



Public Works Alternative Review Request Form



PROJECT INFORMATION

Project Description (required): _____

Site Address or Property ID (e.g. R123456) (list all taxlots): _____

Permit or case number of decision to be reviewed (e.g. 12-345678-LU) (required): _____ - _____ - _____

Additional permit or case numbers if included in review: _____ - _____ - _____ & _____ - _____ - _____

City staff involved in reviews or discussions: _____

APPLICANT INFORMATION

Applicant Name: _____ Applicant Company: _____

Applicant Phone: _____ Applicant Email: _____

Applicant Role in Project: Owner Engineer/Architect/Designer Other: _____

I certify that the information provided on or attached to this request is true and accurate to the best of my knowledge *and that I have the authority to sign.*

Applicant Signature: _____ Date: ____ / ____ / ____

PROPOSED ALTERNATIVE

Has a previous Public Works Alternative Review been requested for this project? Yes No

Number of Pages Attached (11"x17" maximum page size) (count front and back if double-sided): _____

Provide a description of the proposed alternative to the design requirements for which the project is seeking an alternative review. The proposed alternative should be thoroughly described and reasons for supporting the proposed alternative should be provided. This description can be written below or it can be included with the request submittal. Also include any maps, drawings, plans, reports or other materials supporting the proposed alternative.

CITY STAFF USE ONLY

Request Number: _____ - _____ -PW Received: ____ / ____ / ____ Paid: ____ / ____ / ____ Complete: ____ / ____ / ____

INSTRUCTIONS

Use this form to request a Public Works Alternative Review. A Public Works Alternative Review allows a project to propose an alternative to non-technical design requirements set by the Public Works Bureaus (Water, Transportation, and Environmental Services) as a result of reviewing an application for building permit, a public works inquiry, a public registry review, an early assistance review, or a land use review. **If a Public Works Alternative Review request is being filed against the review of an application for building permit and it has been identified that a public works permit will be required to construct improvements, then an early assistance review must also be completed before filing.** The proposed alternative will be evaluated by a committee of supervisors to the public works staff that completed the initial review that the Public Works Alternative Review is being filed against.

- A Public Works Alternative Review does not alter recorded land use decisions, or final plat requirements set by a recorded land use decision, and a new or amended land use review may be required to incorporate changes from an approved Public Works Alternative Review.
- It is recommended that you discuss the project with the review staff that set the requirement(s) for which a Public Works Alternative Review is being considered prior to filing the request.
- This form must be filled out completely. This includes providing a proposed alternative to the design requirements for which the project is seeking an alternative review. The proposed alternative should be thoroughly described and reasons for supporting the proposed alternative should be provided. Also include any maps, drawings, plans, reports or other materials supporting the proposed alternative.
- Examples of requirements that can be addressed by the Public Works Alternative Review process are: requirement for the construction of improvements, the requirement for the width or location of a sidewalk or pedestrian corridor, the requirement for dedication, or the requirement to relocate water and sewer mains.
- Do not use this form to request design exceptions for technical requirements that are part of a public works permit. For public works design exceptions, contact Public Works Permitting at PublicWorksPermitting@portlandoregon.gov or 503-823-1987. Examples of requirements not subject to a Public Works Alternative Review are changes in materials, thickness of materials, number of driveways, driveway location or width, and pavement sections.
- The \$250.00 fee payment and any additional information must be submitted with this form. Alternative review requests will not be accepted as complete until the fee payment is made. **Payment may be made by check payable to “City of Portland” or before 3:00 p.m. in-person by cash or credit/debit card.**

Alternative review requests must be received and complete by no later than 5:00 p.m. on Wednesday. In most cases, alternative review requests submitted by this deadline will be heard in two weeks. **However, an alternative review request may be deferred for hearing at a later date due to the number of requests scheduled for review, the completion of preliminary reviews by the public works bureaus, the complexity of the alternative review request being submitted, or other unforeseen factors.** Alternative review decisions are available approximately two weeks following the hearing on <http://www.portlandmaps.com> by looking at “Permits/Cases” for the subject property. Full decisions are emailed directly to the applicant and are available upon request.

Mail or hand-deliver requests to:

Public Works Alternative Reviews
1900 SW 4th Avenue, Suite 5000
Portland, Oregon 97239

Email alternative review requests to PWAItReview@portlandoregon.gov

Request form must be signed. Alternative Review Requests will not be accepted as complete and processed for review until the fee payment is made.

Public Works Alternative Review program contact : PWAItReview@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.