

1. **If proposed public improvement is part of a Land Use Decision process,** Developer will receive a Staff Report or Findings of Fact from the Planning Division detailing the conditions required for the development. **If proposed public improvement is not part of a Land Use Decision process,** Developer to contact the Engineering Division directly for Staff input prior to beginning design.
2. Construction drawings are to be designed by a professional engineer (registered in the State of Oregon) in accordance with the conditions listed in the Staff Report or Findings of Fact along with all state and local standards and specifications.
3. Developer's engineer submits construction drawings for plan review in accordance with the "Engineering Division Submittal Requirements for Developer Installed Improvements" with the Plan Review Fee. Submittal requirements are listed on the City's Website at www.grantspassoregon.gov/DocumentCenter/View/869.
4. **Plans deemed to be incomplete are returned to Developer's engineer without any further review.**
5. Completed and accepted construction plans are reviewed by the Engineering Division, returned to Developer's engineer for revisions, revised, then resubmitted to the City as needed until final approval is received from the Engineering Division.
6. Developer shall submit construction cost estimate (Valuation Form) for all public improvements prior to final approval of construction drawings. Engineering Division Staff will calculate the fees to be paid.
7. Developer's engineer will obtain signatures from other utility companies (i.e. Pacific Power, CenturyLink, etc.) on the construction drawing cover sheet page.
8. Developer's engineer to submit signed construction drawings to the Engineering Division for construction sign-off approval from applicable City departments.
9. Developer to obtain additional permits if required (Josephine County Public Works, ODOT, NPDES, etc.).
10. Developer to pay all Engineering Fees: Encroachment Permit, Grading Permit, GIS and Inspection fees.
11. Developer to provide four (4) sets of approved construction plans to the Engineering Division.
12. Developer to obtain Development Permit from the Planning Division.
13. Developer to hire a contractor who is prequalified with the City of Grants Pass.
14. Attend a mandatory preconstruction meeting with the City Engineering Technician and related parties.
15. Construction begins.
16. Inspections by the City will occur until all public improvements have been installed and tested. Any testing services provided by the City Public Works Division during construction will require payment prior to completion of the project.
17. If street signs are part of the project, the City Streets Division will install the signs, and the Developer will be billed. Payment will be required prior to completion of the project.
18. Nearing completion of the project, the Engineering Division will generate a "punchlist" of items needing completion.
19. Developer to complete all punchlist items unless security is permitted for uncompleted items. See Article 29 of the City of Grants Pass Development Code on securing for uncompleted items.
20. Developer shall provide mylar as-built drawings for all public improvements installed.
21. Developer shall provide a one year Maintenance Bond for all public improvements installed.
22. Developer shall provide payment for all City services related to the project.
23. City will provide an "Acceptance Letter" for all public improvements installed after successful completion of the one year maintenance period.

How Do I Find Out More?

If you have questions about procedures for constructing public improvements in Grants Pass, Oregon you may contract the following departments:

City of Grants Pass
Engineering Division
101 NW A Street
Grants Pass, OR 97526
541-450-6060

City of Grants Pass
Planning Division
101 NW A Street
Grants Pass, OR 97526
541-450-6060

ENGINEERING DIVISION



**Process for
Developer Installed Projects**