



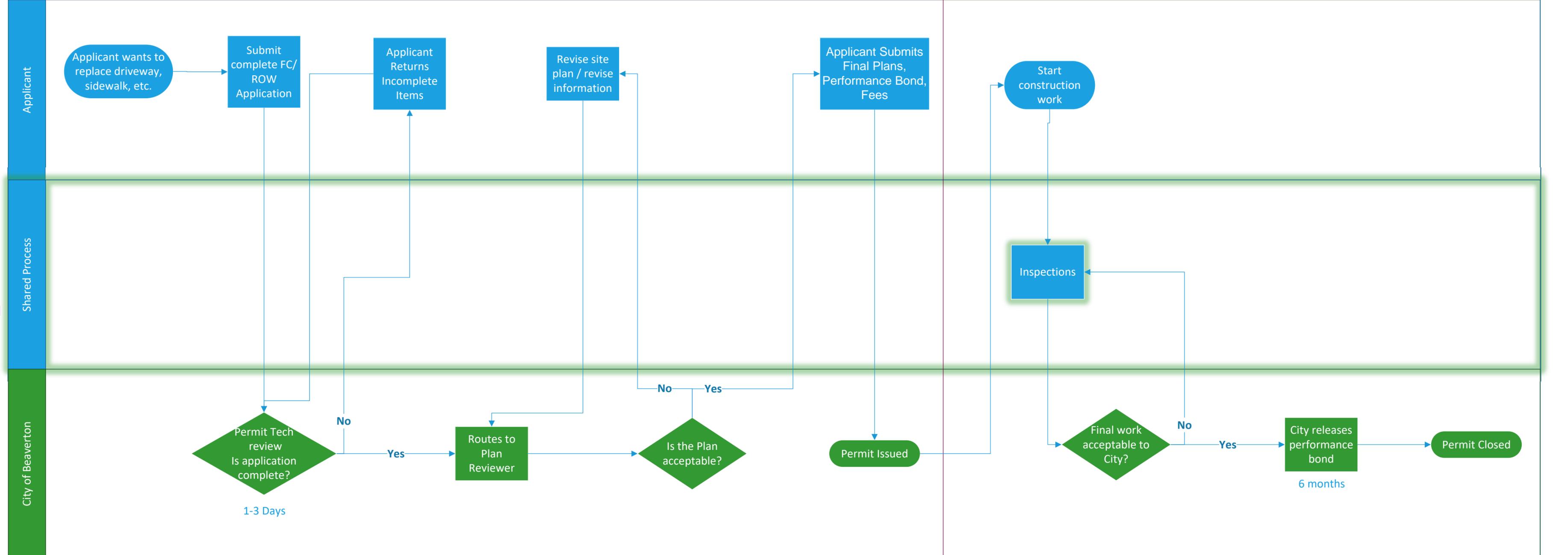
Facilities (FC) / Right-of-Way (ROW) Permit Application Packet

- FC / ROW Process Flow Chart
- Submittal Requirements
- Site Plan Examples
- Fee Schedules
- Cost Estimate Preparation Format and Breakdown
- ODOT ADA Checklist (Oregon Dept. of Transportation website link)
- FC / ROW Permit Application Form

FC/ROW Permit Process

FC/ROW Review & Permit Process

FC/ROW Construction Process



- Applicant
- City of Beaverton
- Shared Process

Legend

- Start/End
- Process
- Decision Point



Facilities (FC) / Right of Way Permit Submittal Requirements

Site Development Division

sitedevelopmentplansubmit@beavertonoregon.gov

The following items must be provided in order to properly apply for a Right-of-Way and Franchise Utility permits. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

How to Apply

Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements.
2. Save the documents in [PDF file format](#) and upload your plans per <https://www.beavertonoregon.gov/2119/Apply-for-Permits-Site-Development>

Application Checklist

The checklist below is an overview of the City’s submittal requirements for all written documentation. Please note that permit applications missing one or more items listed are considered incomplete and will delay the permit review process. See sections Plan Set General Requirements and Plan Set Components for details required on each sheet.

