



**Memorandum** (revised 3/15/2019)

To: Area Developers

From: Laurie Oliver, CFM, Planning Department Supervisor  
Chris Negelspach, 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 Pre-application 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 a complete application has been received and cost \$250. Attendees will typically include the Planner and City Engineer.

Pre-application Meetings: Pre-application meetings are required for most land use applications. Applicant must submit a narrative explaining the project along with a site plan of the proposed development (and utility plan if available). Meetings are scheduled within 10 business days to 3 weeks of receiving the application materials and cost \$450. Attendees will typically include the Planner, City Engineer, Building Official, Fire Marshall, Public Works Director, County Transportation Planner (if applicable) 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 on public land or right-of-way
- d. If the site is near the airport, may need FAA permits to review height, etc. (Contact Port of Columbia County, FAA and Oregon Department of Aviation for sign off on project)
- e. Sign permit for any new or modified signs

### **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 project. The applicant will also need to submit the final geotechnical and storm report along with the plans for permit review.

Engineering permits/agreements:

- a. Grading permit
- b. Right-of-way permit
- c. DEQ 1200-C permit for sedimentation and erosion control (combine with EC permit above)
- d. Traffic Control plan to address impacts during construction
- e. 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)

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

Storm:

1. Follow PWDS section 2.0000 for requirements with plan and profile for all public improvements
2. Use CWS or City of Portland regarding treatment and SBUH for conveyance. Rainfall rates available for the City.
3. Public improvements – An 18-in HDPE storm main is available along property frontage with one 12-in lateral to CB at the midpoint of the frontage. Developer will need to verify grades, capacity and upgrade as needed for use.
4. Private improvements (also see public works director comments) – Developer will need to provide a separate storm water treatment and conveyance system onsite, if required, with easement for maintenance access. If UIC proposed, meet requirements per DEQ UIC regarding permitting, registration and travel time distance to existing wells.
  - a. Is overflow to public system required?
5. Perform infiltration test per PWDS within location of proposed retention/infiltration system and depth to groundwater, if applicable.
6. Provide stormwater maintenance and operation agreement for City review and approval – recorded with County prior to final occupancy.
7. Stormwater report to be reviewed by City staff.
8. For SDC's see attached.

**Sewer:**

1. Follow PWDS section 3.0000 for requirements with plan and profile for all public improvements.
2. Public Improvements – An 8-inch PVC 3034 line extends along the eastern property line within a 30-ft PUE.
3. Extend or upsize existing service lateral as needed and provide min. 8" inch mainline.
4. Verify lateral size based on proposed and future fixture units and note the location and depth to the existing main to meet min. slope per OSPC.
5. Cleanouts and/or manholes required on site per OSPC.
6. For SDC's see attached.

**Water:**

1. Follow PWDS section 4.0000 for requirements with plan and profile for all public improvements.
2. Public Improvements – An existing 2-in cu and 8-inch C900 lateral to the Weston Investments frontage at SW corner of the site. Need to verify use of these lines or propose additional laterals as shown on the concept plans.
3. Extend or upsize existing service lateral as needed and provide min. 8" inch mainline.
4. Need to verify fire flow requirements and coverage 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 OSPC.
6. For SDC's see attached.

**Street Improvements:**

1. Follow PWDS section 5.0000 for requirements with plan and profile for all public improvements.
2. Public Improvements – Developer will need to verify existing right of way and location of all existing utilities along frontage streets and construct street improvements per standards outlined in Transportation Master Plan and PWDS, see attached street classification section, if applicable.
  - a. Existing 40-ft street section with curb-gutter, attached sidewalk, street trees and lighting. Verify location and condition of existing street trees, sidewalks, irrigation, etc. and upgrade as needed per PWDS and development code.
3. Provide 8-ft PUE along frontage as required by CRPUD.
4. Coordination with franchise utility providers on additional requirements for location and design for utility poles, electric vault, street lighting, gas, cable, phone, other.
5. For SDC's see attached.

**Plan Review Schedule:****Engineering Approvals**

- a. Construction Document pre-design meeting recommended.
- b. 4 – 6 weeks for first review;



- i. Required information
  - 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. 3 - 4 weeks for second and subsequent reviews (additional fees required for 3rd review);
  - i. Required information;
    - 1. 3 full size sets of plans (with all changes clouded and narrative to address the comments), 1 pdf copy
    - 2. 1 hard copy and 1 electronic copy of revised reports
  - d. Scappoose Rural Fire Department for fire review – Coordinate with agency
  - e. Columbia County for street plan review, as required.
  - f. Covenant for Storm System Maintenance - Signed and notarized prior to plan approval.
  - g. 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 Requirements – as required;

- a. Structural permit
- b. Mechanical permit
- c. Plumbing permit (exterior/on-site and interior)
- d. Electrical permit (from Columbia County Land Development 503-397-1501)
- e. Fire suppression permit (sprinklers and/or alarms)
- f. Demolition permit (if applicable)

Certain permits will trigger an additional Fire Life Safety review (SRFD).

Our building dept. recently implemented the State e-permitting program for licensed contractors only. Participation by cities or counties is voluntary and each participating city determines which permits are available online. Go to link for application instructions;

<https://aca.oregon.accela.com/oregon/>

All System Development Charges will be assessed on the main structural permit with payment due prior to permit issuance.

Once you have created your e-permit record you will need to submit 3 sets of plans to the Building Official. Electronic plan review is not available currently although plans can be uploaded to the e-permitting site.



Permits over \$200 must be paid by check or via the City's on-line payment site;  
<http://www.ci.scappoose.or.us/cityhall/page/online-payments>

All permit fees are based on Construction Value except for Plumbing. Contact Elizabeth Happala for more info regarding permits and fees; [ehappala@cityofscappoose.org](mailto:ehappala@cityofscappoose.org)

Contractors are also required to request their own inspections; request methods will be listed on the issued permit. Options include e-permitting website, downloaded app., or calling the IVR #.

### **Occupancy Approval**

Planning signoff – Verify completion of all onsite Conditions of Approval including but not limited to; onsite signing and striping, lighting and landscape

Building signoff – All applicable permits including required ADA improvements

Engineering - Verify completion of all offsite (ROW) Conditions of Approval including but not limited to; signing and striping, lighting, street trees, public utilities, and private (onsite) storm system, street and sidewalk improvements. Also need verification of completion and final approval from franchise utility providers and Columbia County, as applicable. Finally, need Certificate of Completion from the Engineer of Record along with signed asbuilts and CAD files of the approved plans.