



Construction of A Public Work

Type B Permit

Applicant Handbook

Process Steps

NOTE: These steps are extracted from the Cascade Locks Public Works Design Standards. Items that are the applicant's responsibility are in bold.

Design Phase

- Step 1: The Applicant requests a pre-design meeting.**
- Step 2: At least five days prior to design meeting the applicant provides staff with copies of maps and drawing of improvements.**
- Step 3: The pre-design meeting is held attended by the applicant and City officials**
- Step 4: The Applicant submits to the city the application and 4 paper copies of the construction plans and one digital pdf version.**
- Step 5: The City gives the applicant the list of revisions and the marked construction plans.**
- Step 6: Once revisions have been made, the Applicant shall provide the drawings-for review and approval-to all involved utility service companies within the City and to other affected regulatory agencies, such as, but limited to: Hood River County Public Works, Oregon Health Department, Department of Environmental Quality.**
- Step 7: The applicant submits to the city six copies of the revised construction plan along with all the necessary utility and regulatory agencies permits and a completed Section V of the Permit Application.**
- Step 8: The City issues the permit to the applicant.

Construction Phase

- Step 9: Applicant begins construction of public works**
- Step 10: Applicant provides an engineer to perform full inspection services but the applicant notifies staff of the following activities.**

i. Forms



- ii. Concrete Pours
- iii. Asphalt testing
- iv. Seals and Joints
- v. Pressure testing
- vi. Any other as directed by the City Representative

Step 11: The Public Works Superintendent sends City Representative to witness the development activity if warranted.

Step 12: Upon Completion of construction the Applicant or his or her engineer shall submit one complete set of black line "as-built" drawings.

Step 13: The city will notify the applicant if the drawings are approved.

Step 14: To request city ownership of public work the Applicant submits the following material:

- A letter formally requesting the City takes ownership of improvements.
- Three complete sets of black line "as-built" drawings to the City. This or her submittal shall also include copies of reports of tests on water and sewer line leakage, etc.
- A CD-ROM with one complete set of approved "as-built" drawings in AutoCAD .DWG format along with electronic copies of all reports, specifications, and other relevant project document.
- A copy of a non-lien affidavit certifying that all bills in connection with the work have been paid in full.
- Information proving satisfactory provisions in the form of recorded plats or easements ensuring the City's access to the Public Works Facility for purposes of operation and maintenance.

Step 15: If approved the applicant will receive a letter from the City formally accepting city ownership of the improvements.



Fee Schedule

Applicant Handbook

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs determined by the City Staff to be above the costs covered by the non-refundable basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the applications necessary, plus 20% of the other basic fees involved.

Type of Application	Basic Fee
Administrative Review	\$50
Amendment to Urban Growth Boundary	\$800
Annexation	\$800
Comprehensive Plan Amendment	\$800
Conditional Use	\$500
Public Work (Type A Permit)	\$250
Public Work (Type B Permit)	\$500
Lot Line Adjustment	\$100
Partitions	\$400
Planned Unit Development	\$1,200
Site Plan Review	\$500
Subdivision	\$1,000
Vacations	\$500
Variance	\$350
Wetland/Riparian Permits	\$300
Zone Change	\$500

Special Applications	Basic Fee
Appeal	\$800
Pre-application Conference	\$200
<i>50% of total pre-application fee paid will be credited against the filing fee for the same proposal if filed within 90 days.</i>	
Signs	\$50 + \$2 per sq ft
Temporary Permit	\$250
<i>A temporary permit will not be allowed until a building permit is purchased through Hood River County</i>	
Zoning/Building Review Plan	
A. House or Mobile Home	\$25
B. Apartments or Duplex	\$25 per unit
C. Commercial, Industrial or Other	
1,000 – 5000 sq. ft. of lot	\$30
5,001 – 10,000 sq. ft. of lot	\$40
10,001 – 20,000 sq. ft. of lot	\$50
20,001 – 40,000 sq. ft. of lot	\$60
40,001 and above	\$60

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TYPE B CONSTRUCTION PERMIT AND APPLICATION

(A Type B Permit is required when constructing a public facility to serve one or more lots.)

