CITY OF PORTLAND PUBLIC WORKS PERMITTING



• predictable fee schedules

• an appeals program

1900 SW Fourth Avenue, Room 5000, Portland, Oregon 97201

Frequently Asked Questions (FAQs)

What is a public works permit?

A permit to construct property or developer initiated improvements in the public right-of-way (including public facilities in public easements) located within the City of Portland.

Why has the public work permit process been changed recently?

Customers desired improvements to predictability in timelines or permit fees. The new City program establishes:

- an inter-bureau policy clearinghouse
- · standardized turn-around times
- Standardized turn-around times
- all public works permitting functions located at the 1900 Building
- standardized SDC program elements for Environmental Services, Parks, Transportation, and Water

How is the new permit process different?

What you will see are set turnaround times for the City review. Detailed fees for the project are provided at the concept design (30% plans) stage.

General Permit Questions

Why do I need a permit?

When properties develop, public services (sanitary sewer, street improvements and stormwater management) are needed to serve these developments. Because these improvements are intended for public use and will be maintained by the City, the City must review and approve plans prior to construction.

When is a public works permit required?

Typically, it is required for curb and street pavement construction, sidewalk reconstruction, street lighting, stormwater facilities for street drainage, sewer mainline extensions, and water main extensions for subdivisions in proposed (new) public rights-of-way. (The Water Bureau plans review process for subdivisions is concurrent with the Public Works process and follows the same timelines. See the The Portland Water Bureau's Developer's Manual for permitting requirements for Water Bureau facilities)

How are public works improvement requirements identified?

Requirements are identified as part of a building permit review or a Land Use Review, such as a subdivision. During these reviews, staff will inform an applicant of the requirements. The applicant may also research requirements in advance by visiting the Development Services Center (DSC) or scheduling a Public Works Inquiry Meeting.

Can I skip the inquiry meeting if I have called or met individually previously with each bureau?

The inquiry meeting can be skipped only if you have already obtained written responses from a bureau identifying the requirement for a public works permit through a Pre-application conference, Land Use Review, or building permit review.

Would the City consider designing and constructing the improvements for me?

Yes, under some circumstances:

- Water main extensions within existing public rights-of-way must be constructed by the Water Bureau at the expense of the developer.
- Property owners may form a Local Improvement District (LID) for larger public improvement projects. An LID is a
 means for a group of property owners to share in the cost of infrastructure improvements. For questions, contact
 the LID Administrator at 503-823-5648.
- In certain cases the City will install street lights at the expense of the developer.



Phone: 503-823-1987 • Fax: 503-823-4554





Who should I contact regarding a public works permit?

Public Works Permitting staff are available to answer your questions and provide information about the permitting process and the status of your permit. Call 503-823-1987 or email PublicWorksPermits@portlandoregon.gov.

Where do I apply for a public works permit?

Applications and plans can be dropped off at 1900 SW 4th Ave, Suite 5000, Portland Oregon 97201.

What information and drawings are required?

For each permit plan review step, there are different submittal requirements. Requirements can be obtained at www.portlandonline.com/publicworks.

How long does it take to get a public works permit?

City review time is approximately 10-12 weeks total. At different steps in the review process your engineer will submit corrected and more detailed plans for review. There are typically 4 to 5 steps for plan submittal by your engineer – at 30%, 60%, 90%, 95% and mylars.

Can I skip a step (30%, 60%, or 90%), if I think that my plans are ready?

No. In some circumstances, Public Works Permitting staff may allow the 90% Plan Review and 95% Final Check to be combined. However, this is only on a case by case situation.

What happens if I need to change the scope after the Concept review (30%) phase?

You will need to repeat the Concept review phase again to review the new scope.

What if I am ready to proceed on one bureau's plans but not on the plans of another bureau? Can I have a two track process? Will that cost me more?

Some bureaus require plans to be at a certain plan review level before issuance. This is to ensure that changes to one set of plans will not impact work under the issued permit.

