

Public Facilities Construction Plan Review Submittal Items

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 review system (EnerGov). Detailed guides for plan submittal may be found at <http://greshamoregon.gov/Building-and-Permits>. If you have specific questions about EnerGov, please call 503-618-2845 to speak with a submissions coordinator or email PermitCenter@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 applicable land use decision(s). 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/Building-and-Permits .
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	Deposit for City Services	Prior to 2nd plan review submittal (no subsequent reviews by City permitted w/o deposit)	The City requires a deposit for services related to the construction of public facilities. The deposit amount is determined based on the engineer's estimate. The deposit covers the actual cost for project administration and inspection services for the privately engineered and installed public facilities associated with your project. These services include not only our direct costs, but also our costs for third-party testing such as testing of asphalt materials, and water sample testing. The deposit amount is specified in the Notice of Required Deposit for Services email sent by our accountant. Additional deposit(s) may be required to cover actual costs. Unused funds will be returned to the payer of the deposit at project close out.
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.
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. Retaining walls require a separate building permit, including structural plans and calculations. The retaining wall permit is reviewed concurrently.
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.

No.	Submittal Item	Timing	Comments
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	General Right of Way, Private Development Project	Prior to Notice to Proceed for public facilities construction	If work is proposed in the public right of way, including a Gresham easement, a right of way permit is needed. Apply for a General Right of Way, Private Development Project permit via Energov. Contractor's proof of insurance and a traffic control plan that complies with the Gresham Public Works Standards will be required.

*Template or examples available under the Public Facilities Project tab at <http://greshamoregon.gov/Building-and-Permits>.