Permit #: _____	Date Issued: _____
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I. BACKGROUND INFORMATION

Applicant

Applicant Name: _____ Phone: _____

Address: _____

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: _____ Phone: _____

Address: _____

Engineer

Name: _____ Phone: _____

Address: _____

Contractor

Name: _____ Phone: _____

Address: _____

Property Information

Property Address: _____

Township; Range; Section; Tax Lot: _____

Zone: _____ Property Size: _____



II. DESCRIPTION OF PROJECT

Work Type

Application is made to: Construct _____ Alter _____

Check one or several of the following

_____ Street	_____ Driveway	_____ Sanitary Sewer
_____ Curb/Gutter	_____ Sidewalk	_____ Water Main
_____ Storm Drain	_____ Parking Lot	_____ Other

Easements required?: Yes ___ No ___ If yes, Obtained? Yes ___ No ___

Total Estimated Construction Cost: \$ _____

Proposed work schedule

Begin: _____ Complete: _____

Description

Description of Work: _____

III. APPLICATION REQUIREMENTS

- (A) _____ Completed and signed permit/application form.
- (B) _____ Four complete printed sets of construction plans and one complete pdf version set of plans
- (C) _____ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (D) _____ A signed fee agreement and payment for filing fee.
- (E) _____ 100% Performance & Payment Bond & Certificate of Insurance: Public Liability Coverages \$ _____



IV. SIGNATURES

For construction involving any excavation work, Oregon Law requires the permittee to locate all underground facilities before start of excavation and take measures to protect the facilities during construction. The telephone number for the Oregon Notification Center is 1-503-232-1987.

Applicant agrees to comply with the above description of work, attached plans, and the regulations of Cascade Locks Public Works Design and Construction Standards.

Applicant agrees to guarantee all materials and workmanship covered by this permit for a period of one year following acceptance of the improvements by the City.

Applicant agrees to indemnify and hold harmless the City, its officials, representatives and employees from any and all liability resulting from the Applicant's negligent acts or performance of work under this permit.

I have read and agree to the permit conditions as listed above.

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

Applicant/Owner

Date

Applicant/Owner

Date

V. FINAL SUBMISSION (Section to be completed by the applicant after the initial review by the City)



Required revisions completed?: Yes ___ No ___ None Required ___

Outside Requirements

Approval from outside agency(s) required?: Yes ___ No ___

Agency: _____ Date _____
Approved: Yes ___ No ___

Agency: _____ Date _____
Approved: Yes ___ No ___

Plans cleared by local, public and private utilities: Yes ___ No ___

Agency: _____ Date _____
Approved: Yes ___ No ___

Agency: _____ Date _____
Approved: Yes ___ No ___

Improvement Agreement – type B construction



THIS AGREEMENT, made and entered into this _____ day of _____, 20____ by and between the City of Cascade Locks, a municipal corporation, hereinafter called the "City" and, _____ hereinafter called the "Applicant".

WITNESSETH: WHEREAS, the Applicant has submitted to the City Planning Commission for approval a plat for _____ subdivision; and

WHEREAS, the Applicant has not met all the specifications and standards set forth for the approval of plats in the Subdivision Ordinance of the City of Cascade Locks; and

WHEREAS, the City Planning Commission has granted approval to the final plat of the above mentioned subdivision establishing conditions of approval, and

WHEREAS, the Applicant has filed with the City a clear, sufficient, and acceptable financial guarantee that assures funds will be available for the City to complete the agreed-upon projects in the event of the Applicant's default or other inability to do so; and

THE Applicant agrees that he shall complete, or cause to be completed on or before the dates hereinafter specified, and in accordance with the City of Cascade Locks Public Works Design and Construction Standards, the following improvements, To Wit:

- 1. Clearing and grading of all proposed streets.
To be completed on or before _____, 20 ____
- 2. Storm drainage facilities both within and outside of right-of-way limits.
To be completed on or before _____, 20 ____
- 3. Water supply lines, service extensions, and appurtenances.
To be completed on or before _____, 20 ____
- 4. Sanitary sewer line, service extensions, and appurtenances.
To be completed on or before _____, 20 ____
- 5. Concrete curbs.
To be completed on or before _____, 20 ____
- 6. Street base rock and leveling rock.
To be completed on or before _____, 20 ____
- 7. Asphaltic concrete paving of streets.
To be completed on or before _____, 20 ____
- 8. Concrete sidewalks.
To be completed on or before _____, 20 ____

IT IS AGREED, that said Applicant is making these improvements to meet the Public Works Design and Construction Standards with the result that the City will accept said improvements as part of the City's public work facilities after said Applicant completes the improvements and procedures to the satisfaction of the City Engineer and Public Works Director.

IN WITNESS WHEREOF, the City of Cascade Locks has caused this agreement to be signed by its Mayor and City Administrator and Applicant has caused this agreement to be signed and sealed the same as the date and year first above written.

CITY OF CASCADE LOCKS:

By: _____ By: _____
City Administrator Mayor

APPLICANT:

By: _____ Date: _____

**NOTICE TO APPLICANT
REIMBURSEMENT TO CITY OF CASCADE LOCKS
FOR ADMINISTRATIVE FEES**



TO: APPLICANT

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), _____, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an estimated cost is \$ _____, but that actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

DATED this _____ day of _____, 20____.

