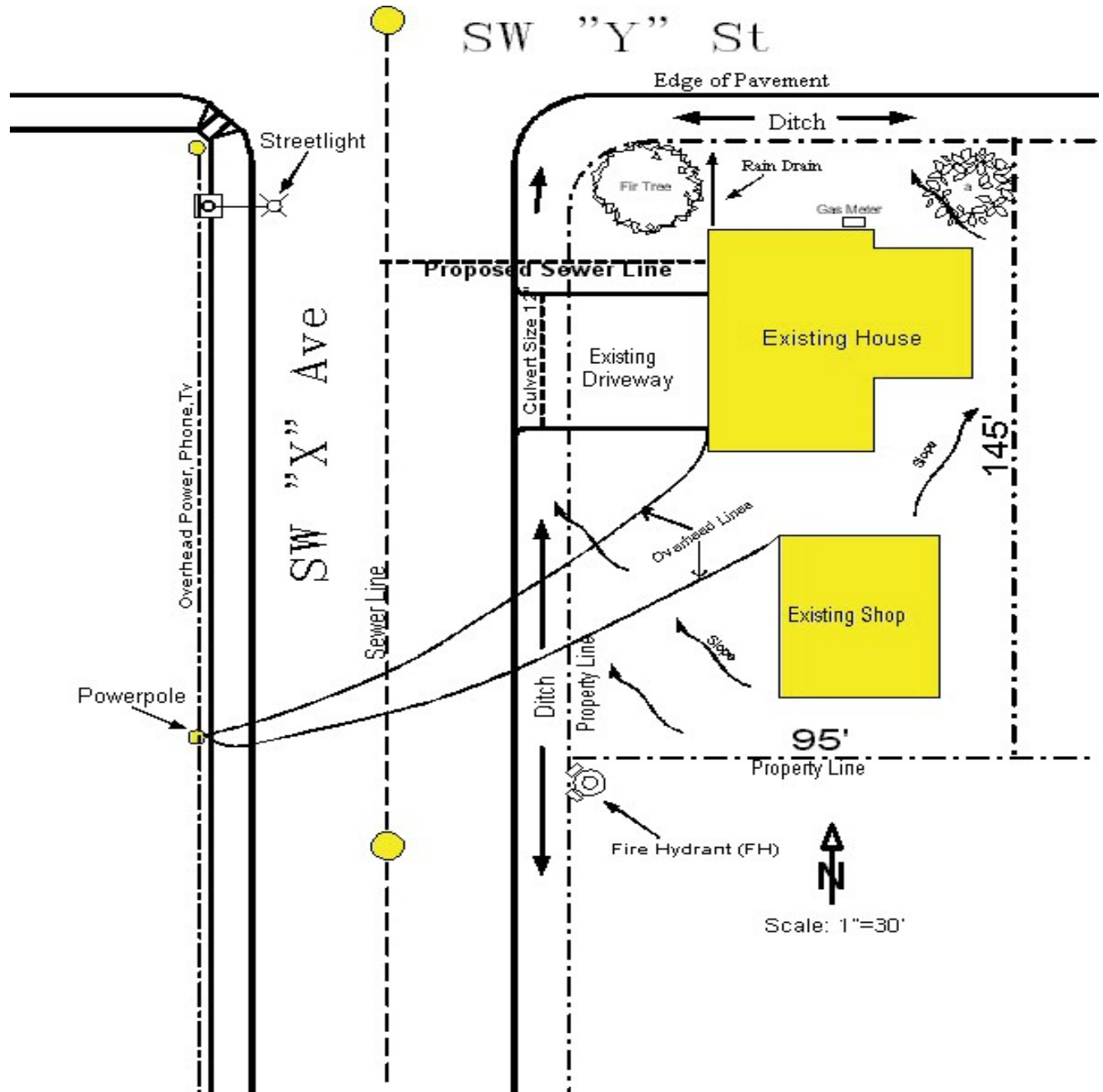
- Cover – Site, Vicinity, Abbreviation, Legend
- General Notes (City, Water, Sewer, etc.)
- Street (Plan, Profile)
- Water, Storm and Sanitary (Plan Profile)
- Water Quality Facilities
- Grading
- Landscaping/Tree Plan
- Composite Utility Plan (Electrical, Phone, Gas, Storm, Sanitary, Water, Signage, 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
- Engineer's Construction Estimate

**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**