



City of Stayton

Department of Public Works
362 North Third Avenue
Stayton, Oregon 97383

SITE DEVELOPMENT PERMIT APPLICATION CHECKLIST

PART 1: Items below must be submitted and accepted by the City with the Site Development Permit Application:

- A completed and signed Site Development Permit Application, including any required fully executed special permit conditions. **Note: Acceptance of the application and review fee does not deem the permit approved.**
- Review by the Design Engineer that all applicable Land Use Planning Conditions of Approval have been satisfied.
- Three (3) sets of preliminary engineered construction plans for review by the City.
- Preliminary Stormwater Drainage Report.
- Certified Impervious Surface Area Inventory and Stormwater Quality Facility Information Sheet. *See Public Works Standard Forms.*
- Payment of permit application plan review fees.

PART 2: Items below must be submitted and accepted by the City prior to receiving Plan Approval by the City:

- Developer-Engineer-City Agreement signed and notarized by the Developer and the Design Engineer or signed Owner-Engineer Agreement for Minor Developments. *See Public Works Standard Forms.*
- Other Agency Approvals. Attach copies of all approvals and/or permits issued by other governing agencies.
- Any required Construction Deferral and Waiver of Rights of Remonstrance Agreement. *See Public Works Standard Forms.*
- Any required Off-site Easements and Right-of-Way Dedications. *See Public Works Standard Forms.*
- Final Stormwater Drainage Report.
- Any required Stormwater Facilities Operation and Maintenance Plans and Agreement. *See Public Works Standard Forms.*

PART 3: Items below must be submitted and accepted by the City prior to receiving Construction Approval by the City and issuance of a Site Development Permit:

- Five (5) sets of plans for approval by the City. Three (3) of the five approved sets are retained by the City and two (2) are returned to the applicant. Any additional plan sets required by the Developer need to be provided in addition to the five sets.
- An itemized Construction Bid Tab or Design Engineer's Estimate including itemized construction costs and engineering and surveying services. *See Public Works Standard Forms.*
- Other Agency Permits. Attach copies of all permits issued by other governing agencies.
- Detailed Project Construction Schedule.



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- Construction Materials / Manufacturer's Certificate Submittals, as applicable.
- Certificate of Insurance in the Contractor's name, identifying the project name and permit number and naming the City of Stayton, its consultants, officers, employees and agents as additional insured. **Note: If the project name, permit number or additional named insured information are missing, the certificate can not be accepted.**
- Signed and Notarized Contractor's Indemnity Agreement. *See Public Works Standard Forms.*
- Approved Standard Privately Financed Public Improvement Performance Bond, No. _____.
See Public Works Standard Forms.
- Payment of all required permit fees.
- Pre-Construction Conference. **Note: the Pre-Construction Conference will not be scheduled until plans are authorized by the City and the permit items noted above have been submitted. Allow five (5) working days notice to the City prior to the Pre-Construction Conference.**

PART 4: Items below must be submitted and accepted by the City prior to Final Completion of a Site Development Permit:

- Design Engineer's Notice of Completion Letter. *See Public Works Standard Forms.*
- Design Engineer's Notice of Franchise Installation by Developer Letter. *See Public Works Standard Forms.*
- Approved Record "As-Built" Drawings, Approval Date: _____
- An electronic copy of the Approved Record Drawings (pdfs and in AutoCAD or approved other) with reference to at least two Oregon North NAD 83 State Plane Coordinates. Questions on format or obtaining state plane coordinates should be addressed to the Public Works Department at (503) 769-2919.
- Approved Standard Public Improvement Maintenance / Warranty Bond (1-yr), No. _____. *See Public Works Standard Forms.*
- Approved Standard Privately Financed Public Improvement Stormwater Facility Maintenance / Warranty Bond (2-yrs), No. _____, as applicable. *See Public Works Standard Forms.*