✓	Required Items
Plan Set (Plan set must be in one PDF and comply with our Electronic PDF Requirements)	
	Site Plan
	Traffic Control Plan
	Cost Estimate Breakdown – See Template spreadsheet on Applications & Forms site
Intake Fee	
	Permit Application Fee required at time of submittal. See Fee Schedule (other permit fees may apply – City Permit Technician will provide amount)

Plan Set General Guidelines

1. Format (applies to all sheets)

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 11"x17" (8-1/2"x11" allowed for small sites only)
- b. **Cover or Details sheet:** Required information:
 - Project name
 - Project address
 - Name and address of firm or contact responsible for the drawing
- c. **Scale:** Unless site size dictates a different scale, site (civil) drawings: 1'=20'

- d. **Details:** All construction and structural details **must** be cross referenced and included in the full-size plan set. Do not submit details in a separate document packet. [See City Standards for requirement.](#)
- i. **Site Plan**
- Site location, address and names of adjacent or nearby streets
 - Existing and proposed driveways and intersections
 - Right-of-way boundaries and any easements
 - Existing pavement, curb, gutter, bike lanes and sidewalk
 - Location and size of any water facilities and related structures
 - Location and size of any sanitary sewer facilities and related structures
 - Location and size of any storm water facilities and related structures
 - Location of power, power poles, gas, telephone and cable
 - Location of any vaults, junction boxes
 - Trench cross-section indicating width and depth of excavation
 - [Trench backfill](#) and [pavement restoration](#) detail (see City Street Standards for requirements)
 - [Sidewalk](#) patching detail (see City Street Standards for requirements)
- ii. **Traffic Control Plan**
- Signs, cones, barricades and all other traffic control devices shall be used in accordance with the [latest version of the MUTCD](#)
 - Include lane widths and hours of work
 - Vehicle and pedestrian access shall be maintained at all times unless written authorization obtained from City Traffic Engineer
- e. **Show North Arrow:** All drawings must include a north arrow.

STREET VIEW IMAGE
COURTESY OF GOOGLE



PAVEMENT CUT
FOR SEWER TAP

ON AERIAL IMAGE (EITHER GOOGLE MAPS AERIAL OR STREET VIEW), CLEARLY SHOW APPROXIMATE LOCATION OF PROPOSED WORK WITHIN CITY ROW AND LABEL DISTURBANCE WITH DIMENSIONS AND AREAS

NOTES: LABELING IMAGE WITH PEN WILL SUFFICE

LEGEND:

