



# Public Facilities Improvement (PFI) Permit

## PROJECT INFORMATION

Project name: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SITE INFORMATION

Location (address if available): \_\_\_\_\_

\_\_\_\_\_

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTRACTOR INFORMATION Same as applicant

Name: \_\_\_\_\_ CCB Number: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## ENGINEER INFORMATION

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## ADDITIONAL INFORMATION

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 Case number: \_\_\_\_\_

### TYPE OF WORK

- TYPE 1** – Franchise Utility Work performed by NWN, PGE, or utility agency
- TYPE 2** – ROW Sidewalk/Driveway/Sewer Work performed for the purpose of:
  - Sidewalk installation or repair
  - Driveway approach installation and repair
  - Sanitary sewer lateral installation and 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 Tigard water service area
- TYPE 4** – Small Cell Technology
- TYPE 5** – Tigard Triangle

**NOTE:** Type 1 and 2 applications may be emailed to [rowpermits@tigard-or.gov](mailto:rowpermits@tigard-or.gov).

**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 15.04.140.

\* With the exception of a utility operating pursuant to a valid franchise or license 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 must sign this application in the space provided or submit a written authorization with this application. Franchised or Licensed Utilities are not required to obtain the owner’s signature on the application.

I, the applicant, certify that:

- To the best of my knowledge, all the information provided within this application package is complete and accurate.
- 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, I will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.

_____	_____	_____
Applicant’s or authorized agent’s signature	Print name	Date
_____	_____	_____
Property owner's signature (if required)	Print name	Date

**STAFF USE ONLY**

Case No: _____	Permit fee: _____	Received by: _____	Date: _____
Approved by: _____	Date: _____	Notified by: _____	Date: _____

# DEVELOPMENT ENGINEERING FEES

## Public Facility Improvement (PFI) Permit:

### INITIAL PFI PERMIT FEE

**Part 1:** Required submittal fee is 10% of the Net PFI Permit Fee. See below for calculations. Minimum of \$300.

### NET PFI PERMIT FEE

**Part 2:** All non-water system improvements engineer's estimate X 7% (less the initial PFI Permit Fee).

### WATER LINE CONSTRUCTION FEE

**Part 3:** All public water system improvements engineer's estimate X 12%.

#### FOR STAFF USE ONLY

### TYPE 4: SMALL WIRELESS FACILITY CHECKLIST

Does applicant have a right-of-way license?  Yes  No

Under the wireless facilities standards, is the proposal considered? (check all that apply):  Small Cell  Macro

How many install sites are proposed as part of this permit application?  
\_\_\_\_\_

The proposed equipment is located on which of the following:

Public Right-of-Way  Private Property

If equipment is to be located on private property, describe the type & use:  
\_\_\_\_\_

#### FOR STAFF USE ONLY

### TYPE 1 – 3: DETAILED SUBMITTAL REQUIREMENTS

**TYPE 1 AND TYPE 2 - Must include a sketch showing:**

- Dimensions
- Street Name
- Site Address

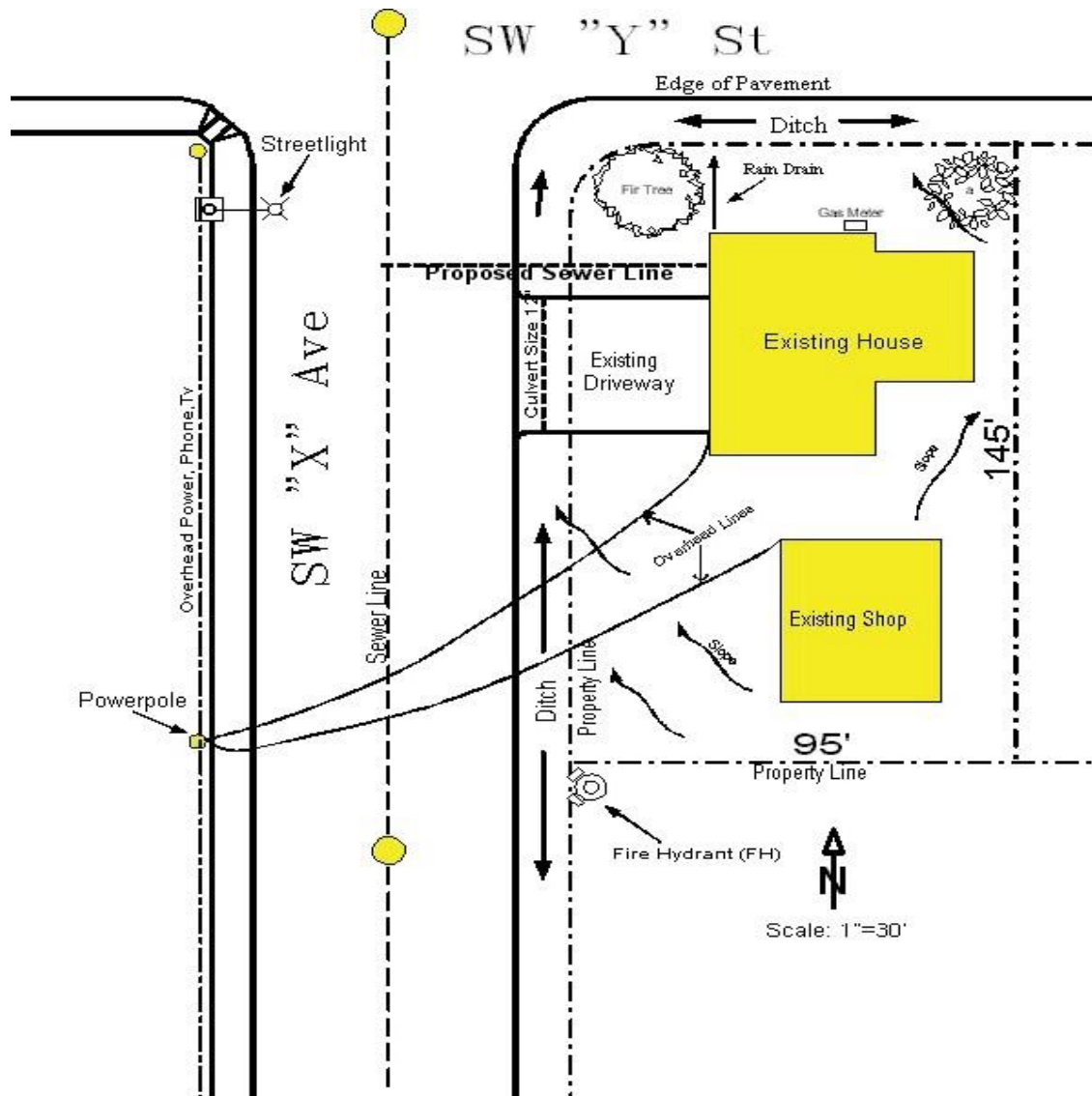
**TYPE 3 - Must provide 4 sets of plans (sized 24 x 36 or 22 x 34) and an electronic version of all submittal items. The plans must that include:**

- 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.)
- Engineer's Construction Estimate

#### *Additional Submittals*

(per land use conditions, if applicable)

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



**TYPE 1 AND TYPE 2:  
MINIUM SKETCH REQUIREMENTS (Put N/A if not applicable)**

_____ North arrow	_____ Property lines & dimensions	_____ Existing utilities locations (sewer, storm, water)
_____ Street & street names	_____ All existing structures	
_____ Proposed work	_____ Existing curb or edge of pavement	_____ Utility & street light poles
_____ Existing S/W or D/W apron	_____ Slope of property	_____ Trees