A two track process for permit review and issuance is possible, however, it is generally not recommended. A two-track process will cost more because for each permit you would have separate review meetings at each stage (30%, 60%, 90%). Instead, it is recommended that the plans are reviewed and approved in unison. Then when the permit is ready to be issued, bureau plans can be issued separately based on what the applicant wants to start constructing first. Typically, having permits for a project ready to be issued and then issuing only certain permits will not cost more.

Who reviews my public works permit?

The Bureaus of Environmental Services, Parks, Transportation, and Water review public works permits.

What are the review fees? How much will I need to bond for?

At the 30% concept plans review meeting, you are provided with a detailed, not-to-exceed statement of estimated permit review fees, construction inspection fees, and the amount for financial guarantees for your project. If you are extending a water main for a new subdivision through proposed public rights-of-way, the Water Bureau requirements are provided at the 30% concept plans review meeting.

When do I have to provide a bond?

A bond will be required by Environmental Services and Transportation prior to public works permit issuance, building permit issuance, or Final Plat approval, whichever comes first. For subdivision water system projects, the Water Bureau requires a bond at completion of the water facility installation.

Are adjustments to Water Bureau facilities covered under my permit?

No. Any adjustments to Water Bureau facilities must be performed by Portland Water Bureau crews with separate fees paid to Portland Water Bureau. For additional information contact the Water Bureau at (503) 823-7368.

Is there any reimbursement for extending a sewer main?

When properties that will be served by the sewer extension do not meet the cost share criteria of the programs listed in Title 17.32.095.A, and do not contribute toward the cost of the sewer, the property owner or developer paying for the sewer extension may be reimbursed by the City for part of the cost of such extension. Reimbursement is determined on a case by case situation. For additional information contact Public Works or your BES plan reviewer.

I am looking for permit options...

Can the street be gravel? - Can't the street remain paved without sidewalks?

City code requires streets to be brought up to City standards with development. In certain circumstances exceptions may be granted to those standards. Developers should work with City staff to explore options.

Why does the sidewalk need to be widened?

Sidewalks may need to be widened to meet federal ADA requirements or local pedestrian design standards that take into account street classification and zoning.

Can the improvements be deferred until a later time?

In limited situations the City may allow an interim standard and defer complete standard improvements until a later date. Developers should work with City staff to explore this option.

How do I appeal a bureau decision requiring public works improvements?

The City has a Public Works Appeals process. In order to have an appeal granted you must be able to demonstrate that the City's decision requiring public works improvements was inconsistent with, contrary to, or a misapplication of City Code, rules, standards, or policy.

Is there another option? What else would the City consider?

You may discuss alternative options through a Public Works Inquiry meeting with bureau staff. For more information call 503-823-1987 or visit www.portlandonline.com/publicworks.

What is the difference between a Public Works Appeal and a Design Exception?

An Appeal is for when you think that the City's decision requiring public works improvements was inconsistent with, contrary to, or a misapplication of City Code, rules, standards, or policy. A Design Exception is a request to use a different standard than the standards specified by the bureau.

What authority does the city have for requiring the frontage to be rebuilt?

City Code Title 17 Public Improvements describes the City's authority to require street improvements.

Why do I have to dedicate a portion of my property to the public?

Dedications are required if your property has frontage along a street that is not improved to current standards and the right-of-way width is not sufficient to accommodate those improvements.

Will the City consider an easement instead of a dedication for frontage improvements?

At this time easements are discouraged or not allowed under certain Zoning Code requirements.

More Information - How do I get more information?

- Visit www.portlandonline.com/publicworks
- Visit the Development Services Center (1900 SW 4th Ave. 1st floor), request Public Works Permitting staff.
- Call Public Works Permitting staff at 503-823-1987
- Email Public Works Permitting staff at <u>PublicWorksPermits@portlandoregon.gov</u>