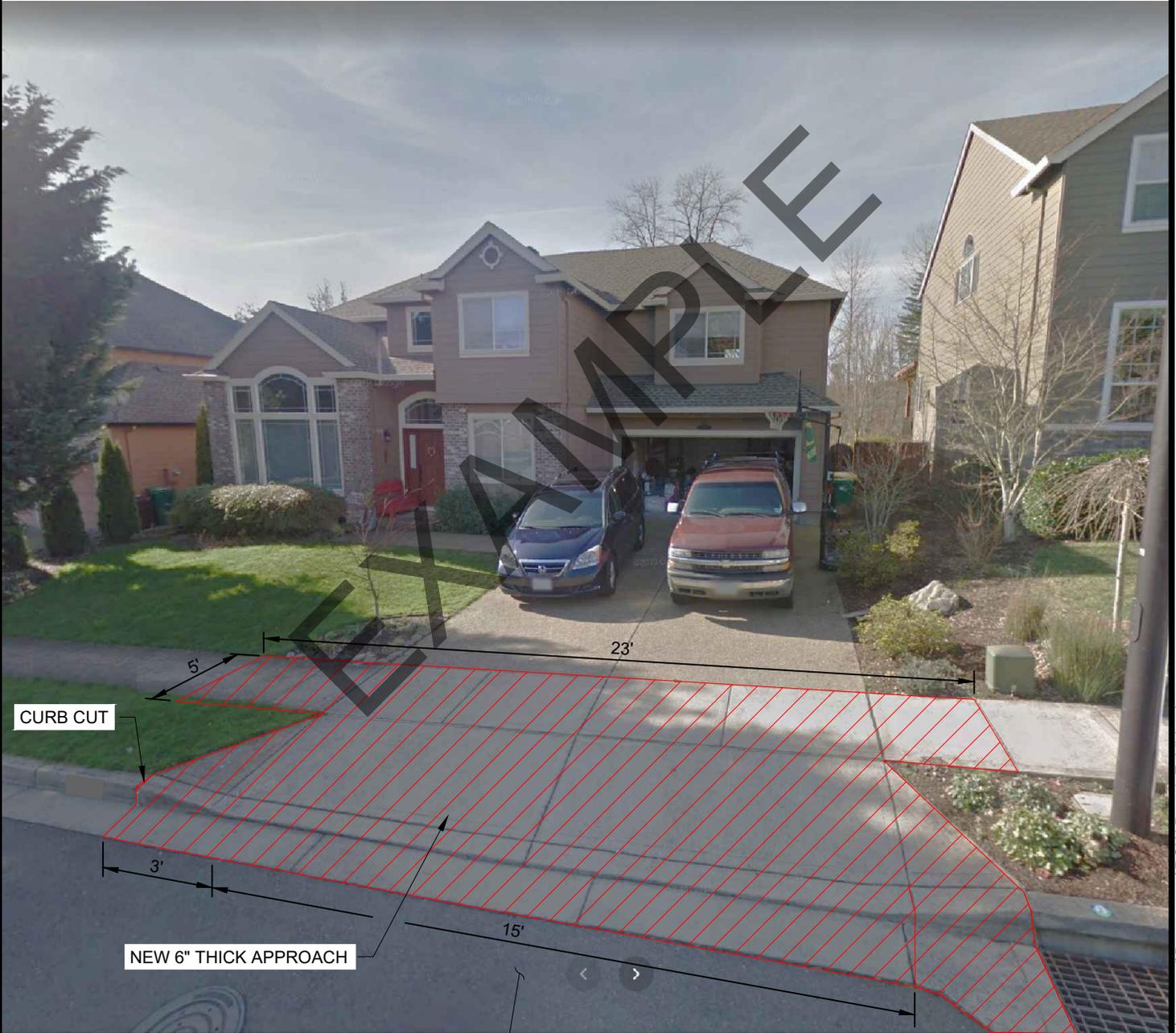
 CONSTRUCTION LIMITS

EXAMPLE: STREET VIEW IMAGE WORK DESCRIPTION.
(ACCEPTABLE FOR UTILITY TAP)

C:\Users\atwood\Documents\ROW Permit Exhibits.dwg

	RIGHT OF WAY PERMIT UTILITY TAP EXAMPLE	Drawn By: SA
	COMMUNITY DEVELOPMENT DEPARTMENT Site Development	Reviewed By: NP
		Approved By:

STREET VIEW IMAGE
COURTESY OF GOOGLE



ON AERIAL IMAGE CLEARLY SHOW PROPOSED WORK
WITHIN CITY ROW WITH DIMENSIONS AND AREAS

NOTE: LABELING IMAGE WITH PEN WILL SUFFICE

EXAMPLE: STREET VIEW IMAGE WORK DESCRIPTION.
(ACCEPTABLE FOR SIDEWALK, CURB CUT, AND/OR
APPROACH WORK)

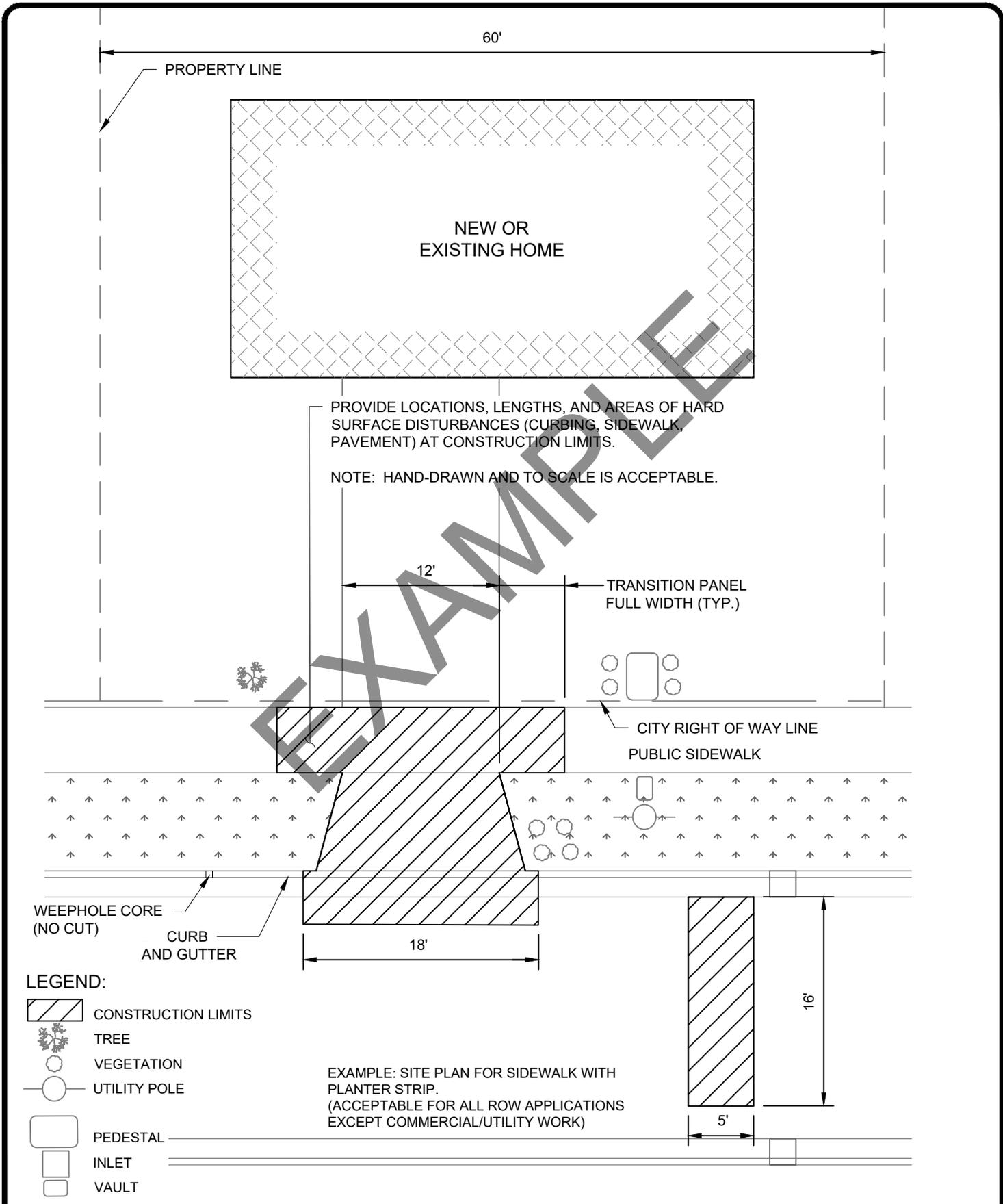
LEGEND:

