New Single Family Residential Minimum Submittal Checklist and Sample Site Plan

Folder number:	Date:

The information listed below is the minimum information required for a complete submittal package. If items are missing or incomplete, we will not accept your project for review. The completeness and complexity of the plans will determine how quickly they are reviewed.

	Documents required for all submittals			staff use
1	**Application Form** Including applicant contact information, lot owner, contractor, and property identification details (Tax ID Number, R Number, and Legal Description)		❑ provided	
2	**This Submittal Checklist** Completed with all attachments as needed clearly indicated		❑ provided	
3	**Fixtures Worksheet** Completed worksheet outlining all electrical, mechanical, and plumbing fixtures		❑ provided	
4	**Residential Water Service Application** Completed form detailing plumbing fixtures to be installed and authorization to create Water Bureau account		❑ provided	
5	**Erosion Control Plan (4 copies)** Provide an erosion control plan or, if eligible, complete and sign the Simple Site Erosion Control Requirement form.		❑ provided	
6	**Energy Efficiency Additional Measures Form** Check the boxes next to the measures you have selected. Note that the building plans must also indicate the additional measure you have chosen.		❑ provided	
7	**Radon Control Method(s)** Check the box or boxes next to the radon mitigation method you have selected.		❑ provided	
8	**Stormwater Management Simplified Approach (SIM) Form** Completed form with stormwater facility, discharge point, and infiltration tests indicated. Please refer to Appendix D3 of the BES Stormwater Management Manual at www.portlandonline.com/bes/2008swmm		❑ provided	
	Documents that may be required for your submittal *(Text in italics describe the circumstances for which these items are typically required)*			
9	**Fire Sprinklers (2 copies)** *if the proposed structure is more than 3 stories OR if required as a condition of applicable Land Use Review.* Fire sprinklers must be reviewed by the BDS Plumbing Division. Fire sprinkler submittals must include hydraulic calculations, the manufacturer's cut sheets for the sprinkler heads, and a floor plan showing the location of all sprinkler equipment. Fire sprinklers may be may be submitted as a "deferred submittal" item for a $123 charge. Please advise intake staff if you want to use this option.	❑ n/a	❑ provided	
10	**Building Maintenance Agreement** *for 2-unit rowhouse applications.* Include a completed and signed but unrecorded Building Maintenance Agreement – a sample template can be found on the BDS website at http://www.portlandoregon.gov/bds/	❑ n/a	❑ provided	
11	**Geotechnical/soils report (2 copies)** *for sites with slopes in excess of 20%, within soils hazard areas, or where a special foundation system relying on lateral soil bearing is employed.* Provide geotechnical or soils report from a geotechincal engineer licensed in Oregon.	❑ n/a	❑ provided	
12	**Manufactured roof truss design details (2 sets)** *for buildings using manufactured roof trusses*. Provide roof truss drawings and layout stamped by an engineer licensed in Oregon. Roof trusses may be may be submitted as a deferred submittal item for a $123. Please advise intake staff if you want to use this option.	❑ n/a	❑ provided	

13	**Manufactured floor truss design details (2 sets)** *for buildings using manufactured floor trusses.* Provide floor truss drawings and layout stamped by an engineer licensed in Oregon. Manufactured floor system designs/calculations must be provided at time of submittal.	❑ n/a ❑ provided	
14	**Engineer's calculations (1 set)** *for buildings using engineered lateral systems.* Engineering calculations shall be prepared and stamped by an architect or engineer licensed in Oregon as applicable to the project under review. Lateral design details and connections must be incorporated into the plans or on a separate full size sheet attached to the plans with cross-references between plan location and details.	❑ n/a ❑ provided	
15	**Beam calculations (1 set)** *for buildings with beams and/or multiple joists over ten feet in length and/or any beam/joist carrying a non-uniform load or for cantilever conditions.* Calculations stamped by an engineer are required for beams supporting loads from more than one level or beams supporting overturning loads from discontinuous shear walls.	❑ n/a ❑ provided	
16	**Residential Structural Plan Review Exemption Form** *if this option is selected by the owner and engineer.* The exemption form must have original signatures from both the owner and the engineer. Faxes and photocopies are not acceptable. If the structural exemption form is signed, no formal structural review will be conducted on the submitted plans and the building owner is responsible for any field corrections that may be necessary as a result of the inspection process; however, this does not exempt a project from other required reviews (Life Safety, Planning, etc).	❑ n/a ❑ provided	
	Plans required for all submittals		
17	**Building Plans (4 copies)** Plans must be legible, drawn to scale, and show conformance to the applicable local and state building codes. **Each set should include the following:**	❑ provided	
17a	**Foundation Plan** Show dimensions, anchor bolts, any hold-down types and locations, connection details, vent size and location, location and size of crawl space access.	❑ provided	
17b	**Floor Plans** Show all dimensions, room identification, window type and size, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks, location and construction details for stairs and handrails.	❑ provided	
17c	**Cross Sections and Details** Show sizes and spacing for all framing members, such as floor beams, headers, joists, sub-floor, wall construction, roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation.	❑ provided	
17d	**Building Elevation Views** Provide exterior elevations for all sides showing materials, doors, windows, and both existing and proposed finished grades. Building elevations must match the finished grades shown on the site plan.	❑ provided	
17e	**Energy Code Compliance** Identify the prescriptive energy path or provide energy calculations.	❑ provided	
17f	**Bracing/Lateral Load System Details** and locations of lateral load resisting elements must be shown on the plans. The lateral system may be prescriptive per requirements of the Oregon Residential Specialty Code OR may be engineered to the requirements of the Oregon Residential Specialty Code. If engineered, all building drawings and calculations must be stamped by an engineer or architect licensed in Oregon. Drawings must be complete with all required engineered details included on full-size sheets attached to every set of plans.	❑ provided	
17g	**Floor/Roof Framing Plans** Show member sizing, spacing, bearing locations. Show location of attic ventilation, size and location of attic access.	❑ provided	
17h	**Basement and Retaining Wall Cross-Sections and Details** Show reinforcement sizes and locations, footing sizes, etc. Retaining walls greater than 4 ft or basement walls greater than 10 ft in height must be engineered with calculations stamped by an engineer. Retaining walls must be shown on the site plan.	❑ n/a ❑ provided	
17i	**Deck Plans** Deck framing plans, guardrail details, and deck connection details must be included in building plans.	❑ n/a ❑ provided	

