

# ENGINEERING PLAN REVIEW SUBMITTAL REQUIREMENTS & APPLICATION FOR DEVELOPER INSTALLED IMPROVEMENTS

## **SUBMITTAL REQUIREMENTS:**

Before submitting civil construction drawings for review by the Engineering Division, you must complete the Land Use Decision Process, if applicable. (However, if the proposed public improvement is not based on a Land Use Decision please contact the Engineering Division directly for staff input prior to beginning design and then proceed to “Plan Review Submittals”.)

Listed below are the steps you must complete through the Planning Department prior to submitting civil construction plans to the Engineering Division for review. (These are general in nature. Please refer to Article 3 in the Grants Pass Development code for complete details at: <http://www.grantspassoregon.gov/221/Development-Code>.)

- Pre-Application Conference
- Submittal of Formal Application Materials
- Determination of Procedure Type
- Application Completeness and Processing Timeline
- Referral and Review of Complete Application
- Decision or Recommendation
- Appeal Process

Once you receive the final decision from the Planning Department (either in the form of a Director’s Decision for Type 1 Procedure or in the form of Findings of Fact for Types 2-5 Procedures) and the conditions require your development to install public improvements, you can submit your construction plans to the Engineering Division for review.

## **Plan Review Submittals:**

Listed below are the items required for a complete plan review submittal:

### 1<sup>st</sup> Plan Review Submittal:

- Completed and signed application (attached)
- Complete number of sets of 24 x 36 civil construction plans (see below)
- Storm Drainage Calculations by Oregon Professional Engineer
- Copy of Approved Site Plan or Tentative Plat (whichever is applicable)
- Copy of the Staff Report or Findings of Fact issued by the Planning Department (whichever is applicable)
- Plan Review Fee
- Geo Tech Report (if applicable)
- Traffic Impact Mitigation (if applicable)
- ODOT Permit (if applicable)
- Josephine County Public Works Permit (if applicable)
- NPDES Permit (if applicable)
- DSL Permit (if applicable)
- DEQ Permit (if applicable)

2<sup>nd</sup> Plan Review submittal and/or each Subsequent Review until approved:

- One copy of revised 24 x 36 civil plans including any additional sheets signed and stamped by the Registered Engineer
- City review redlines
- One copy of any revised report signed and stamped by a registered engineer
- Any report or permit that was not available during the 1<sup>st</sup> plan review
- Signed & notarized Developer Installed Agreement. (Engineering Division to provide agreement with return of 1<sup>st</sup> review. Developer to provide with 2<sup>nd</sup> Plan Review Submittal.)
- Estimated Public Infrastructure Costs (must be submitted & approved prior to City approval of construction plans)
- Any outstanding fees (see below – **must be paid prior to the start of construction**)

**Plan Review Timeframes:**

Plan review submittals will be logged in and out by the Engineering Department Support Technician and reviewed for completeness by the Engineering Technician in accordance with the above checklists. If the submittal is incomplete, it will be immediately rejected and returned without review. If the submittal is complete, it will be routed for City staff and outside agencies review. Staff review times are listed below:

1<sup>st</sup> Plan Review: 2 weeks from date of complete submittal

2<sup>nd</sup> & Subsequent  
Plan Reviews: 1 week from the date of complete submittal

**Number of Sets:**

Submitted plans shall be 24 x 36 civil plans; signed and stamped by a Registered Professional Engineer with the State of Oregon designed in accordance with the staff report or findings of fact (if applicable), current City of Grants Pass Standard Drawings and Specifications (<https://www.grantspassoregon.gov/283/Standard-Drawings>), and Oregon Standard Specifications for Construction, current edition.

The number of sets of plans required for submittal to the City of Grants Engineering Division is as follows:

1st Plan Review:	Minimum 6 sets and add additional sets if the following apply:
Fireline	Add additional set
Commercial	Add additional set
State Highway is Involved	Add additional set
Josephine County is Involved	Add additional set
GPID is Involved	Add additional set
2 <sup>nd</sup> & Subsequent Reviews	1 revised set plus City redline drawings

**Fees:**

The following fees will be assessed and collected for all Developer Installed Projects: Plan Review Fee, Encroachment Permit Fee, Grading Permit Fee, GIS Fee & Inspection Services Fee.