 CONSTRUCTION LIMITS



RIGHT OF WAY PERMIT
CURB & GUTTER / APPROACH
SIDEWALK SUBMITTAL EXAMPLE
COMMUNITY DEVELOPMENT DEPARTMENT
Site Development

Drawn By: SA
Reviewed By: NP
Approved By: _____



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RIGHT OF WAY PERMIT
SINGLE FAMILY RESIDENTIAL EXAMPLE

COMMUNITY DEVELOPMENT DEPARTMENT
Site Development

Drawn By: SA
Reviewed By: NP
Approved By: _____

SITE DEVELOPMENT DIVISION APPLICATION, REVIEW & INSPECTION FEES

City Staff will inform you of the application & permit fee

Updated July 1, 2020

Research Fee	\$ 75.00
FEMA Floodplain Elevation Determination Fee (per tax lot)	\$ 50.00
Floodplain, Floodway and Wetland Modification Fee	\$ 750.00 per permit
House Move Permit Fee	\$ 200.00 per section
Re-Inspection Fee (mandatory for stop work order removal)	\$ 100.00
Right-of-Way (ROW) and Facilities (FC) Permit Application Fee	\$ 100.00
Individual tree cut (<i>street tree</i>); sidewalk repair, replacement, or installation; street cut	
Site Development Review of Building Permit Plans Fee	\$ 75.00 per permit
Legal Documents-Easement, Release, Private Stormwater Agreement	\$ 300.00 per document
Includes review of standard submittals and recording	
Modification of Standard Forms Fee	\$ 500.00 per page
Technical and legal review for modification request	
Design Exception Request (single item)	\$ 500.00 per request
Site Development Application Fee	
For sites less than 1 acre and/or 3 residential units or less, the fee shall be \$1,150.	
For site greater than 1 acre and/or 4 residential units or more, the fee shall be \$3,150 plus \$300 per whole acre (partial acre is increased to next whole acre, e.g. 1.1 acres = 2 acres)	

SITE DEVELOPMENT PERMIT FEES

Site Development, ROW, and FC Permit Fee (payment prior to permit issuance):

The applicant shall pay a permit fee based on the final construction cost estimate prior to permit issuance as determined below.

<u>Construction Cost Estimate</u>	<u>Fee</u>
\$0 - \$10,000	7.5 percent of value
\$10,000 - \$100,000	\$750.00 plus 10 percent of value over \$10,000
\$100,000 - \$500,000	\$9,750.00 plus 8 percent of value over \$100,000
Over \$500,000	\$41,750.00 plus 5.5 percent of value over \$500,000

EROSION CONTROL FEES

A. Erosion control with a building permit:

\$0 to \$25,000	\$75
\$25,001 to \$50,000	\$100
\$50,001 to \$100,000	\$150
\$100,001 and above	\$150 plus \$125 per \$100,000 or the fraction thereof exceeding the first \$100,000

B. Erosion Control with no building permit

0 to 0.99 acre	\$350
1 acre and greater	\$350 plus \$200/acre or fraction thereof.

