



Washington County Development Forum – October 2014

Urban Residential Development Permitting Contacts

Order	Requirement	Permit Permissions	Where to obtain permit/approval Contact/Phone	Notes
1	Land Use Approval	Land Use approval provides the applicant with the approval to develop the proposed site, as planned.	Current Planning, Public Services Building (PSB) Development Assistance Staff (503) 846-8761	Land Use decisions typically include two components: Preliminary Approval (issued as the Notice of Decision) and Final Approval (required to be obtained within 4 years of Preliminary Approval). If required, Final Approval must be granted prior to plat recordation and/or building permit issuance, and must document compliance with all Conditions of Approval. The responsibility to complete the requirements of the Conditions of Approval, including obtaining relevant permits and inspections, rests with the applicant.
Submit plans and apply for permits concurrently	2a	Site Development Permit (stormwater and sanitary sewer infrastructure, erosion control, vegetated corridors)	Clean Water Services, Development Related Services (503) 681-5100	A Site Development permit is issued by Clean Water Services, not the Department of Land Use & Transportation (LUT). CWS' Site Development permit does not grant access to the site. Access is granted by a Facility Permit (see below). The CWS Site Development permit has a 15 business day initial review period and a 10 business day resubmittal review period for subsequent submittals.
	2b	Grading Permit	Building Services, PSB Kofi Nelson-Owusu (503) 846-2846 Grading Assistant (503) 846-6733	Up to 30 days are allowed for plan review completion from the date of permit submission. Site Development and Facility Permits are a condition of approval prior to issuance of a Grading permit.
	2c	Facility Permit	The Facility permit allows applicants access to the site. The Assurances section works with the applicant to complete the public improvement contract and issues a Facility permit. A Facility Permit is required when public improvements involve engineering design.	Assurances, PSB Paul Seitz (503) 846-3843
3	Access Right-of-Way Permit	When a Facility Permit is not required, approval of access is authorized through an Access Right-of-Way permit. It grants access to a public roadway under Washington County's jurisdiction and can also be used to perform other minor work in the right-of-way.	Operations & Maintenance, Walnut Street Center Aaron Clodfelter (503) 846-7623 *Building Services, PSB	The Operations and Maintenance Division of LUT issues a variety of Right-of-Way permits. If an Access Right-of-Way permit is required, all improvements conditioned by the permit must be approved prior to obtaining a building permit. * Depending upon the project, an Access permit may be issued in conjunction with a set of building permits (electrical, structural, mechanical, plumbing, etc.)



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Tips to Maximize Success during the Permitting Process

Land Use Approval

- Always read the Conditions of Approval contained within the Notice of Decision. They provide clear requirements before a plat can be recorded/building permits issued and a good timeline of activities.
- If required by the Notice of Decision, submit an application for Final Land Use Approval prior to the expiration of the Preliminary Approval. Hard copies demonstrating compliance with all of your conditions should be provided with your submittal.
- If you have questions about the Notice of Decision or Conditions of Approval, contact the lead planner for that application, as identified on the front page of the Notice of Decision.
- Contact details for relevant staff from other LUT divisions are included in your Conditions of Approval. Use them to initiate the steps identified towards gaining Final Approval.

Site Utilities - Clean Water Services

- Prior to submitting, read the Clean Water Services specific section within the Conditions of Approval.
- Frequently missing from the initial submittals is the drainage report.
- Submit a complete plan set, including a composite utility sheet showing all existing and proposed utilities as well as a planting plan, for the water quality facility and vegetated corridor.
- Be sure to use the appropriate 1200-CN or 1200-C template for the erosion and sediment control plan (projects from 1-5 acres use the 1200-CN template while projects over 5 acres use the 1200-C template).

Grading

- Make sure to submit a completed application form with the owner's signature.
- Providing detailed information on the main design assumptions will narrow potential gaps that may exist between the designer and plan review that may cause unnecessary delays.
- Plans should include a vicinity map with at least two major streets, existing and proposed contour lines, cross-sections and setback figures are essential to expedite the plan review phase.
- The geotechnical report should include a slope stability analysis for sloping sites, as well as driveway recommendations.
- The design engineer should pay attention to proposed grading work to reduce possible negative impacts to surrounding existing properties.
- Provide estimates for the amount of cut and fill, as well as total project cost data.

Facility Permit / Assurances

- Follow the Notice of Decision.
- Concurrent submittal is important – CWS Site Development, Grading, and Public Improvements.
- Public Improvements - Submit the right items; checklist provided.
- Start your review of Public Improvements early – follow the checklist.
 - Ensure your Engineer submits plans that meet County Road Standards; redlines are expensive.
 - Be prepared for contingencies – (weather, processing timelines, etc.)

Engineering Plan Review

- Read your Conditions of Approval.
- Engineering plan review, on average, takes 3-4 reviews until plans are approved. Avoid costly delays; work with your Engineer to ensure plans are designed to County standards before submission.
- Red-lined plans are sent to a FTP site and your Engineer is notified. Make design changes to meet the County Road Standards and resubmit.
- At the same time files are uploaded to the FTP site, the developer receives a letter from the County indicating that plans have been reviewed and are awaiting your Engineer's corrections and resubmission before plan approval.
- Don't forget that Engineering Plan Review requests final sets of complete plans; 4 full-sized, 2 half-sized for County staff distribution.

After Plan Approval – Facility Permit/Assurances

- Approved plans are good for 2 years.
- Surety Amount is determined by an Engineering Estimate of the approved plans.
- Facility Permit – Come prepared; Bring required forms and pay attention to the public improvement contract end date – keep options open.
- The Assurances section checks that the Grading Permit (and Site Development Permit by default) has been issued.