

# CITY OF PORTLAND PUBLIC WORKS PERMITTING

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



## Concept Development Submittal Checklist

Form 1 of 2 for Concept Development submittal

### SUBMITTAL REQUIREMENTS

Req'd w/Submtl	Submitted	City Received	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Concept Plan for proposed development (horizontal alignment, existing utilities) –22x34 required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Composite site plan on one sheet with existing and proposed conditions include private and public development and connections to city system. Scale no smaller than 1:50.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDFs of the project plan set & documents downloaded via: FTP, Dropbox, file share, etc. preferred. Jump drives, CDs and emailed PDFs are acceptable when compiled and organized as individual files for paperwork, plans etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topographic Survey of existing conditions prepared in COP Datum
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF and a hard copy of Preliminary Stormwater report including calculations, geotechnical report (soil type, infiltration test, groundwater depth) in the right of way.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF and a hard copy of Preliminary Sewer Design calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule for permit & construction milestones for both private & public work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Quantity sheet for bonding estimate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concept Development Requirements Design & Drafting Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittal Information Form fill out on page two
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Applicant / Financially Responsible Party Form original signed copy (required)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Authorized Representative Form (PLEASE CONTACT <b>PUBLIC WORKS PERMITTING AT 503-823-1987</b> FOR ADDITIONAL INFORMATION AND AUTHORIZED REPRESENTATIVE FORM)

**PW Permit Submittal Deposit - DO NOT SUBMIT PAYMENT.** PW Permit deposit will be invoiced to applicant upon concept submittal acceptance. Invoice must be paid prior to the Concept Meeting.

PBOT or BES Separate Public Works Permit - **\$3,400.00.**

PBOT & BES Joint Public Works Permit - **\$5,000.00.**

**Submit New Concepts In-Person:** 1900 SW 4<sup>th</sup> Avenue, 5<sup>th</sup> Floor – 8:00AM to 4:30PM, Monday - Friday

SUBMITTED TO THE CITY BY: \_\_\_\_\_ (signature) DATE: \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**NOTE:** This checklist is intended as a general guide to accept or reject plans into the public works permit review process. City staff may request additional information specific to the project before concept plan intake can be completed.

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## SUBMITTAL INFORMATION

(please print)

<b>APPLICANT INFORMATION (Applicant &amp; Financially Responsible Party)</b>		
APPLICANT ORGANIZATION NAME		
APPLICANT NAME		
APPLICANT TITLE		
MAILING ADDRESS		
PHONE NO	CELL PHONE NO	EMAIL ADDRESS

<b>PROJECT INFORMATION</b>	
PROJECT ADDRESS	
BUILDING PERMIT NO - EARLY ASSISTANCE NO	LAND USE NO
DESCRIPTION OF WORK	

<b>CONSULTANT ENGINEER INFORMATION</b>		
COMPANY NAME	ENGINEER'S NAME	
MAILING ADDRESS (CITY, STATE, ZIP)		
PHONE NO.	CELL PHONE NO.	EMAIL ADDRESS

<b>ADDITIONAL CONTACT INFORMATION (OPTIONAL)</b>		
RELATIONSHIP TO PROJECT	NAME	
MAILING ADDRESS (CITY, STATE, ZIP)		
PHONE NO.	CELL PHONE NO.	EMAIL ADDRESS