



## GRADING PERMIT APPLICATION

Application  
Date:**Work Site Information****ALL FIELDS REQUIRED ON THIS FORM**

Address or Tax lot:

Cross Street:

Oregon City, OR

**Applicant**

Business Name / Property Owner:

Contact Name:

E-Mail:

Mailing Address:

City, State &amp; Zip:

Phone:

Alt. Phone:

**Contractor (Primary Contact)**

Business Name:

Contact Name:

Mailing Address:

24 HR Phone:

City, State &amp; Zip:

E-Mail:

Oregon City Business License No. (or Metro Contractor's License No.):

License or CCB Number(s):

**Work Details**

Proposed Start Date:

Estimated Completion Date:

**DESCRIPTION OF WORK TO BE DONE:**

Provide paragraph description of work to be done:

\*A separate erosion control permit may be required simultaneously.

It is understood that this application is limited to the work described herein and that all work shall be done in compliance with the provisions shown on page two of this application and with all other applicable rules, regulations and standards of the City; and that the permittee assumes full responsibility for said compliance, for acceptability of the work, for repair or replacement thereof if defective, and for repair or replacement of any existing public infrastructure damaged by this work.

**SEE PAGE 2 FOR CONDITIONS AND PROVISIONS**I CERTIFY THE ABOVE INFORMATION IS CORRECT  

Applicant's Signature:

**OFFICE USE ONLY**

Planning Department

Natural Resource Overlay  
Historic DistrictWillamette Greenway Overlay  
N/A

Approved By: \_\_\_\_\_

Permit Number:

Issued by:

Date:

**PERMIT NUMBER \_\_\_\_\_ IS ISSUED AND ACCEPTED SUBJECT TO THE FOLLOWING PROVISIONS:**

1. Permittee agrees to save, keep and hold harmless the City of Oregon City, its officers, agents and employees from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damage to property, or of personal injury received by reason of or in the course of performing work authorized by this permit which may be occasioned by any act or omission of the permittee, his agents or employees. The City will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.
2. Permit is void 60 days after date of issue unless otherwise noted. A time extension shall be requested not less than 24 hours prior to expiration.
3. A copy of this permit shall be kept at the work site.
4. Oregon law set forth in OAR 952-001-0010 to 0090 requires that the rules adopted by Oregon Utility Notification Center be followed. Copies of the rules may be obtained online at [www.callbeforeyoudig.org](http://www.callbeforeyoudig.org) or by calling "Call before you dig" – Portland Metro Area 811 or 800-332-2344.
5. Permittee shall adequately safeguard all excavations and obstructions with barricades, lights and/or other suitable safety devices per current OSHA rules and regulations. If necessary, the permittee shall adequately safeguard the public of all excavations and obstructions within public rights-of-ways with barricades, lights and/or other suitable safety devices per the current "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (mutcd.fhwa.dot.gov/), Federal Highway Administration and current OSHA rules and regulations. The City may place barricades and lights at the expense of the permittee. Placement of safety devices by the City shall not relieve the permittee from liability.
6. Permittee shall coordinate **24 hours in advance of any street closure** with **Oregon City Code Enforcement at 503-905-3665** and **Oregon City Public Works at 971 204-4601** for each day any street is to be closed.
7. Fire Department access to fire hydrants shall be maintained at all times.
8. Permittee shall be responsible for preserving construction survey stakes and markers for the duration of their usefulness.
9. Construction water shall not be taken from a fire hydrant until a fire hydrant permit has been obtained from the Public Works Operations Center, 13895 Fir Street, 971-204-4600.
10. A minimum of **72 hours' advance notice** must be given for inspection requests (exclusive of Saturdays, Sundays and holidays).
11. Any work done without proper inspections will be subject to rejection.
12. Failure to secure permits for previous work or failure to pay fees due on previous permits shall render the applicant, permittee or employees ineligible for any other City permit until such fees and penalties are paid.
13. Any applicant or contractor who has done work in public rights-of-way not in conformance with City Standard Specifications, Standard Drawings or Special Provisions, or who violates the City Code shall be ineligible to do work in public rights-of-way until such deficiency has been corrected to the satisfaction of the City Engineer.
14. Construction hours: Monday-Friday 7 a.m. to 6 p.m., Saturdays 9 a.m. to 6 p.m. **NO** work shall be done on Sundays or holidays.
15. Contractors shall have an Oregon City Business License and/or a Metro Contractor's License and required contractors' licenses.

**SUBMITTAL REQUIREMENTS (Per Oregon City Municipal Code Section 15.48.090)**

An engineered grading plan or an abbreviated grading plan shall be prepared in compliance with the submittal requirements of the *Public Works Stormwater and Grading Design Standards* whenever a city approved grading permit is required. In addition, a geotechnical engineering report and/or residential lot grading plan may be required pursuant to the criteria listed below.

**A. Abbreviated Grading Plan.** The city shall allow the applicant to submit an abbreviated grading plan in compliance with the submittal requirements of the *Public Works Stormwater and Grading Design Standards* if the following criteria are met:

1. No portion of the proposed site is within the flood management area overlay district pursuant to OCMC Chapter 17.42, the unstable soils and hillside constraints overlay district pursuant to OCMC Chapter 17.44, or a water quality resource area pursuant to OCMC Chapter 17.49; and
2. The proposed filling or grading activity does not involve more than fifty cubic yards of earth.

**B. Engineered Grading Plan.** The city shall require an engineered grading plan in compliance with the submittal requirements of the *Public Works Stormwater and Grading Design Standards* to be prepared by a professional engineer if the proposed activities do not qualify for abbreviated grading plan.

**C. Geotechnical Engineering Report.** The city shall require a geotechnical engineering report in compliance with the minimum report requirements of the *Public Works Stormwater and Grading Design Standards* to be prepared by a professional engineer who specializes in geotechnical work when any of the following site conditions may exist in the development area:

1. When any publicly maintained facility (structure, street, pond, utility, park, etc.) will be supported by any engineered fill;
2. When an embankment for a stormwater pond is created by the placement of fill;
3. When, by excavation, the soils remaining in place are greater than three feet high and less than twenty feet wide.

**I AGREE TO COMPLY WITH THE PERMIT AND ALL ABOVE-REFERENCED CONDITIONS**

Applicant's Signature:

Printed Name:

Date:

Title / Organization: