

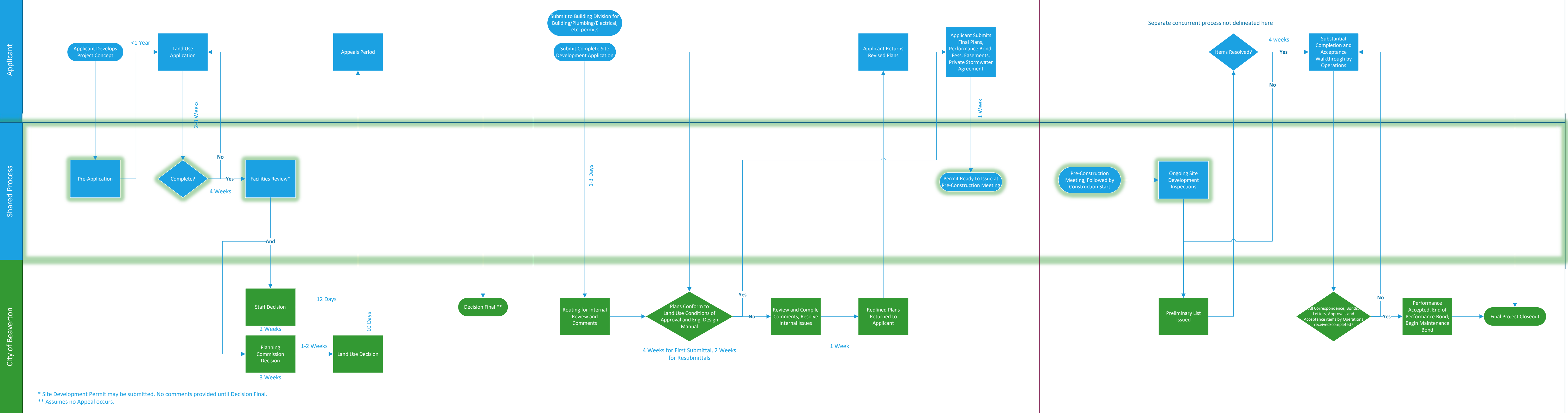


## **Site Development Permit Application Packet**

- Development Process Flow Chart
- Site Development Permit Application Form
- Fee Schedules
- Application Project Checklist
- Stormwater Management Worksheet
- Cost Estimate Preparation Format and Breakdown
- ODOT ADA Checklist ([Oregon Dept. of Transportation website link](#))
- Agreement to Construct Required Improvements and Retain Design Professionals Registered in Oregon

# Site Development and Related Processes

## Land Use Process in Concurrency with Site Development | Site Development Plan Review & Permit Process | Site Development Construction Process



■ Applicant  
■ City of Beaverton  
■ Shared Process

Site Development Permit can be submitted anytime from Facilities Review through Decision Final, or until Land Use expires



**City of Beaverton**  
12725 SW Millikan Way, 4<sup>th</sup> Floor, PO Box 4755, Beaverton, OR 97076  
(503) 350-4021

## Site Development Permit Application

Site Development Division

[sitedevelopmentplansubmit@beavertonoregon.gov](mailto:sitedevelopmentplansubmit@beavertonoregon.gov)

<b>Project Name and Location</b>	Project Name:	
	Address:	
	Description:	
<b>Owner</b>	Name & Address:	
	Phone:	Email:
<b>Developer / Applicant / Authorized Representative*</b>	Name & Address:	
	Contact:	
	Phone:	Email:
*Must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.		
<b>Engineer – Architect – Project Mgr</b>	Name & Address:	
	Contact:	
	Phone:	Email:
	License No.:	
<b>Contractor</b>	Name & Address:	
	Contact:	
	Phone:	Email:
	CCB #:	

Please complete the size of the development. City Staff will inform you of the application and erosion control fee.

