



Washington County Rural Development Permitting Contacts

| | | Requirement | Permit Permissions | Where to obtain permit/approval | Notes |
|-------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Contacts/Phone | | | |
| Land Use Approval Types | 1a | 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), 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 2 or 4 years of Preliminary Approval, depending on the type of application). 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. |
| | | Land Use Approval adjacent to Flood Plains and Drainage Hazard Areas | Submit Flood Plain Determination form to Current Planning to determine flood elevation | | |
| | 1b | Dwelling Approvals in EFU (AF-20) & EFC | Dwellings on vacant lots in these Districts must be authorized by a land use approval showing compliance with standards found in state law and state administrative rules. | Current Planning, PSB 503-846-8761 | Siting standards in the exclusive farm district (EFU & AF-20) and the exclusive forest district (EFC) require applicants to specify a location of the dwelling based upon approval criteria discussed in the staff report. A change in the location may require a new land use application to reapply the siting standards. The Oregon Department of Forestry can assist landowners in the EFC in determining required firebreaks, as part of the land use application process. |
| Permitting Types | 2a | Grading (Site Development) Permit – (road grading, grading for stormwater drainage, erosion control, and cut/fill balance in flood hazard areas) | Grading permits allow applicants to change the grade of the property by moving earth while minimizing negative drainage impacts on neighboring properties. Outside of the UGB, the Building Division uses Chapter 14.12 of the Community Development Code as a basis to review plans for consistency with the engineering design and construction standards for stormwater conveyance, and treatment, slope stability, erosion and sediment control. All proposed driveways on roads larger than 150 feet require a grading permit. | Building Services, PSB Kofi Nelson-Owusu 503-846-2846 Building Services, PSB Grading Assistant 503-846-6749 | Up to 30 days are allowed for plan review completion from the date of permit submission. Site Development and Access permits are a condition of approval prior to issuance of a Grading permit. Once a land use application has been approved for grading or construction within a flood hazard area, a Grading permit is obtained to ensure the terms of the decision are met, such as cut/fill balance in the flood hazard area. Building Engineer works with DEQ on erosion control and may review 1200-C review when area of proposed grading disturbance of 1 acre or more. |
| | 2b | Road Access standards | CDC Section 409 requires private streets to be constructed to the standard of the local Fire District. | Contact the local Fire District providing service to the property. | Work with your local Fire Marshal to agree on a site plan showing improvements required prior to submitting the land use application. Improvements must be completed by building permit issuance or by occupancy of the dwelling, depending upon the required improvement. The Oregon Fire Code summarizes general requirements for private road access to a dwelling site. |
| | 3 | Access Right-of-Way Permit | An Access Right-of-Way permit is required to grant access to a public roadway under Washington County's jurisdiction. It is used to ensure conformance with sight distance standards for driveways and compliance with construction standards. It may be a condition of land use approval. Access permits are required prior to initiating grading on a site, as approved by Current Planning. | Operations and Maintenance, Walnut Street Center Ted Volker 503-846-7647 *Building Services, PSB Grading Assistant 503-846-6733 | The Operations and Maintenance Division of LUT issues a variety of Right-of-Way permits. An access permit may be jointly issued with a building permit. If an Access Right-of-Way permit is required, all improvements conditioned by the permit must be approved prior to obtaining a Certificate of Occupancy. * Depending upon the project, an Access permit may be issued in conjunction with a set of building permits (grading, electrical, structural, mechanical, plumbing, etc.) |



Washington County Rural Development Permitting Tips to Maximize Success

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 and Issuance of Building permits.

Site Plans – Work with your local Fire Marshal

- Prior to submitting, meet with your local Fire Marshal to determine private street standards and required improvements to meet the District's standards. General information is available at Development Assistance counter.
- Note that the land use codes require applicants to show that your private street can meet Fire Marshal standards prior to issuance of Building permits or occupancy of the structure. During the land use review it is important to focus on the specific improvements (if any) required by the Fire Marshal (examples: road widening, turnouts, firebreak clearing) as these will be highlighted in the land use decision.
- If your property is not located within a Fire Protection District, you will need to consult the Oregon Department of Forestry for input on firebreak standards and Building Division for input on private street improvement standards.

Grading

- Make sure to submit a completed application form with the property owner's signature.
- Providing detailed information on the main design assumptions will narrow potential gaps that may exist between the designer and plan review, causing unnecessary delays.
- Plans should include a vicinity map with at least three major streets, existing and proposed contour lines, cross-sections and setback figures 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, particularly in the area of drainage.
- Provide estimates for the amount of cut and fill, as well as total project cost data.

Building Footprints in EFU, AF-20 & EFC (Resource) Districts

- The location of a residence in resource districts is subject to siting criteria. Applicants must ensure their submitted site plans indicates the building's actual location for land use review. Approved site plans are reviewed at building permit issuance for consistency with land use permits. Buildings within the EFC District, such as barns and out-buildings, are approved for a specific location and are reviewed at Building Permit issuance for consistency, as well.
- In the EFC District, all buildings are reviewed for compliance with the forest structure siting and fire safety standards found in the Washington County Community Development Code (CDC) Section 428.
Note: land use reviews may be decided through the Type I or Type II process dependent upon how several criteria apply to the property, and the location of the structure on the property. As noted above, consultation with your local Fire Marshal, the Oregon Department of Forestry and private fire consultants may be needed to assist you in addressing the forest structure and fire safety standards in CDC Section 428.
- Keep extra copies of the approved site plan to submit to the County when you are ready to obtain a building permit for a forest structure. Doing so will speed up the Planner's review of your submitted site plan for consistency with the approved land use permit.

Engineering Flood Plain Review

- Ask Development Assistance staff whether your site contains flood hazard areas, which include 100-year flood plains regulated by FEMA and drainage hazard areas (DHA's or 25-year storm channels) regulated by the County. If you are placing a building or driveway within 250-feet of the boundary you must show whether your development will/will not be located in the flood hazard area.
- To determine whether your project is located within a flood hazard area, submit a completed *Floodplain Determination Request* with the associated fee to Current Planning. When you receive this form from Current Planning, you will need to hire a Surveyor to determine where this elevation falls upon your property and in relation to the location of your project.
- Note that only a limited array of uses and structures are allowed to be developed within flood hazard areas, as noted in CDC Section 421. To comply with flood hazard regulations, you can use the County flood elevation information to identify a location for your building or grading project outside of the flood hazard area or obtaining a land use permit, in compliance with CDC Section 421, to construct within the flood hazard area. You will need to hire an Engineer to prepare the land use application and building plans for structures and grading within flood hazard areas.

After Land Use Planning Approval

- Read the *Conditions of Approval*—some permits are good for 2 years, and some are good for 4 years. This period typically describes the maximum time between the permit's land use approval and the deadline for obtaining associated permits. Implementing permits can include Final Approval, a Grading Permit, or a Building Permit. Extensions are available if requests are submitted before the land use approval expires.