**Plan review fee:** \$594.26 base fee + \$62.51 per lot..

**Encroachment Permit Fee:** Flat fee of \$77.89

**Grading Permit Fee:** This fee is determined by the quantity of soil being excavated and/or deposited and is calculated as follows:

**Grading Volume      Charge**

<b>50 cubic yards (cy) or less</b>		<b>\$78.17</b>
<b>51 – 100 (cy)</b>		<b>\$116.71</b>
<b>101 – 1,000 (cy)</b>	Base Fee	<b>\$129.57</b>
<b>1,001 – 10,000 (cy)</b>	Base Fee	<b>\$262.34</b>
<b>10,001 – 100,000 (cy)</b>	Base Fee	<b>\$526.81</b>
<b>100,001 (cy) or more</b>	Base Fee	<b>\$1,058.96</b>
<b>Each Additional 10,000 (cy)</b>		<b>\$62.11/10,000 (cy)</b>

**Inspection Services Fee:** This fee is based on the estimated public infrastructure improvements, installed complete (to be provided by the developer’s engineer before approved construction drawings are submitted to Engineering). Fees will be collected prior to the pre-construction meeting and start of construction and before issuance of the Development Permit by Planning. The fee is calculated as follows:

<b><u>Est. Const. Cost</u></b>	<b><u>Service Charge</u></b>
\$100,000 or less	5.00%
\$200,000	4.60%
\$300,000	4.30%
\$400,000	4.10%
\$500,000	3.90%
\$600,000	3.80%
\$700,000	3.70%
\$800,000	3.60%
\$900,000	3.50%
\$1,000,000	3.40%

**Geographical Information System (GIS) Fee:** Per City of Grants Pass Resolution No. 5935, adopted April 18, 2012, a GIS fee has been added. This fee is calculated as follows:

Estimated Public Infrastructure Cost x Service Charge = Inspection Services Fee  
 Inspection Services Fee x 5% = GIS Fee

**Construction Drawing Approval:**

Upon completion of the plan review process, Developer’s engineer must submit final plans to the City for a two step signature process.

Step 1: The City will sign-off for approval of City jurisdiction public infrastructure improvements. The Developer's engineer will then take the final plans to be signed-off by other agencies (i.e. GPID, Power, Gas, Phone, Cable, ODOT, Josephine County Public Works, etc.).

Step 2: After the Developer's Engineer receives sign-offs from the other agencies, the final plans must then be resubmitted to the City to be signed-off for Approval of Construction. Developer's Engineer shall provide three (3) sets of approved plans prior to start of construction. **(Please note: The sign-off for approval of construction does not constitute approval to start construction).**

### **Construction Drawing As-builts:**

"As-built" construction drawings with a signed and dated "Project Certification" on the front page must be submitted electronically to the Engineering Department prior to Final Plat approval, issuance of a Certificate of Occupancy or final inspection, which ever is applicable. The Project Certification shall state the following:

"I hereby certify that this project was constructed to the lines, grade and section as shown on these plans and that all materials and workmanship are in conformance with the plans and applicable specifications."

### **Pre-Construction Meeting:**

The pre-construction meeting will not be held until the following items are complete:

- Issuance of Development Permit
- Issuance of Other Outside Agency Permits (i.e. ODOT, JoCoPW, NPDES, DSL/Corp etc.)
- Payment & Issuance of Encroachment Permit
- Payment & Issuance of Grading Permit
- Payment of Inspection Services Fee
- Payment of the GIS Fee

Once the above items are complete a pre-construction meeting will be scheduled prior to the start of construction by the Engineering Department Support Technician with the following parties:

- Developer
- Developer's Engineer
- Developer's Surveyor
- Power, Phone, Gas, Cable, GPID
- Contractor
- Engineer Technician
- Public Works

**Once the above items are complete and the pre-construction meeting is held construction may begin.**

## **CONSTRUCTION PLANS DESIGN CHECKLIST**

The requirements referred to on this checklist can be found in the City of Grants Pass Standard Drawings and Specifications.

### **General Requirements for submitted Construction Plans**

- Registered Oregon Professional Engineer stamp and signature
- Storm drainage calculations by Oregon professional engineer.
- Owner or fiduciary will be responsible for obtaining approvals (signatures in the signature block) from other agencies (i.e., power, telephone, gas, cable, etc.), prior to the City authorizing construction to proceed.

### **Items to be shown or specified on the plans:**

— Title Block:

- Locate in lower right-hand corner or right side of each sheet with all applicable agencies.
- Project title (Subdivision, Partition, etc.)
- Project Engineer/Surveyor (Name, address, telephone)
- Project Engineer's Stamp
- Project Owner/Developer (Name, address, telephone)
- Project location (Township, Range, Section, Quarter)
- Project description (Street, sanitary sewer, water main, storm drain, etc.)
- Street Name
- Drawn by\_\_\_\_\_, Designed by\_\_\_\_\_, Checked by\_\_\_\_\_.
- Date.
- Scale (Horizontal and vertical).
- Revisions block.
- Sheet\_\_\_\_\_of\_\_\_\_\_

— North arrow.

— Basis of bearing: with ties to two Geodetic Control Points.

— Basis of elevation: on a true datum.

— TBM's with elevations, locations and descriptions.

— Right-of-way survey monuments that shall be set as part of the project.

— Right-of-way survey monuments found.

— Right-of-way width on Plan View.

— Street width on Plan View.

— Vicinity map, on front page.

— Property Owner's names and Assessor's map and tax lot numbers.

— Curve Data: (If applicable)

- Construction centerline.
- Right-of-way centerline (If different than construction centerline).
- Street intersection radii.
- Right-of-way intersection radii.
- Cul-de-sac radius and returns: Finish surface and right-of-way.

