

The following items are generally required with a construction plan review submittal. Additional project specific documents may also be required. All construction plans must be submitted via the City's electronic plan (ePlan) review system. Detailed guides for ePlan submittal may be found at <http://greshamoregon.gov/eplan/>. If you have specific questions about ePlan Review, please call 503-618-2845 to speak with a submissions coordinator or email ePlanReview@GreshamOregon.gov.

No.	Submittal Item	Timing	Comments
1	Developer Information Form*	Prior to or with the 1st plan review submittal	This form is used to help the Development Engineering Specialist (DE) fill out the agreement for services and the guarantee of completion forms. Fill out this form and return it to your project's DE as soon as possible. A letter designating authority to sign will also be needed if the owner is not an individual.
2	Final Storm Report	With the 1st plan review submittal	The final storm report must incorporate any changes made based on the detention and water quality comments and any conditions of approval from the official staff report issued by Development Planning. A map showing the contributing basin areas for each proposed stormwater facility must be provided if it has not already been included in the preliminary storm report.
3	Construction Plans	With the 1st plan review submittal	Construction plans must be on City of Gresham title block and the CAD file should meet the National CAD Standards. City of Gresham benchmark and National Geodetic Vertical Datum of 1929, 1947 adjustment required. The City's title block, construction plan review checklist, standard notes and current utility contacts available at http://greshamoregon.gov/eplan/ .
4	Engineer's Estimate*	With 1st plan review submittal	The Engineer's Estimate should encompass all of the required public facilities and any onsite stormwater detention and water quality facilities (onsite private conveyance systems need not be included). The plan review, administrative, inspection services and special inspections deposit is based on the Engineer's Estimate. Once the plans are at substantial completion and the majority of red-lines have been addressed, we will need the engineer's estimate updated so we can determine the performance and warranty guarantee amounts for the public facilities.
5	Agreement for Services (original signed and notarized) with Deposit	Ideally with the 1st plan review submittal, but due prior to 2nd plan review submittal (no subsequent reviews permitted w/o an executed agreement for services and deposit check)	The deposit check amount will be specified on page 2 of the Agreement for Services. It is important to note that this check is merely a deposit into an account for the aforementioned services, as the City will accumulate actual costs based on actual time and materials spent completing the necessary services. The services are described in detail under "Deposit Accounting" on page 4 of the Agreement for Services. The DE will periodically review the deposit account during the life of the project. The City may require additional deposit(s) to cover anticipated costs. Final accounting for City services will be made upon completion and prior to acceptance of the public improvements.
6	Right-of-Way Dedication and/or Easement Agreements (original signed and notarized) to be recorded by separate instrument	Prior to plan approval	For easement and right-of-way dedications by separate instrument (not on a plat), a metes and bounds legal description and a survey map stamped by a surveyor licensed in the state of Oregon is needed. Each legal description and map will be reviewed by the City's surveyor for accuracy. The DE will prepare the right-of-way dedication and/or easement documents once the exhibits are approvable. The ORIGINAL signed and notarized right-of-way dedication and/or easement agreements must be returned to the City.
7	Impervious Area Plan*	Prior to plan approval	An impervious area site plan is required for all projects that add or subtract impervious area.

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8	Grading Permit*	Prior to plan approval	The Grading Permit will need to be obtained through the Building Division. As your contractor's information is needed for this permit application, it would be sufficient to complete the application with the required quantities and pay the necessary fee to Building Division prior to plan approval. You will need to complete the contractor's information to officially issue the permit as soon as it is known.
9	Plumbing Permit*	Prior to plan approval	The Plumbing Permit will need to be obtained through the Building Division. As your contractor's information is needed for this permit application, it would be sufficient to complete the application with the required quantities and pay the necessary fee to Building Division prior to plan approval. You will need to complete the contractor's information to officially issue the permit as soon as it is known.
10	Performance Guarantee for 110% of the Engineer's Estimate (original signed and notarized)	Prior to plan approval	<p>Three typical types of guarantees are a performance bond from a surety, a set-aside agreement with a financial institution, and a letter of credit from a financial institution; the most common type of guarantee provided is the surety guarantee. Depending on the type of guarantee provided, the guarantee form (to be prepared by the DE) should be executed by you/your client and the surety representative or by you/your client and the financial institution representative. The surety company or financial institution who you are obtaining the performance guarantee must be licensed to do business in the state of Oregon.</p> <p>We will need the ORIGINAL signed and notarized guarantee form returned to the City.</p>
11	Stormwater Facility Tracking Form*	Prior to plan approval	This form tracks the area of disturbance and the number, size, and type of stormwater treatment and detention facilities constructed with each development project in the City and will need to be completed if at least 1,000 square feet of impervious area is added in conjunction with a given development project. The form provides information to our Stormwater Division for our annual report to the Oregon Department of Environmental Quality (DEQ).
12	Design Modifications*	Prior to plan approval	Any modifications to the Public Works Standards must be approved via a design modification.
13	NPDES 1200-C Permit	Prior to construction plan approval and/or grading permit issuance	As the project's area of disturbance is greater than 1 acre, a 1200-C permit must be obtained from Oregon DEQ.
14	Water Meter Sizing Chart OR Rockwood Water's Water Availability Form*	Prior to plan approval	The sizing chart is used to determine adequacy of the existing or proposed City of Gresham water meter size. If water service is through Rockwood Water, the availability form ensures that adequate water service will be provided for the site.
15	Street Lighting Plan and PGE Plan	Prior to plan approval (to be included in construction plan set)	<p>A streetlight plan including a photometric analysis and a plan showing the connection to Portland General Electric's (PGE's) system per Section 6.02.14 of the PWS shall be submitted with the public facilities construction plans for building permit review. The street light construction plan submitted to the City shall include the configuration following electrical system elements:</p> <ul style="list-style-type: none"> • existing and proposed street lights along all street frontages, • conduit and junction box configurations per City Standard, • and the anticipated location of PGE's transformers.

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16	Street Opening Permit*	Prior to Notice to Proceed for public facilities construction	<p>See the street opening permit application along with the "Contractor's Checklist for Right-of-Way Construction" for detailed requirements about this permit and the submittals required with this permit.</p> <p>In some cases, the Performance Guarantee listed on the Contractor's Checklist is covered by the performance guarantee that is required prior to plan and building permit approval. Please see the above comments above regarding the type of guarantees that would be acceptable for a given project.</p> <p>The Street Opening Permit application, Traffic Control Plan, and Proof of Insurance will need to be provided to Heather Figueroa. The original Performance Guarantee can be provided directly to the DE listed above.</p> <p>For more information or clarification on the "Contractor's Checklist for Right-of-Way Construction", please contact Heather Figueroa at 503-618-2639 or heather.figueroa@greshamoregon.gov</p>

*Template or sample documents available under the Public Facilities Project tab at <http://greshamoregon.gov/eplan/>. Grading and plumbing permit applications available under the Commercial Project tab at the same web address.