



Memorandum (revised 2022)

To: Area Developers

From: Laurie Oliver Joseph, AICP, CFM, Community Development Director,
Chris Negelspach, P.E., City Engineer

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

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. Attendees will typically include the Planner and City Engineer.

Pre-application Meeting: 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. 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 recommendations for all public utilities, grading and street pavement section (for 50-year life) and infiltration testing (if applicable)
- b. Traffic Impact report based on trips (City can provide guidelines from current Transportation Master Plan)



- 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 construction document permit review.

Engineering permits/agreements:

1. Grading permit (provide both cut and fill volumes and documentation of 1200-C permit approval, if applicable).
2. Right-of-way permit (for any required public improvements).
3. DEQ 1200-C permit for sedimentation and erosion control, if required.
4. Columbia County Access Approach Permit required for improvements on all County Roads within the City; http://www.co.columbia.or.us/files/roads/NEW-Access-Permit-Form_Dec2017.pdf
5. Provide Traffic Control Plan (TCP) to address greater than momentary impacts to the sidewalk, bike path and/or travel lane, during construction.
6. Improvement Agreement for public improvements – Document must be signed and notarized prior to plan approval stating the Performance bond amount (110% of public improvements costs), 1-yr Maintenance bond amount (10% of public improvements cost) and inspection fee amount.



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

Storm System:

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 or the City. Compliance with current City of Scappoose Storm Master Plan will be required if Plan is finalized prior to the start of the land use process.
3. Public improvements – Developer will need to verify pipe size, pipe condition and invert elevations. Verify capacity and upgrade as required per PWDS and/or current master plan whichever is greater.
4. Private improvements – 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 determine depth to groundwater, if applicable.
6. Provide a stormwater access, maintenance and operation agreement per PWDS, section 1.2043 for City review and approval of all privately financed, private or public detention, retention and water quality facilities – to be recorded with County prior to final occupancy.
7. Provide a final stormwater report for City review.
8. For SDC's see current fee resolution; <https://www.ci.scappoose.or.us/resolutions>

Sewer:

1. Follow PWDS section 3.0000 for requirements with plan and profile for all public improvements.
2. Public Improvements – Developer will need to verify pipe size, pipe condition and invert elevations. Existing service laterals will need to be camera inspected prior to use. Verify capacity and upgrade as required per PWDS and/or current master plan whichever is greater.
3. 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 OPSC.
4. Cleanouts and/or manholes required on site per OPSC.
5. For SDC's see current fee resolution; <https://www.ci.scappoose.or.us/resolutions>

Water:

1. Follow PWDS section 4.0000 for requirements with plan and profile for all public improvements.



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2. Public Improvements – Upgrade existing waterline along frontage to provide sufficient capacity for the proposed development in accordance with PWDS and Water Master Plan, whichever is greater.
3. Install new public hydrants in accordance with PWDS and SRFD Fire Marshal recommendations.
4. 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 required number of hydrants, fire line size and appropriate backflow device per OHA.
5. All onsite hydrants will be private and protected from the public main by means of the DCDA with flow meter (if applicable).
6. Domestic water meter shall be placed adjacent to right of way with appropriate backflow device per OSPC and OHA.
7. For SDC's see current fee resolution; <https://www.ci.scappoose.or.us/resolutions>

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 street classification section, if applicable.
 - a. Minimum half-street improvements to existing street section with curb-gutter, detached sidewalk, street trees and lighting.
 - b. Minimum asphalt section to be designed for 50-year design life per PWDS, including local streets. Provide Geotech recommendations for design.
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 current fee resolution; <https://www.ci.scappoose.or.us/resolutions>

Plan Review Schedule:

Engineering Approvals:

1. Construction Document pre-design meeting recommended.
2. 6 – 8 weeks for first review;
 - a. Required information
 - i. 2 full size sets of plans
 - ii. 2 copies of storm report
 - iii. 2 copies of building/site specification, as applicable.
 - iv. 2 copies of geotechnical report
 - v. Pdf copies of all plans and reports
3. 3 - 4 weeks for second and subsequent reviews (additional fees required for 3rd review);
 - a. Required information;



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- i. 2 full size sets of plans (with all changes clouded and narrative to address the comments), and pdf copy.
 - ii. 1 hard copy and pdf copy of revised reports.
4. Scappoose Rural Fire Department for fire review – Coordinate with agency
5. Submit plans to Columbia County transportation for street plan review, and application for Access permit, if required.
6. Submit application for ROW Permit, if required.
7. Submit application for Grading Permit (with 1200-C approval), if required.
8. Submit Covenant for Storm System Operation and Maintenance Agreement - Signed and notarized, if required.
9. 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:

1. Structural permit
2. Mechanical permit
3. Plumbing permit (exterior/on-site and interior)
4. Electrical permit (from Columbia County Land Development 503-397-1501)
5. Fire suppression permit (sprinklers and/or alarms)
6. Demolition permit (if applicable)

Note that 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/>
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.

Fees:

1. All System Development Charges will be assessed on the main structural permit with payment due prior to permit issuance.
2. 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>
3. All permit fees are based on Construction Value except for Plumbing. Contact Elizabeth Happala for more info regarding permits and fees; ehappala@cityofscappoose.org

Inspections:



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1. 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 building permits including required ADA improvements.

Engineering - Verify completion of all public improvements required by Conditions of Approval and per PWDS including but not limited to (offsite); 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 pdf and AutoCad files of the signed asbuilts.