— Typical Road Section: (If applicable)

- State road classification.
- Subgrade specifications.
- Base course specifications.
- Leveling course specifications.

- Surfacing specifications.
- Curb and gutter and sidewalk specifications.
- Utility locations (i.e., power, gas, telephone, etc.)
- Centerline profile, showing both existing ground and finished grade. Ditch line grades in areas not requiring curb and gutter, including profile and section of intercepting ditches. Submit cross sections at 50-foot intervals, at critical sections and as required by Engineering Department of the City of Grants Pass.
- Erosion sediment control measures and slope design consistent with a report submitted by a qualified professional engineer or geotechnical engineer if any cut or fill exceeds 4 feet in height; grading on slopes of 15% or greater; or grading granitic soils.
- Special drainage ditches, drainage structures, culverts & bridges.
- Private storm drain systems; notify property owner to obtain plumbing permit, follow plumbing code and have system inspected by plumbing inspector.
- Storm Sewers and Sanitary Sewer:
  - Size.
  - Material type and gauge or class of pipe.
  - Coating, if applicable.
  - Manholes
  - Invert elevations/grades
  - Slope grades
- Water Lines:
  - Size.
  - Material type and gauge or class of pipe
  - Coating, if applicable.
  - Slope grades.
  - All fittings and appurtenances. (Values, size, type)
- Traffic regulatory and warning sign plan; also showing pass/ no pass zones.
- General notes and notes for each public improvement being installed.
- Show street plugs, if applicable.
- Road approach and driveway locations and details.
- Trees to be removed and replaced.
- Retaining wall specifications.
- Identify “no cut” streets, if applicable.
- Public improvements to cover full frontage of property.
- Installation of public improvements shall be within right-of-way
- Identify wells to be abandoned.
- Identify sewer/water mains to be abandoned.
- Sewer/water services shall not cross property lines.
- Private sewer/water service laterals will require a plumbing permit.
- Construction accesses to be rocked.
- Standard drawings and details.
- Agency approval block, front page.
- Show all easements on plans. (These must be recorded prior to C of O unless on plat)
- Show striping plan, if applicable.
- Show traffic mitigation improvements.
  
- “As-builts” shall have a signed and dated “Project Certification” on the front page stating the following:
 

“I hereby certify that this project was constructed to the lines, grade and section as shown on these plans and that all materials and workmanship are in conformance with the plans and applicable specifications.”

# ENGINEERING PLAN REVIEW APPLICATION

PRIMARY CONTACT INFORMATION:		PROJECT INFORMATION:		
Name:		Development Name:		
Address:		Subdivision Name:		
City/State/Zip:		Map/Tax Lot #:		
Phone:	Alternate:	Project Address:		
Email:		Estimated Construction Costs: (Attach Backup Detail)		
Additional Parties:				
Owner/Address/Phone:		Email address:		
Developer/Address/Phone:		Email address:		
Design Engineer/Address/Phone:		Email address:		
Description of Project:				
Additional Jurisdictions: (Mark "X" to all that apply)				
JoCoPW: <input type="checkbox"/>	ODOT: <input type="checkbox"/>	DSL/Corp: <input type="checkbox"/>	DEQ: <input type="checkbox"/>	
GPID: <input type="checkbox"/>	Other: <input type="checkbox"/>			
Contractor/Contact Information				
All work within public rights-of-ways must be performed by licensed prequalified contractors per Chapter 9.37 of the Grants Pass Municipal Code, at <a href="http://www.grantspassoregon.gov/316/Municipal-Code#title9">http://www.grantspassoregon.gov/316/Municipal-Code#title9</a> , then select Title 9.				
Please list the licensed contractors you will be using on this project:				
Contractor/Company Name	License Number	Class	Business License	Expiration
Owner/Applicant:				
I verify that the information presented on this application is true to the best of my knowledge:				
Printed Name:		Signature:		
For Engineering Use Only:				
Submittals Attached		Reviews Completed		
Description:	Comment:	Description:	Completed By & Date	
Plan Review Application		1 <sup>st</sup> Review		
Complete # of sets of plans		2 <sup>nd</sup> Review		
SD Calcs		3 <sup>rd</sup> Review		
Approved Site Plan		4 <sup>th</sup> Review		
Approved Tent. Plat		Sign Off Signatures		
Staff Report		Const. Dwgs. Appvd		
Findings of Fact		Permits/Documents/Fees		
Plan Review Fee		DIA Signed/Recorded	Date:	
Estimated Construction Costs		Develop Permit Issued	Date:	
Geo Tech Report			Number:	
Traffic Impact Analysis		Enc Permit Issued/Pd	Permit No.	Date:
ODOT Permit		Grading Pmt Issued/Pd	Permit No.	Date:
Josephine County Permit		Inspection Fee	Date Paid:	
NPDES Permit		GIS Fee	Date Paid:	
DSL Permit				
DSL Permit		Precon Mtg Held	Date Held:	