Site Development Permit Application Detailed Cost Estimate Format and Breakdown Required for Fee and Performance Security

See [Cost Estimate Template on Applications & Forms site](#).

The information below presents the minimum cost estimate breakdown of items covered under a Site Development, Right-of-Way, and Franchise permits. This list is not exhaustive; additional items particular to a project may need to be added to account for the full cost of construction. The estimate shall be considered as all costs to install/construct “in-place” considering the location, type, and scope of work for each line item. Administration, overhead, profit, incidentals, testing, surveying, and construction staking costs shall be considered to be included with mobilization and a part of each line item. The quantity units shown shall be used unless given prior approval by the City Engineer or designee. Items in parentheses are to be broken out as individual lines for the estimate. The list is loosely ordered to reference the City Standard Drawings and Clean Water Services Standard Drawings.

<u>Items In Place</u>	<u>Units</u>
<u>Mobilization</u>	LS
<u>City-Maintained Streets (See Grading and Aggregate Below)</u>	
Centerline Monument (boxes at intersections, AL caps)	EA
Standard Monolithic Curb and Gutter	LF
Type A Curb (vertical, special application)	LF
Commercial Driveway - 4000 PSI concrete	SY
Residential Driveway - 4000 PSI concrete	SY
Subgrade Treatments, Special Compaction, Soft Spot Fix	SY
Pavement (PCC or AC, thickness, class, base & wear lifts)	SY
Paving Treatments (fabric, grinding to match existing, seals)	SY
Traffic Markings (thermoplastic, width, color; buttons)	LF
Standard Sidewalk - 4000 PSI concrete	SY
Sidewalk Ramps (each type)	EA
Traffic Calming (circles, tables, and humps)	EA
Street Barricade – Type III	EA/LF
Street Sign Assembly (typical, w/stop, others)	EA
Traffic Signal Installation and Modifications	LS
Street Lights and Poles	EA
Street Light Controllers, Meters, Power Connects	LS
Street Light Junction Boxes	EA
Street Light Conduit and Wiring	LF

<u>Items In Place</u>	<u>Units</u>
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Site Grading

Erosion Control Measures, Tree-Protection Fencing	LS
Mass Grading Activities (clearing, stripping, grubbing excavation, fill, earth import, stockpiling, undesirable soil removal, all haul-off and disposal costs)	CY
Special Grading Activities (site demolition, blasting, well abandonment, septic tank and drain field removal)	LS
Retaining Walls (> 4 feet tall and/or any in right of way)	LF

Aggregate Placement & Soil Reinforcement

(Type with specified uniform placement thickness)	SY
Utility Trenching (in right of way and/or public utilities, type)	CY

Overhead-Utility Undergrounding

(vaults, conduit types and lengths, service conversions)	EA
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Privately Maintained Streets and Parking Lots

Curbs (subdivisions only, common drives)	LF
Paving (fire access, common drives, parking in floodplain)	SY
Paving (parking lots outside floodplain)	SY
Sidewalks (subdivisions only, common use)	SY
Private street lights (subdivisions only)	LS

City Water System

Taps, special fittings, and couplings	EA
Pipe (size, class, restraint type)	LF
Valves (size, type - includes CARV & post-indicator)	EA
Hydrants	EA
Pressure-Regulating Stations	LS
Service line installation and meter boxes	EA

City Sanitary and Storm Sewer System

Taps, special fittings, and collars	EA
Pipe (size, material, class, anchor blocks)	LF
Structures (manholes, clean-outs, inlets: type, size)	EA
Headwalls and other special construction	EA
Private sewer laterals (subdivisions only, stubs to each lot in streets or common areas, with markers)	EA
Storm Water Management Facilities (public and private)	LS
(Include plants and border plantings. For subdivisions, include fencing lengths, gates, and other amenities.)	

