



**Public Works
Permitting
Concept Development
Design & Drafting Requirements**



503-823-1987



pwp@portlandoregon.gov

This form must be completed and submitted with the initial Public Works Permit Concept Development submittal. The below requirements must be addressed by your plans and no applicable items may be omitted. More detailed information can be found in the *Plans Preparation Guide*; <http://www.portlandoregon.gov/article/335980>

PROJECT LOCATION

Location of work: _____

REQUIREMENTS

- Incorporate all applicable requirements from all City reviews (LU, EA, PR, WI, etc.) and permits (CO, RS, DR, MI, SD, etc.).
- All requirements are applicable to at least 15' beyond the site and beyond the limits of work within the right-of-way.
- Incorporate a current survey of all topography and existing conditions including, but not limited to: surface features, contour lines, utilities, street lights, signing, striping, poles, trees, fences, buildings.
- Identify existing and proposed utilities, underground and overhead, including vaults, meters, valves, lines, mains, pipes, conduits, pedestals, etc.
 - All existing utilities must be surveyed.
 - Identify pipe type, size, and material.
 - For storm and sanitary, also identify pipe slope and length and identify invert elevations for inlets and manholes.
 - Show service laterals, existing and proposed; gas, water, sewer, inlet leads, electrical, etc.
- Identify right-of-way lines, curb lines, and easements, existing and proposed; show existing curb lines on the opposite side of the street.
- Show the centerline profile of street, additionally;
 - For buildings that are setback from the right-of-way, show proposed and existing gutter
 - For buildings with zero setback from the right-of-way, show proposed and existing gutter, show proposed back of pedestrian zone profile, and show critical elevations and grades, including grade breaks and door elevations.
- Show street centerline stationing.
- On street typical sections, show proposed versus existing and label all proposed cross slopes.
- On plan views, show the terrain match line and identify as cut or fill for new improvements.
- Show horizontal alignment of all curbs, sidewalks, driveways, and curb ramps.
- Show stormwater facilities with dimensions and matching calculations where applicable, based on infiltration testing.
- Show encroachments in the right-of-way, proposed and existing.
- Use legible text and fonts; minimum text height is 0.1".
- Include a vicinity map that clearly identifies the project location.
- Show environmental zones.
- Label street names and identify whether private or public for all streets.
- Minimum scale is 1":20'; include a scale bar.
- Include a legend showing all symbols and line types; use different symbols and line types for existing versus proposed.
- Show all trees and identify if existing, proposed, protected, or to be removed and include species and diameter. Include all trees in the right-of-way and all trees on private property within 15' of the right-of-way line and accommodate for dedications.

ACKNOWLEDGEMENT

By signing this document I acknowledge that all of the listed requirements have been addressed.

Signature: _____ Date: ____ / ____ / ____

Name of signatory: _____

INSTRUCTIONS

This form must be completed in its entirety and should be submitted as part of a complete public works permit application.

Mail, or hand-deliver Monday through Friday between 8 a.m. and 5 p.m., to:

Public Works Permitting
1900 SW 4th Avenue, Suite 5000
Portland, Oregon 97201

CONTACT US

Public Works Permitting can be reached by telephone at 503-823-1987 or by email at PWP@portlandoregon.gov.

ACCESSIBILITY

To ensure equal access, the City of Portland will make accommodations in full compliance with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations and additional information, and complaints, contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5th Avenue, Portland OR 97204, or by telephone 503-823-5185, City TTY 503-823-6868, or use Oregon Relay Service: 711.