18	Site/Plot plans (4 copies) Site plans must be drawn to scale. Minimum scale requirement is 1”=10’. Minimum paper size is 11”x17”, with sufficient white space provided for reviewers’ notes and stamps.	❑ **provided**	
	Your site plan must include all of the following elements:		
18a	North arrow	❑	
18b	Property and building corner elevations [see "J" on sample site plan]	❑	
18c	If there is more than a 4 foot elevation differential, the site plan must show existing and proposed elevation contours at 2’ intervals [see “L” and “M” on sample site plan]	❑	
18d	Footprint of new & existing structures, including decks and retaining walls [see "K" on sample site plan]	❑	
18e	Lot & building dimensions	❑	
18f	Setbacks dimensions for the following - building(s) to property line, building to building, front door to property line, garage door to property line [see “H” and “I” on sample site plan]	❑	
18g	Lot area	❑	
18h	Building area (not including eaves)	❑	
18i	Building coverage % (building area/lot area = % coverage)	❑	
18j	Impervious area (include structures, paving, and roof overhangs)	❑	
18k	Stormwater facility - location, type, size, and setbacks from buildings and property lines [see "O" on sample site plan]	❑	
18l	Stormwater discharge point - location and type of discharge point (e.g. drywell, trench, storm or combo sewer, drainageway, ditch etc) - a separate discharge point is not needed if the primary stormwater facility is a drywell or soakage trench	❑	
18m	Utilities - location, size, and type of pipe for water, sewer, storm, and gas [see "G" on sample site plan]	❑	
18n	Septic system and/or well locations, types, and sizes (if applicable)	❑	
18o	Driveway location, size, and material	❑	
18p	Street & right-of-way configuration, including curb, planting strip, sidewalk, and buffer [see "F" on sample site plan]	❑	
18q	Location and dimensions of all easements on property [see "N" on sample site plan]	❑	
18r	Landscaping - show the location, size, and species of proposed trees [see "C" on sample site plan] AND/OR root protection for existing trees to be preserved on lot [see "A" and "B" on sample site plan]	❑	
18s	Street trees - show existing street trees to be removed or preserved [see "D" on sample site plan] AND/OR provide room for new street trees in public right-of-way [see "E" on sample site plan]	❑	

Applicant name (print) _____

Signature_____ **Date** _____

A Sample Site Plan

For Successful New Single Family Residential (NSFR) Project Submittals

Instructions: This sample site plan provides an example of how to prepare a site plan. Your submittal must include a site plan that includes all of the existing and proposed conditions included on this sample site plan.

Your site plan must be drawn on 11"x17" or larger paper and drawn to a scale of 1" = 10'.

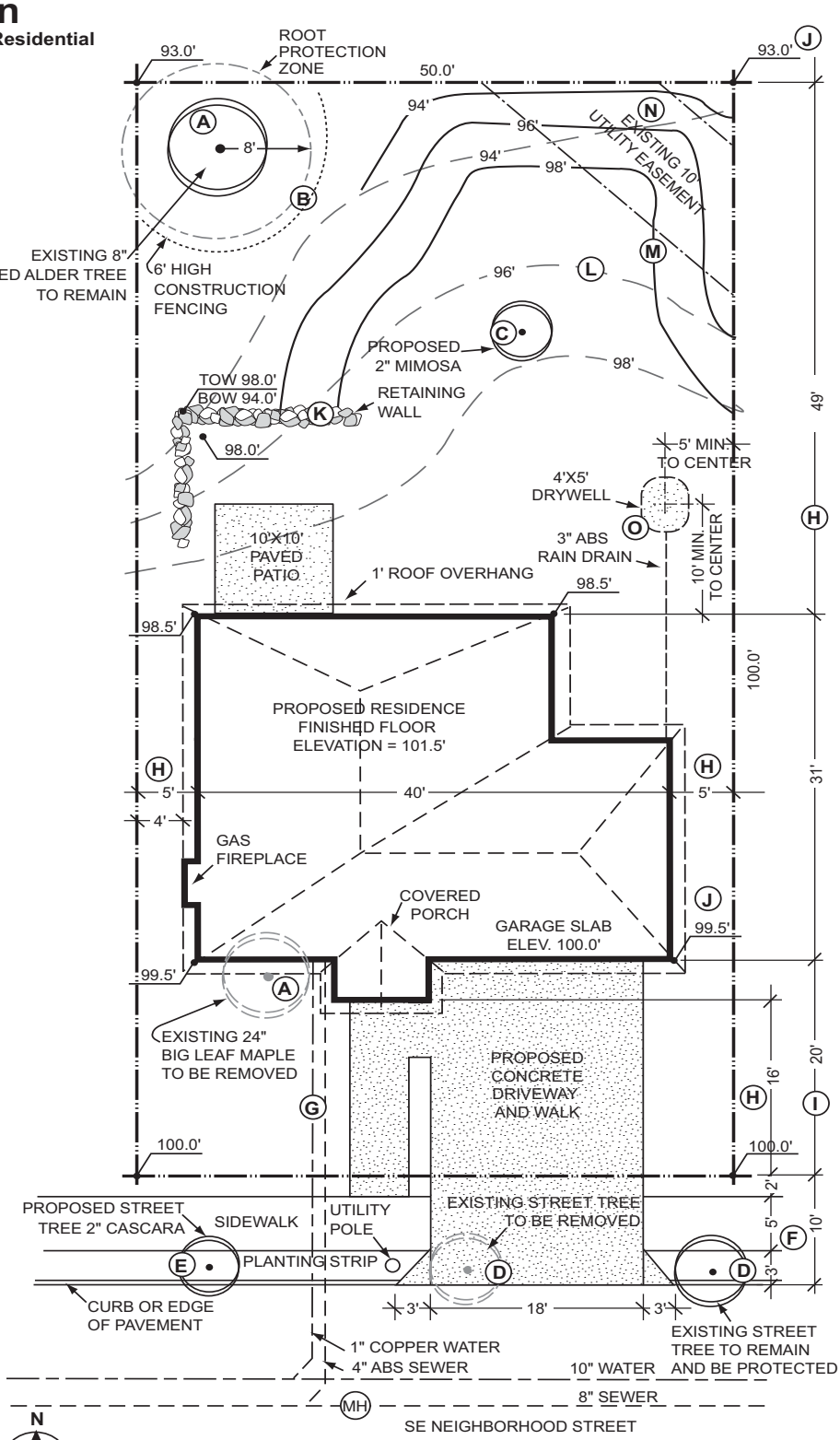
Please be aware that since every project is unique there may be some situations where you will be asked to provide additional information.

- (A) Existing on-site tree to be retained or removed
- (B) Root protection zone/fencing - typically 1 foot radius per inch of tree diameter (measured 4 1/2 feet above the ground)
- (C) Proposed on-site new tree with species and size
- (D) Existing street tree to be retained or removed
- (E) Proposed street tree
- (F) Right-of-way configuration (sidewalk, planting strip, curb and street name)
- (G) Existing and proposed locations of underground utilities
- (H) Distance from building to property lines
- (I) Distance from garage entry to property line
- (J) Finished grade elevations at property corners and building corners
- (K) Retaining wall with top of wall (TOW) elevation and bottom of wall (BOW) elevations
- (L) Two foot grade elevation contours, existing
- (M) Two foot grade elevation contours, proposed
- (N) Location and size of existing easements
- (O) Stormwater disposal type and size
- (P) White space for City stamps

LOT AREA	5,000 SQ FT
IMPERVIOUS AREA	
DRIVEWAY	360 SQ FT
PATIO	100 SQ FT
WALK	90 SQ FT
ROOF AREA (INCL. OVERHANG)	1,334 SQ FT
TOTAL	1,884 SQ FT
BUILDING COVERAGE	
BUILDING FOOTPRINT	1,196 SQ FT

LEGAL DESCRIPTION
PARCEL 1,
PARTITION PLAT 1992-X,
R-12345X

PROJECT ADDRESS
3030 SE NEIGHBORHOOD STREET
PORTLAND, OR 97207



SITE PLAN

SCALE 1" = 20' (YOU MUST USE A SCALE OF 1" = 10' FOR YOUR SUBMITTED PLANS)

(P)

ps_sample_sitepln 02/06/08