Other Non-City Public Improvements*

(Washington County, Oregon Department of Transportation, Clean Water Services District, Tualatin Valley Water District, West Slope Water District, and the Raleigh Water District) ***In the case of subdivisions, per State Law, the City must hold a performance security for these costs if the applicable service provider does not require one. (NOTE: Abbreviations –LS=lump sum, EA=each, LF=lineal feet, SY=square yard, CY=cubic yard)**



City of Beaverton
 12725 SW Millikan Way, 4th Floor, PO Box 4755, Beaverton, OR 97076
 (503) 350-4021

ODOT ADA Checklist

Site Development Division

sitedevelopmentplansubmit@beavertonoregon.gov

The Oregon Department of Transportation (ODOT) ADA Curb Ramp Design Checklist needs to be filled out for **EACH** ADA ramp that will be present.

Access the checklist at the following link and include completed checklist(s) with the application.

<https://www.oregon.gov/ODOT/Forms/2ODOT/7345184.pdf>

Design Criteria:		Curb Ramp Number								Comments:
Project Name/Key No.:		Route No.:								
Highway Name:		Highway No.:								
Section Name:		Intersection MP:								
Cross Street/ Conn.:										
A.	A. A separate curb ramp is provided for each pedestrian access route crossing (typically two curb ramps per corner) unless such crossing is officially and properly closed. <small>Note: If a crossing is closed, confirm existing State Traffic Roadway Engineer Closure Approval Letter is on file or pursue closure process (ODOT form No. 734-5150). A design exception is not required for a single ramp if closure approval letter is on file.</small>	<input type="checkbox"/>								
B.	Ramp running slope meets applicable criteria below: B1. 7.5 % maximum ramp running slope on all ramp runs. <small>Note: When maximum ramp running slope is less than 5% the curb ramp shall be considered a blended transition.</small> B2. No longer in use. B3. 7.5% maximum curb running slope.	<input type="checkbox"/>								
C.	Cross slope meets the applicable criteria below: C1. 1.5% maximum cross slope on ramp runs. <small>Note: At an intersection crossing where the roadway is not controlled by a stop or a yield sign, perpendicular style ramp-runs shall be allowed to transition cross-slope at an appropriate rate between the 1.5% max turning space to the street or highway grade up to a maximum of 4.5%. 0.5%/ft is a suggested appropriate cross-slope transition rate.</small> C2. At an intersection crossing which includes an island where the roadway is not controlled by a stop or yield sign, maximum cross slope of the island is the adjacent road profile grade, not to exceed 4.5%. C3. At an island at a midblock location, maximum cross slope does not exceed adjacent road profile grade.	<input type="checkbox"/>								

ODOT Form No. 734-5184 (07/2019)

ADA Curb Ramp Checklist

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Form Revised 05/2020



Facilities (FC) / Right of Way Permit Application

Site Development Division

sitedevelopmentplansubmit@beavertonoregon.gov

Date:	Project Name:		
Is this project associated with a current CIP or SD project? Project number:			
General Location: (Example: landscape strip, roadway between X and Y)	Site Address:		
	Applicant Information:*		
	Primary Contact:		
	Name:		
	Organization Name:		
	Address:		
	City:	State:	Zip:
	Cell Phone:	Email:	
*Must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf.			
Description of Work:	Contractor Information:		
	Primary Contact:		
	Name:		
	Organization Name:		
	Address:		
	City:	State:	Zip:
	Phone #:		
	Email:	CCB #:	
Franchisee Name			
Work Start Date:	End Date:	# of construction days:	
Sidewalk or Street Closure? Yes No *If proposing street or sidewalk closure, a Traffic Control Plan (TCP) is required.			

This application is for: Check all that apply.

Sidewalk	New Repair	Curb & Gutter	New Repair
Driveway	New Repair	Is this Code Enforcement related?	Yes No
	If Yes, please reference the file # from the Code Enforcement letter, along with the comply by date: Code # _____ Date: _____		
Landscape			
Street	T-Cut Saw Cut Trench Road Bore Pothole Closure Core		
Utility	Water Sewer-Sanitary Storm Non-Potable New Connections Repair		
Franchise Utility Only	Conduit Electrical Internet Cable Telephone Natural Gas		

Submittal Requirements ([see City of Beaverton's detailed Right-of-Way Submittal Requirements](#))

Please allow (3) business days to process this application unless an emergency

By my signature, I certify that I have read this application and agree that the supplied information above is correct. I agree to comply with all applicable City ordinances and State laws pertaining to the proposed construction and hereby authorize City representatives to enter upon the above property for inspection purposes. I understand and agree to pay all costs to repair or replace any property damaged while work is being performed under this permit and acknowledge that failure to pay these costs when due will constitute a violation of the terms of the permit and the City may avail itself to any and all legal remedies.

Authorized Signature: _____ Date: _____

Form Revised 09/2020