



Public Facilities Improvement (PFI) Permit

PROJECT INFORMATION

Project name: _____

Location: _____

Land Use Number: _____

Is this permit associated with a Capital Improvement Project? Yes No

Project Description: _____

APPLICANT INFORMATION

Name: _____

Mailing address: _____

City/State: _____ Zip: _____

Phone: _____

Email: _____ Phone: _____

Contact name: _____

Email: _____ Phone: _____

TYPES OF WORK

TYPE 1 – Franchise Utility work performed by NWN, PGE, or utility agency. Or **Small Cell** infrastructure.

TYPE 2 – Minor ROW Improvement
Sidewalk/Driveway/Utility work performed for the purpose of:

- Sidewalk/Curb installation or repair (less than 500 SF)
- Driveway approach installation and repair
- Sanitary/Storm/Water lateral service installation and main line tap

TYPE 3 – Land Development ROW work performed with/without land use approval which includes any of the following:

- Subdivisions and Partitions
- Water Infrastructure
- Street Widening
- Sanitary/ Storm Sewer Infrastructure

TYPE 4 – Capital Improvement Project
CIP #: _____

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: _____

STAFF USE ONLY

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

Approved by: _____ Date: _____ Notified by: _____ Date: _____

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: _____

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

DEVELOPMENT ENGINEERING FEES

INITIAL PFI PERMIT FEE

- \$300 minimum, or 2% of the preliminary engineer's estimate of cost is required at permit intake and will be credited when calculating the fee to release the permit.
- **No fee for sidewalk repair or replacement up to 20 linear feet.**

NET PFI PERMIT FEE

- 7% of the final engineer's estimate of cost for all non-water system improvements is required to release the permit and the intake fee amount will be deducted as a credit.
- 12% of the final engineer's estimate for public water system improvements.

FOR STAFF USE ONLY

TYPE 1 – 4: DETAILED SUBMITTAL REQUIREMENTS

TYPE 1 & 2 - Must include a sketch showing:

- Dimensions
- Street Name
- Site Address
- Traffic Control Plan

TYPE 3 & 4 - Must provide electronic plans on City of Tigard PFI title block (sized 22 x 34) and an electronic version of all submittal items. The plans must that include:

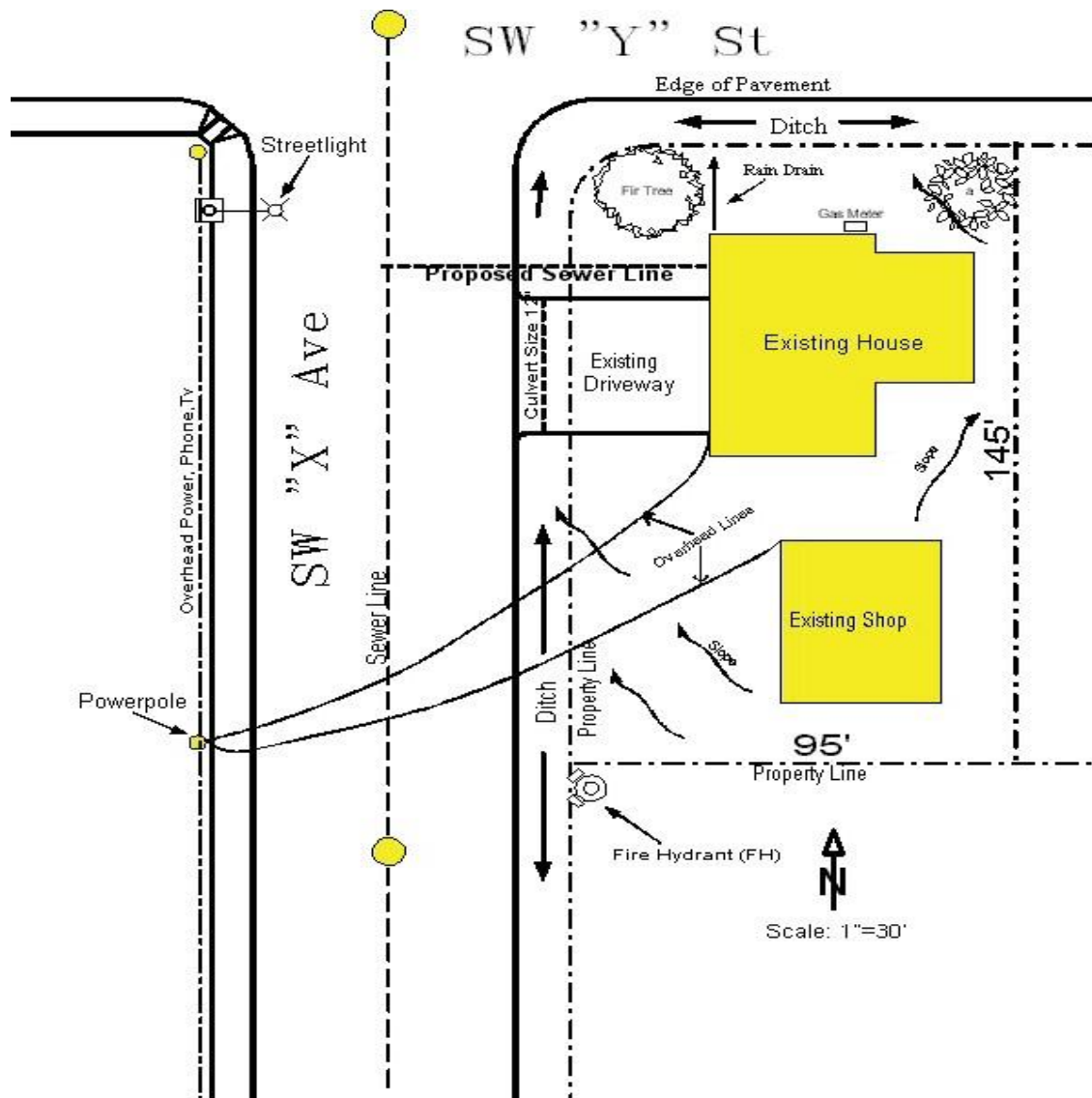
- Cover – Site, Vicinity, Abbreviation, Legend
- Tigard General Notes: Stormwater, Sanitary Sewer, Water, etc.
- Street (Plan, Profile)
- Water, Storm and Sanitary (Plan, Profile)
- Water Quality Facilities
- Grading
- Landscaping/Tree Plan
- Composite Utility Plan (Electrical, Phone, Gas, Storm, Sanitary, Water, Signage, Street Lights, etc.)
- Details
- Vision Clearance Triangles
- Signing and Striping
- Street Light Plan and Photometric
- Sheet Label (project Land Use name, revision and plan log block, dates, and sheet numbers.)
- Preliminary Engineer's Estimate of Cost
- Engineer's Seal w/" Preliminary not for Construction" note on all sheets.

Additional Submittals (as applicable)

- Traffic Report
- Geotechnical Report
- Preliminary Sight Distance Certification
- Proposed Plat
- Pathway Design
- Service Provider Letters (Pride/Waste Management, CWS, TVF&R, TVWD, etc.)

PERMIT SUBMITTALS:

- Apply for permits, upload application, and documents to [Community Development Hub](#)
- If you have any questions, contact rowpermits@tigard-or.gov or call 503-684-4977



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