CITY OF PORTLAND
PUBLIC WORKS PERMITTING
1900 SW Fourth Avenue, Room 5000, Portland, Oregon 97201

SUBMITTING ACCEPTABLE PUBLIC WORKS PLANS

How to avoid having your plans rejected

Following is a list of common requirements that have been missed that resulted in Public Works Permit plans not being accepted for review.

1. **No Public Works Inquiry Meeting, Pre-Application Conference Response, Land Use Review response, or Building Permit Public Works response prior to submittal.** There are several ways to enter into the Public Works Permitting system. You must have completed at least one of the above steps before Public Works Permitting can accept your permit for Concept Review (30% review).

2. **The Scope of the Project Was Not Adequately Shown.** It is crucial that you describe your project in adequate detail to allow for staff review. Public Works has a Design & Drafting check list (http://www.portlandonline.com/index.cfm?c=53147&a=300451) to assist you in completing your application with sufficient detail. There is also a Plans Preparation Guide (http://www.portlandonline.com/index.cfm?c=53147&a=335980) to provide assistance on creating plans that meet Public Works Permit requirements.

3. **Issues required to be settled prior to submittal for a particular phase were not addressed.** When you first receive a response from a bureau notifying you of a requirement for public works improvements, or when receiving a checksheet from one of the Public Works Plan review steps, bureau staff may identify issues that need to be resolved prior to submitting for the next plan review step. If any of the identified issues have not been resolved, it will delay review of your project.

   If you have any questions or need additional information about any issues identified by staff, it is recommended that you contact them to discuss any questions you may have prior to submitting for the next plan review step.

4. **Outdated version of PAC submitted or outdated version of the Stormwater Management Manual used.** All new submittals must meet the requirements of the latest Stormwater Management Manual (SWMM). This includes using the most current Presumptive Approach Calculator (PAC) version. Links to the latest SWMM and PAC can be found on the Public Works Permitting website www.portlandonline.com/publicworks.

5. **Adequate Stormwater Disposal Points Not Identified.** Stormwater disposal points must be shown for any stormwater facility. If you are uncertain about an appropriate disposal point for the stormwater facility it is recommended that you apply for a Public Works Inquiry meeting to discuss options with Bureau of Environmental Services staff.

6. **Supporting Information Provided Does Not Match Plans.** Stormwater or retaining wall calculations submitted must match the dimensions of the facility shown on the Public Works Permit plans. Adequate details demonstrating how these items work within the design must be provided for the design to be fully reviewed.