



**Memorandum** (revised 3/18)

To: Area Developers

From: Laurie Oliver, Associate City Planner  
Chris Negelspace, P.E., City Engineer

Re: Commercial/Industrial Development – General requirements for land use and permitting

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**Planning:**

The City Planner will provide the required chapters of the Scappoose Development Code that will need to be addressed in a narrative when submitting for Site Development Review. In addition, the City highly recommends that the developer schedule an early Inquiry Meeting AND Preapplication Meeting, if required by type of development, to discuss specific land use requirements for your project. Below is a basic outline for each meeting;

Inquiry Meeting: Applicant needs to submit a basic map or plan of the proposed development. Meetings typically occur 10 business days after receiving your request and cost \$250. Attendees will typically include Planner and City Engineer.

Preapplication Meetings: Applicant needs to submit a narrative explaining the project along with a basic map or plan of the proposed development (site and utility plan if available). Meetings are scheduled within 10 business days to 3 weeks of receiving the application material and cost \$450. Attendees will typically include Planner, City Engineer, Building Official, Fire Marshall, Public Works Director, County Transportation Planner and Columbia River PUD.

Schedule: Land Use Approvals

- a. 30 day completeness review, once deemed complete then,
- b. 45 - 60 days until review by Planning Commission
- c. 14 -21 day appeal period

Required documentation:

- a. Preliminary Geotechnical report including pavement section (for 50-year life) and infiltration testing (if applicable)
- b. Traffic Impact report based on trips (City can provide guidelines)
- c. Preliminary Storm Drainage report

Additional Land Use requirements that may apply;

- a. Partition/Property Line Adjustment if property lines are reconfigured, i.e. partition, subdivision or property line adjustment
- b. Possible Sensitive Lands permits if in floodplain, stream corridor, wetlands, or steep slope area
- c. Possible Public Land Tree Removal if removing any trees in public land or right-of-way



- d. If the site is near the airport, they may need FAA permits to review height, etc. (Contact Port of St. Helens, FAA and Oregon Department of Aviation for sign off on project)
- e. Sign permit for any new or modified signs

Please note that if appealed the process will run similar to the Planning Commission except City Council requires an additional two weeks for second reading and approval.

**Engineering:**

The City of Scappoose Public Works Design Standards (PWDS) will need to be addressed during final design for Construction Document permitting and approval. The following list of permits may be needed depending on the size and type of project. The applicant will also need to submit the final geotechnical and storm report along with the plans for permit review. See current Planning & Engineering Fee Checklist and System Development Charges; <http://www.ci.scappoose.or.us/engineering>

**Site (Civil) Engineering:**

- a. Grading permit (City and County)
- b. Right-of-way permit (City and/or County)
- c. Possible approach permit (if vehicles access the site from a County road or state highway)
- d. DEQ 1200-C permit for sedimentation and erosion control (combine with EC permit above)
- e. Traffic Control plan to address impacts during construction
- f. Development agreement for public improvements also - Improvement Agreement signed and notarized prior to plan approval stating the Performance bond amount (110% of public improvements costs) and 1-yr Maintenance bond amount (10% of public improvements cost)

**Building Permit:**

- a. Structural permit
- b. Mechanical permit
- c. Plumbing permit
- d. Electrical permit (from Columbia County)
- e. Fire suppression permit
- f. Demolition permit (if any structures will be removed)
- g. Fire Life Safety review (SRFD)

**Schedule: Engineering and Building Approvals**

- a. Pre-Design meeting, if required.
- b. 4 – 6 weeks for first review, need to submit;
  - 1. 5 full size sets of plans, 1 pdf copy
  - 2. 2 copies of storm report
  - 3. 3 copies of building/site specification, as applicable.
  - 4. 3 copies of geotechnical report
- c. 2 - 3 weeks for second and subsequent reviews (additional fees required for 4<sup>th</sup> review);
  - 1. 3 full size sets of plans (with all changes clouded), 1 pdf copy
  - 2. 1 hard copy and 1 electronic copy of revised reports



Scappoose Public Works Design Standards (PWDS) that may need to be addressed during final design for Construction Document permitting and approval.

Street Improvements:

1. Follow PWDS section 5.0000 for requirements.
2. Include landscape and irrigation plans.
3. Include signing, striping and lighting plans.
4. Plan and profile for public improvement plans.
5. Construct street improvements per standards outlined in Transportation Master Plan, see applicable exhibit, if needed.
  - a. Developer will need to verify existing right of way and location of all existing utilities along frontage streets.
6. Provide curb gutter, sidewalk and street trees per development code standards outlined above.
7. Coordination with franchise utility providers on additional requirements for location and design for utility poles, electric vault, street lighting, gas, cable, phone, other.

Water:

1. Follow PWDS section 4.0000 for requirements.
2. Plan and profile for public improvement plans.
3. Extend or upsize existing service per PWDS and provide min. 8" inch mainline.
4. Need to verify fire flow requirements per building size/type with Scappoose Rural Fire District and obtain available flow/pressure (hydrant test) to determine number of hydrants, backflow and line sizes.
5. Domestic water meter shall be placed adjacent to right of way with appropriate backflow device per building code.

Storm:

2. Follow PWDS section 2.0000 for requirements – Use CWS or City of Portland regarding treatment and SBUH for conveyance.
3. Public improvements – if no existing public storm system – developer will need to provide storm water treatment (retention system) and conveyance system within right of way or onsite with easement for maintenance access. No public drywells are allowed.
4. Private improvements – no existing public storm system - developer will need to provide a separate storm water treatment and conveyance system (retention system) onsite with easement for maintenance access.
5. Provide stormwater maintenance and operation agreement for City review and approval – recorded with County prior to final occupancy.
6. Infiltration test at proposed facility location and depth required for design.

Sewer:

1. Follow PWDS section 3.0000 for requirements
2. Extend or upsize existing service per PWDS and provide min. 8" inch mainline.
3. Verify lateral size (min. 4") based on fixture units.
4. Cleanouts and/or manholes required on site per 2012 OPSC.

Site:

1. Obtain necessary grading permit for site development from DEQ. The developer will need to verify extent of unclassified (non-structural) fill and recompact per geotechnical requirements. May need to extend exploratory geotechnical boring beyond standard depth to determine soil capacity.