Application & Erosion Control Fees	FOR CITY STAFF USE ONLY
<b>Affected Acres</b> ____ 0 to 0.99 Acres OR <= 3 Residential units	$\begin{aligned} & \$ 1,150.00 \text{ (A)} \\ & + \\ & \text{Erosion Control Fee:} \\ & \$350.00 \end{aligned}$
____ 1 Acre and Greater OR >= 4 Residential Units  <p style="text-align: center;"><i>PLUS</i></p> Total number of Affected Acres up to the next whole Acre (Example: 1.1 Acres = 2)  _____ Acre(s)	$\begin{aligned} & \$ 3,150.00 + \text{____} \text{ Acre(s)} \times \$ 300 \\ & = \$ \text{____} \text{ (B)} \\ & + \\ & \text{Erosion Control Fee:} \\ & \$350.00 + \text{____} \text{ Acre(s)} \times \$ 200/\text{acre} \\ & = \$ \text{____} \text{ (EC Fee)} \end{aligned}$
<b>Total Fees Due at Time of Application:</b> $\$ \text{____} \text{ (A + EC Fee) or (B + EC Fee)}$	
<b>Refer to the Fee Schedule for Inspection, Plan Review, Misc. Fees, and Storm water related SDC's            Technology Fee – 3.5% of total fee(s)</b> These amounts will be calculated by the City and collected prior to Site Development Permit issuance.	

By my signature, I certify that I have read this application and agree that the supplied information above is correct. I agree to comply with all applicable City ordinances and State laws pertaining to the proposed construction and hereby authorize City representatives to enter upon the above property for inspection purposes. I understand and agree to pay all costs to repair or replace any property damaged while work is being performed under this permit and acknowledge that failure to pay these costs when due will constitute a violation of the terms of the permit and the City may avail itself to any and all legal remedies.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Digital signature acceptable)

## SITE DEVELOPMENT DIVISION APPLICATION, REVIEW & INSPECTION FEES

City Staff will inform you of the application & permit fee

Updated November 4, 2021

<b>Research Fee</b>	\$ 75.00
<b>FEMA Floodplain Elevation Determination Fee</b> (per tax lot)	\$ 50.00
<b>Floodplain, Floodway and Wetland Modification Fee</b>	\$ 750.00 per permit
<b>House Move Permit Fee</b>	\$ 200.00 per section
<b>Re-Inspection Fee</b> (mandatory for stop work order removal)	\$ 100.00
<b>Right-of-Way (ROW) and Facilities (FC) Permit Application Fee</b>	\$ 100.00
Individual tree cut ( <i>street tree</i> ); sidewalk repair, replacement, or installation; street cut	
<b>Site Development Review of Building Permit Plans Fee</b>	\$ 75.00 per permit
<b>Legal Documents-Easement, Release, Private Stormwater Agreement</b>	\$ 300.00 per document
Includes review of standard submittals and recording	
<b>Small Wireless Facility Application Deposit*</b>	\$ 3548.00
*Pursuant to ORS 227.175(10), if a land use decision has not previously been heard in a public hearing format, the fee for an appeal of that decision cannot be adopted by Resolution No. ____	
<b>Modification of Standard Forms Fee</b>	\$ 500.00 per page
Technical and legal review for modification request	
<b>Design Exception Request</b> (single item)	\$ 500.00 per request
<b>Site Development Application Fee</b>	
For sites less than 1 acre and/or 3 residential units or less	\$1,150
For site greater than 1 acre and/or 4 residential units or more	\$3,150 plus
(partial acre is increased to next whole acre, e.g. 1.1 acres = 2 acres)	\$300 per whole acre

### SITE DEVELOPMENT PERMIT FEES

#### Site Development, ROW, and FC Permit Fee (payment prior to permit issuance):

The applicant shall pay a permit fee based on the final construction cost estimate prior to permit issuance as determined below.

<u>Construction Cost Estimate</u>	<u>Fee</u>
\$0 - \$10,000	7.5 percent of value
\$10,000 - \$100,000	\$750.00 plus 10 percent of value over \$10,000
\$100,000 - \$500,000	\$9,750.00 plus 8 percent of value over \$100,000
Over \$500,000	\$41,750.00 plus 5.5 percent of value over \$500,000

### EROSION CONTROL FEES

#### A. Erosion control with a building permit:

	<u>Fee</u>
\$0 to \$25,000	\$75
\$25,001 to \$50,000	\$100
\$50,001 to \$100,000	\$150
\$100,001 and above	\$150 plus \$125 per \$100,000 of the fraction thereof exceeding the first \$100,000

#### B. Erosion Control with no building permit

0 to 0.99 acre	\$350
1 acre and greater	\$350 plus \$200/acre or fraction thereof

(continued below)

**OPEN AIR BEAVERTON**

Application Fee	\$100
Renewal Fee	\$100
Moving Fee	At cost
Appeals	\$500

**TECHNOLOGY FEE**

Assessed on all applications and permits	<b>Fee</b> 3.5 percent of total Site Development fee(s)
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## Site Development Application Project Checklist

Site Development Division

[sitedevelopmentplansubmit@beavertonoregon.gov](mailto:sitedevelopmentplansubmit@beavertonoregon.gov)

This checklist is a tool to assist applicants and to help the City expedite permit applications. Please submit all applicable documents in the order below via Box ([See Electronic Document Submittal document on the City's website](#)) as a set of PDF files.

Refer to City of Beaverton Engineering Design Manual (EDM), [chapter 1, section 120](#) – Submittal Requirements for Site Development, ROW, & Facilities Permits for additional information.

- Transmittal Form (required)
- Completed Application (required)
- Plan sets of 22 x 34-inch, in PDF format (see [EDM chapter 1, section 120.2](#) for requirements) (required)
  - See [EDM section 120.3.1 through 120.3.16](#) for requirements regarding the below:
  - Title Sheet (required)
  - Existing Conditions and Demolition (required)
  - Tree Removal
  - Preliminary Plat
  - Typical Sections
  - Details
  - Traffic Control
  - Roadway Plan and Profiles, with identified public & private streets
  - Utility Plan and Profiles, with easements and structures shown (PGE, NWNG, VERIZON, QWEST, COMCAST)
  - Storm water plan and profile
  - Sanitary sewer plan and profile
  - Public water plan and profile (PRV design, as applicable)
  - Site Grading and Erosion Control, with wetlands and floodplains identified
    - 1200 C (For over 5 acres, see [checklists](#) and [templates](#) for format to provide to the City) [CWS Page Link](#)
    - 1200 CN (For 1 to 4.99 acres, see [checklists](#) and [templates](#) for format to provide to the City) [CWS Page Link](#)
  - Landscaping
  - Structural - Retaining Walls, Bridges, etc.
  - Signing and Striping
  - Illumination / Street Lighting
  - Traffic Signals

(cont. below)

- \_\_\_\_\_ Intersection Sight Distance Certification (if meeting public roadway)
- \_\_\_\_\_ Completed Agreement to Construct Improvements and Retain Design Professionals Registered in Oregon (City Standard Form, signed by all applicable parties)
- \_\_\_\_\_ Service Provider Letter(s) and/or Permit(s) – Clean Water Services (CWS), City of Beaverton- Water, TVFR
- \_\_\_\_\_ Stormwater Management Worksheet
- \_\_\_\_\_ [ODOT ADA Curb Ramp Design Checklist](#) for **EACH** ADA ramp
- \_\_\_\_\_ Reports:
  - \_\_\_\_\_ Storm Water Management      \_\_\_\_\_ Traffic      \_\_\_\_\_ Structural
  - \_\_\_\_\_ Geotechnical      \_\_\_\_\_ Floodplain      \_\_\_\_\_ Misc.





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## Stormwater Management Worksheet

Site Development Division

[sitedevelopmentplansubmit@beavertonoregon.gov](mailto:sitedevelopmentplansubmit@beavertonoregon.gov)

Date Submitted: \_\_\_\_\_  
Designed per EDM version: \_\_\_\_\_  
Designed per CWS version: \_\_\_\_\_

This form replaces the Certified Impervious Surface Area Inventory and Water Quality Facility Information Sheet.

(This does not replace the development stormwater report)

Project Name: \_\_\_\_\_

Project Disturbed Area per Site Development Application and EPSC plans: \_\_\_\_\_

Tax Lot(s): \_\_\_\_\_

Land Use Case file # (s): \_\_\_\_\_

City of Beaverton Site Development Permit Application # if known (e.g. SD2020-1234): \_\_\_\_\_

### Stormwater Conveyance Related Questions

Project area that is not in roadway right-of-way (AKA Onsite)

Predevelopment / Pre-Redevelopment impervious area: \_\_\_\_\_ Sq-Ft

A) Post development / Post-Redevelopment impervious area: \_\_\_\_\_ Sq-Ft

Net Difference: \_\_\_\_\_ Sq-Ft

Notes (optional): \_\_\_\_\_

*Note: The Clean Water Services [Rates and Charges](#) Resolution and Order shows how to measure/determine impervious area.*

### Stormwater Quantity Questions

Project area that is not in roadway right-of-way (AKA Onsite)

Post development / Post-Redevelopment impervious area that does not receive quantity mitigation (unmanaged impervious area) \_\_\_\_\_ Sq-Ft

Project roadway right-of-way frontage improvement area (AKA Offsite)

Impervious area as measured from roadway crown to edge of right-of-way that does not receive quantity mitigation (unmanaged impervious area) \_\_\_\_\_ Sq-Ft

Notes (optional): \_\_\_\_\_

**Stormwater Hydromodification Questions**

Project area that is not in roadway right-of-way (AKA Onsite)

Post development / Post-Redevelopment impervious area that does not receive hydromodification mitigation (unmanaged impervious area) \_\_\_\_\_ Sq-Ft

Project roadway right-of-way frontage improvement area (AKA Offsite)

Impervious area as measured from roadway crown to edge of right-of-way that does not receive hydromodification mitigation (unmanaged impervious area) \_\_\_\_\_ Sq-Ft

Notes (optional): \_\_\_\_\_

**Stormwater Quality Questions**

Project area that is not in roadway right-of-way (AKA Onsite)

Post development / Post-Redevelopment impervious area that does not receive surface water treatment (unmanaged impervious area) \_\_\_\_\_ Sq-Ft

Project roadway right-of-way frontage improvement area (AKA Offsite)

Impervious area as measured from roadway crown to edge of right-of-way that does not receive surface water treatment (unmanaged impervious area) \_\_\_\_\_ Sq-Ft

Notes (optional): \_\_\_\_\_

**Stormwater Utility Billing Setup Questions – Not to be used for Single Family Residential**

For sites that have other than single family lots, please identify the area in Sq-Ft that will be assigned to the site, per **A** above.

**A)** Post development / Post-Redevelopment impervious area: \_\_\_\_\_ Sq-Ft

**City / CWS annual report to Oregon DEQ as required via the NPDES-Watershed based permit and the associated stormwater management plan** (some questions are repetitive from above).

Post development / Post-Redevelopment impervious area added with this project with stormwater treatment: \_\_\_\_\_ Sq-Ft

Post development / Post-Redevelopment impervious area added with this project without stormwater treatment: \_\_\_\_\_ Sq-Ft

Post development / Post-Redevelopment impervious area added with this project with vegetated LIDA stormwater treatment facilities: \_\_\_\_\_ Sq-Ft

Post development / Post-Redevelopment impervious area added with this project structural stormwater treatment facilities (such as stormwater filters): \_\_\_\_\_ Sq-Ft

Total new impervious surface area (in Sq-Ft) related to this development / redevelopment project: \_\_\_\_\_ Sq-Ft

Total replaced impervious surface area (in Sq-Ft) related to this development / redevelopment project: \_\_\_\_\_ Sq-Ft

**Please list the Low Impact Development Approaches (LIDA):**

<i>Low Impact Development Approaches (LIDA)</i>				
	<u>Public/Private</u>	<u>Low Impact Development Approach Used *</u>	<u>Type of surface being treated (e.g. pavement)</u>	<u>Drainage area treated (Sq-Ft)</u>
1				
2				
3				
4				

**\* reference Table 4-3 of the CWS Design and Construction Standards**

Notes (optional): \_\_\_\_\_

**Application Information – name, title, company name, and signature of person submitting this form:**

\_\_\_\_\_

(Digital signature acceptable)

\_\_\_\_\_

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**References:**

CWS Rates and Charges Resolution and Order:

<http://www.cleanwaterservices.org/for-residents/utility-billing/our-rates/>

CWS Design and Construction Standards:

<http://www.cleanwaterservices.org/permits-development/design-construction-standards/>

Stormwater Management Plan Best Management Practices:

<http://cleanwaterservices.org/media/1920/stormwater-management-plan.pdf>

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**Acronyms used on this form**

AKA: Also Known As

CWS: Clean Water Services

D&C: Design and Construction Standards

EPSC: Erosion Prevention and Sediment Control

CoB: City of Beaverton

DEQ: State of Oregon Department of Environmental Quality

LIDA: Low Impact Development Approaches

NPDES: National Pollutant Discharge Elimination System

SDC: System Development Charge

Sq-Ft: Square Foot

SWM: Surface Water Management

Form Revised 01/2021

## **Site Development Permit Application Detailed Cost Estimate Format and Breakdown Required for Fee and Performance Security**

The information below presents the minimum cost estimate breakdown of items covered under a Site Development, Right-of-Way, and Franchise permits. This list is not exhaustive; additional items particular to a project may need to be added to account for the full cost of construction. The estimate shall be considered as all costs to install/construct “in-place” considering the location, type, and scope of work for each line item. Administration, overhead, profit, incidentals, testing, surveying, and construction staking costs shall be considered to be included with mobilization and a part of each line item. The quantity units shown shall be used unless given prior approval by the City Engineer or designee. Items in parentheses are to be broken out as individual lines for the estimate. The list is loosely ordered to reference the City Standard Drawings and Clean Water Services Standard Drawings.

<u>Items In Place</u>	<u>Units</u>
<u>Mobilization</u>	LS
<u>City-Maintained Streets (See Grading and Aggregate Below)</u>	
Centerline Monument (boxes at intersections, AL caps)	EA
Standard Monolithic Curb and Gutter	LF
Type A Curb (vertical, special application)	LF
Commercial Driveway - 4000 PSI concrete	SY
Residential Driveway - 4000 PSI concrete	SY
Subgrade Treatments, Special Compaction, Soft Spot Fix	SY
Pavement (PCC or AC, thickness, class, base & wear lifts)	SY
Paving Treatments (fabric, grinding to match existing, seals)	SY
Traffic Markings (thermoplastic, width, color; buttons)	LF
Standard Sidewalk - 4000 PSI concrete	SY
Sidewalk Ramps (each type)	EA
Traffic Calming (circles, tables, and humps)	EA
Street Barricade – Type III	EA/LF
Street Sign Assembly (typical, w/stop, others)	EA
Traffic Signal Installation and Modifications	LS
Street Lights and Poles	EA
Street Light Controllers, Meters, Power Connects	LS
Street Light Junction Boxes	EA
Street Light Conduit and Wiring	LF

<u>Items In Place</u>	<u>Units</u>
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**Site Grading**

Erosion Control Measures, Tree-Protection Fencing	LS
Mass Grading Activities (clearing, stripping, grubbing excavation, fill, earth import, stockpiling, undesirable soil removal, all haul-off and disposal costs)	CY
Special Grading Activities (site demolition, blasting, well abandonment, septic tank and drain field removal)	LS
Retaining Walls (> 4 feet tall and/or any in right of way)	LF

**Aggregate Placement & Soil Reinforcement**

(Type with specified uniform placement thickness)	SY
Utility Trenching (in right of way and/or public utilities, type)	CY

**Overhead-Utility Undergrounding**

(vaults, conduit types and lengths, service conversions)	EA
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**Privately Maintained Streets and Parking Lots**

Curbs (subdivisions only, common drives)	LF
Paving (fire access, common drives, parking in floodplain)	SY
Paving (parking lots outside floodplain)	SY
Sidewalks (subdivisions only, common use)	SY
Private street lights (subdivisions only)	LS

**City Water System**

Taps, special fittings, and couplings	EA
Pipe (size, class, restraint type)	LF
Valves (size, type - includes CARV & post-indicator)	EA
Hydrants	EA
Pressure-Regulating Stations	LS
Service line installation and meter boxes	EA

**City Sanitary and Storm Sewer System**

Taps, special fittings, and collars	EA
Pipe (size, material, class, anchor blocks)	LF
Structures (manholes, clean-outs, inlets: type, size)	EA
Headwalls and other special construction	EA
Private sewer laterals (subdivisions only, stubs to each lot in streets or common areas, with markers)	EA
Storm Water Management Facilities (public and private)	LS
(Include plants and border plantings. For subdivisions, include fencing lengths, gates, and other amenities.)	

**Other Non-City Public Improvements\***

(Washington County, Oregon Department of Transportation, Clean Water Services District, Tualatin Valley Water District, West Slope Water District, and the Raleigh Water District) **\*In the case of subdivisions, per State Law, the City must hold a performance security for these costs if the applicable service provider does not require one. (NOTE: Abbreviations –LS=lump sum, EA=each, LF=lineal feet, SY=square yard, CY=cubic yard)**



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 12725 SW Millikan Way, 4<sup>th</sup> Floor, PO Box 4755, Beaverton, OR 97076  
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## ODOT ADA Checklist

Site Development Division

[sitedevelopmentplansubmit@beavertonoregon.gov](mailto:sitedevelopmentplansubmit@beavertonoregon.gov)

The Oregon Department of Transportation (ODOT) ADA Curb Ramp Design Checklist needs to be filled out for **EACH** ADA ramp that will be present.

Access the checklist at the following link and include completed checklist(s) with the application.

<https://www.oregon.gov/ODOT/Forms/2ODOT/7345184.pdf>

Design Criteria:		Curb Ramp Number								Comments:
Project Name/Key No.:		Route No.:								
Highway Name:		Highway No.:								
Section Name:		Intersection MP:								
Cross Street/ Conn.:										
A.	<b>A. A separate curb ramp is provided for each pedestrian access route crossing (typically two curb ramps per corner) unless such crossing is officially and properly closed.</b> <small>Note: If a crossing is closed, confirm existing State Traffic Roadway Engineer Closure Approval Letter is on file or pursue closure process (ODOT form No. 734-5150). A design exception is not required for a single ramp if closure approval letter is on file.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	<b>Ramp running slope meets applicable criteria below:</b> <b>B1. 7.5 % maximum ramp running slope on all ramp runs.</b> <small>Note: When maximum ramp running slope is less than 5% the curb ramp shall be considered a blended transition.</small> <b>B2. No longer in use.</b> <b>B3. 7.5% maximum curb running slope.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	<b>Cross slope meets the applicable criteria below:</b> <b>C1. 1.5% maximum cross slope on ramp runs.</b> <small>Note: At an intersection crossing where the roadway is not controlled by a stop or a yield sign, perpendicular style ramp-runs shall be allowed to transition cross-slope at an appropriate rate between the 1.5% max turning space to the street or highway grade up to a maximum of 4.5%. 0.5%/ft is a suggested appropriate cross-slope transition rate.</small> <b>C2. At an intersection crossing which includes an island where the roadway is not controlled by a stop or yield sign, maximum cross slope of the island is the adjacent road profile grade, not to exceed 4.5%.</b> <b>C3. At an island at a midblock location, maximum cross slope does not exceed adjacent road profile grade.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ODOT Form No. 734-5184 (07/2019)

ADA Curb Ramp Checklist

Page 1 of 4

Form Revised 05/2020



**AGREEMENT TO CONSTRUCT  
REQUIRED IMPROVEMENTS AND RETAIN  
DESIGN PROFESSIONALS  
REGISTERED IN OREGON**

**ARTICLE I. Acknowledgment of Obligation to Construct Required Improvements**

Developer hereby acknowledges that the development commonly known as

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(City of Beaverton Land Use Planning [Design Review and/or Land Division] Application File Number (circle letter prefix): **DR/L8** \_\_\_\_\_) includes, as a condition of approval, the construction of certain public and private improvements to serve said development and that said construction is regulated by BC 9.05.020, BC 9.05.046, and Ordinance 4417 (including any amendments or supplements). Developer further acknowledges that it is developer's obligation to cause said improvements to be designed and constructed in accordance with all special conditions, permits and approvals from the City Planning Director, hearing body, agency, and other jurisdiction with authority over the proposed work.

**ARTICLE II. Retainage of Design Professional(s) and Contractor(s)**

Developer agrees to retain design professionals and contractors appropriately licensed and skilled to design and construct the development. Design professionals may include civil engineers, environmental engineers, structural engineers, traffic engineers, registered geologists, lighting professionals, wetland consultants, licensed arborists, architects, landscape architects, or other professionals as required for the specific development proposal. Developer also agrees that only registered professional engineers with specialties in civil, environmental, structural, and/or traffic engineering, as appropriate to their respective expertise, shall perform primary design and construction inspection activities of improvements to be publicly-owned and maintained.

Further, in order to ensure coordination of design of the development and to facilitate efficient communication with the City, the Developer has retained

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a professional engineer, engineering firm, or other design professional, registered and licensed to practice in the State of Oregon, to serve as Coordinating Design Professional, with duties as listed in Article III below, to provide developer with engineering and inspection services during the design and construction of all public improvements and professional design and construction observation services for regulated private improvements. If there is only one design professional responsible for preparing and submitting the entire project plan set to the City for review and approval, the design professional is automatically considered as the project's Coordinating Design Professional.

If an engineer, engineering firm or any other design professional providing services is dismissed, or otherwise stops providing developer with on-going, required ser-



vices, developer shall promptly notify the City Engineer and retain a replacement. Under such circumstances, the City may, at its sole discretion, order work in progress to stop. As a condition to the resumption of work, the replacement engineer, engineering firm or design professional shall attend a project orientation meeting with the City and may be required to submit documentation and other relevant information as deemed necessary by the City Engineer.

### **ARTICLE III. Scope of Professional Services**

Developer agrees that the scope of work provided by any engineer, engineering firm, or other design professional hired by developer to work on the project shall include, at a minimum, the following items and responsibilities as applicable:

1. The design professional shall prepare construction plans and drawings, specifications, reports, test results, and cost estimates, professionally sealed in accordance with the requirements of the City Engineer, City standards, specifications and any special conditions imposed by a hearing body, agency or other jurisdiction with authority over the proposed work. Reference City Engineering Design Manual and Standard Drawings (Ordinance 4417).
2. The design professional shall stamp/seal every plan sheet the design professional is responsible for preparing and submitting to the City for official review.
3. For documents and individual plan sheets that incorporate the work of more than one design professional, each design professional shall clearly delineate the elements for which each is responsible, professionally sealed as required.
4. If the overall project plan set contains individual plan sheets from more than one design professional for submittal to the City (e.g., architect, traffic engineer, structural engineer, lighting professional, landscape architect), the developer shall appoint a Coordinating Design Professional who shall prepare a plan set cover sheet and shall be responsible for compiling all plan set contents and resolving any plan conflicts among the various contributing disciplines.
5. If other professional disciplines must be consulted only (in other words, not producing separate plan sheets) to prepare a plan set submitted to the City, the design professional shall receive the consultant's calculations, reports, and recommendations and shall provide them to the City with the plan submittal. The City may ask consultants to a design professional to confirm in writing that the plans submitted by the design professional to the City sufficiently incorporate the consultants' recommendations.
6. The Coordinating Design Professional shall participate in the arrangements for and observation of all site surveying, grading and construction staking relating to the required improvements. The design professional shall provide the City Engineer with copies of survey field notes, if requested.
7. Unless otherwise approved by the City Engineer, the developer/owner and all involved design professionals shall attend a pre-construction conference with the City and the contractor(s). Design professionals shall attend other inspection or oversight visits that may be required by the City or other regulatory entities and government agencies. Each design professional that prepares and seals a plan sheet must make a post-construction site visit and sign the City Completion Certification Letter.
8. The Coordinating Design Professional shall provide engineering and inspection services during the construction of all public improvements and oversee profes-

sional design and construction observation services for regulated private improvements per Chapter 1 of the City of Beaverton Engineering Design Manual (Ordinance 4417). The Coordinating Design Professional shall perform all primary inspection duties for the public improvements construction, monitor site grading and site paving, and shall provide the City with copies of the inspection notes of public improvement construction on a weekly basis. Frequency and duration of inspection and construction observation visits shall be sufficient to permit the design professional(s) to: 1) seal/stamp the plans "As-Built" for the public improvements and; 2) provide record drawings for the site grading, site paving, and other required private improvements and; 3) provide the City with a City Standard Completion Certification letter.