LAND USE APPLICANT(S): _____

PROPERTY OWNER(S): _____
(If Different Than Above) _____

RESOLUTION NO. 1120

A RESOLUTION SETTING A FEE SCHEDULE FOR VARIOUS LAND USE AND DEVELOPMENT PERMIT APPLICATIONS; AND REPEALING RESOLUTION NO. 1110.

WHEREAS, the City receives requests from property owners and developers for approval of various land use actions; and

WHEREAS, the City processes development permits for construction of public facilities which includes permit handling, plan review, and inspections;

WHEREAS, the City processes permits for performing work within the public right-of-way;

WHEREAS, it is important that the City recover the costs associated with processing these;

NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Application Fee Schedule. The following fees shall be paid with the application:

Type of Application:

<u>Administrative Review</u> (8-6.20.020)	\$75.00 Non-refundable Fee Basic Fee includes all staff time and One (1) hour Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer Over costs covered by Basic Fee
<u>Variance</u>	\$450.00 Non-refundable Fee Basic Fee includes all staff time and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Partitions</u>		
Minor	\$500.00 Non-refundable Fee	PLUS Actual Costs for
Major	\$500.00 Non-refundable Fee Basic charges includes all Staff time, four (4) hours Planning Consultant, and one (1) hour Engineer.	Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Wetland/Riparian Permits</u>	\$400.00 Non-refundable Fee Basic charges include all Staff time, and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered By Basic Fee
<u>Planned Unit Development</u>	\$1,400.00 Non-refundable Fee Basic charges includes all Staff time and eight (8) hours Planning Consultant and one hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Subdivision</u>	\$1,200.00 Non-refundable Fee Basic charges includes all Staff time, eight (8) hours Planning Consultant, and three (3) hours Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Lot Line Adjustment</u>	\$125.00	
<u>Signs</u>	\$75.00 + \$2.00 per square foot	

<u>Conditional Use</u>	\$625.00 Non-refundable Fee Basic charges include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Site Plan Review</u>	\$625.00 Non-refundable Fee Basic charges include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Zone Change</u>	\$625.00 Non-refundable Fee Basic charges include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Comprehensive Plan Amendment</u>	\$1,000.00 Non-refundable Fee Basic charges include all Staff time, eight (8) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Vacations</u>	\$600.00 Non-refundable Fee Basic charges include all Staff time and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Temporary Permit</u> A temporary permit will not be allowed until a building permit is purchased through Hood River County	\$300.00 Non-refundable Fee Basic charges include all Staff time and two (2) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Annexation</u>	\$1,000.00 Non-refundable Fee Basic charges include all Staff, eight (8) hours Planning Consultant, and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Amendment to Urban Growth Boundary</u>	\$1,000.00 Non-refundable Fee Basic charges include all Staff time, eight (8) hours Planning Consultant, and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Pre-application Conference Costs</u>	\$ 225.00	
<u>Zoning/Building Review Plan</u>		
A. Accessory Structure, minor review	\$ 50.00	
B. House or Mobile Home	\$ 100.00	
C. Multi-family dwellings	\$ 100.00 + \$25.00 per unit	
D. Commercial, Industrial, Other Projects	\$ 200.00	

SECTION 2. Multiple Applications. If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the applications necessary, plus 20% of the other basic fees involved.

SECTION 3. Appeal Fee Schedule. Fees for Appeal of Decision will be \$450.00. This base charge include Staff, eight (8) hours Planning Consultant, and one (1) hour Engineer; plus any extra costs for the Planner, Attorney or Engineer over costs covered by Basic Fee.

SECTION 4 – Public Works Permit Fees. The following fees will be paid with the application: (Note that these fees do not include any hookup charges or systems development charges.)

<u>Type A Construction Permit</u>	\$250.00 Non-refundable Fee Basic Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Type B Construction Permit</u>	\$500.00 Non-refundable Fee Basic Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Right of Way Permit</u>	\$50.00 Non-refundable Fee Basic Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee

SECTION 5. Payment Agreement Required. Each applicant shall be required to sign an agreement developed by the City Attorney that requires the Applicant to pay any and all costs determined by the City Staff to be above the costs covered by the Non-Refundable Basic Fees.

SECTION 6. Annual Review. The Planning Commission shall review these fees each year and make a report to the Council as to whether any change should be made to them.

SECTION 7. Resolution No. 1110 Repealed. Resolution No. 1110 is hereby repealed.

ADOPTED by the City Council this 27th day of August, 2007.

APPROVED by the Mayor this 27th day of August, 2007.

Mayor

ATTEST:

City Recorder