9. The Coordinating Design Professional shall be responsible for obtaining the information and signatures needed from all involved design professionals to complete the City Standard Certification letter. Following completion of construction, and prior to the City's releasing the performance bond, the "As-Built"/record drawings and data shall be provided to the City, per City standard. Each sheet of the drawings shall be stamped "As-built"/record drawing as appropriate, signed, and dated by the applicable design professional(s).
10. The Coordinating Design Professional shall request and obtain written authorization from the City Engineer or his designee before construction either deviates from the approved plans or uses any materials or products not specified in the plans. Requests to deviate from approved plans or to use unauthorized materials must be prepared and submitted by the appropriate design professional with a written explanation of the circumstances requiring the change.

#### **ARTICLE IV. Completion of Project.**

The Developer acknowledges that a "complete project" is one in which:

1. All public and site development improvements have been completed, have passed a final inspection, and all "punch list" items have been corrected.
2. All special conditions imposed by the City Planning Director, a hearing body, other agencies, and jurisdictions have been satisfied with improvements completed and acceptable by each applicable authority, agency, and jurisdiction. Any outstanding fees, easements, financial securities, and construction maintenance guarantees have been paid, submitted, and provided, as applicable, in a form acceptable to the City and other authorities, agencies, and jurisdictions.
3. "As-Builts" of public improvements and record drawings of privately-owned and maintained improvements have been submitted per City standards.
4. Except for single-family subdivisions, the design professional has provided certified impervious surface analysis of site with "As-Built"/record drawings as required by the City Engineer and City Finance Department staff.
5. A City Completion Certification Letter has been completed and signed by the design professional(s) that prepared and sealed a plan sheet, that certifies that the public improvements were appropriately inspected, private improvements observed, and all improvements are finished in substantial conformance with the design intent, approved plans, applicable specifications, and land-use order(s) conditions of approval.

**ARTICLE V. Enforcement**

The developer acknowledges that failure to adhere to the terms and provisions stated in this agreement may, in addition to other possible remedies, result in the revocation of the site development permit, the issuance of a stop work order and/or commencement of civil proceedings for violation of City ordinances. This agreement is not transferable.

\_\_\_\_\_  
Signature of Developer

\_\_\_\_\_  
Date

Printed name: \_\_\_\_\_

The undersigned Coordinating Design Professional acknowledges that he or she has been retained by developer to perform professional services that include, at a minimum, those services listed above in Article III in the required scope of services.

\_\_\_\_\_  
Signature of Coordinating Design Professional

\_\_\_\_\_  
Date

Professional Engineer:      Civil      Environmental      Traffic      Structural

Licensed Architect    Licensed Landscape Architect (privately maintained improvements only)

Printed name: \_\_\_\_\_ Oregon Reg./License # \_\_\_\_\_

Received by: \_\_\_\_\_  
For the City of Beaverton

\_\_\_\_\_  
Date

The undersigned design professional(s) acknowledge(s) that he or she has been retained by developer to perform professional services that include, at a minimum, those services listed above in Article III in the required scope of services as appropriate: (Attach additional copies of this page as needed for all design professionals involved, signed in live-ink by the developer, coordinating design professional, and additional design professionals with the project.)

\_\_\_\_\_  
Signature of Design Professional

\_\_\_\_\_  
Date

Professional Engineer:      Civil      Environmental      Traffic      Structural

Licensed Architect    Licensed Landscape Architect (privately maintained improvements only)

OTHER DISCIPLINE/SPECIALTY \_\_\_\_\_

Printed name: \_\_\_\_\_ Oregon Reg./License # \_\_\_\_\_