

Permit No. _____

City of Aurora, Oregon Public Works Construction Permit

Application Is Made To: Construct Modify the following:

- Street Storm Drain Sidewalk Driveway Curb Parking lot
- Sanitary Sewer Water Main Subdivision Other (describe) _____

Description of the Work - _____

Location of the Work: In right-of-way On private property No. lots served _____

Address: _____, Lot _____, Block _____, Add'n _____

Owners Name: _____, Address _____ Phone _____

Developers Name: _____, Address _____ Phone _____

Easements Required? Yes No , Obtained? _____, To City? _____

Engineer _____, Address _____ Phone _____

Contractor _____, Address _____ Phone _____

Project Approvals: DEQ, Sewer _____, DHS-DWP, Water _____

Aurora Fire Dept., City Engineer, City Planner, Public Works Supt. Building Official

Cleared by local public & private utilities, Signed development agreement if req'd _____

Insurance – City Liability Coverage \$ _____, Certificate attached? _____

Proposed Work Schedule: Begin _____, Complete _____

Approved Plans (4-5 sets): City Hall, City Engineer, Public Works, Developer's Engineer (2sets)

Project Cost (all public facilities) \$ _____, Attached contractor's bids? _____

Permit Deposit/Fee - \$ _____ (Developer will pay actual costs)

Bonding: 125% Performance \$ _____ 30% (of Performance) Warranty \$ _____

Bonding Alternative _____ Approved by City Atty.

Notice: After issuance of this permit, the contractor shall give the City and all local utility companies at least 24 hours notice before commencing work.

Conditions: I agree to comply with the statements contained on this permit application, the general and special permit conditions attached to this permit application, the plans and specifications herewith submitted as approved by the City, and all of the applicable regulations of the City of Aurora, Marion County and the State of Oregon.

Applicant – Signed _____, Lettered _____

Date signed _____ (see reverse side of this permit for conditions of permit approval)

Plans Check: By _____, Approved _____, Not approved _____, Date _____

Permit Issued: By _____, Date _____

Construction

Date construction started _____, Date construction completed _____

Substantial Completion Approvals: City Engr. City Planner PW Supt. Fire Marshall

Final Approvals: City Engr. City Planner PW Supt. Fire Marshall date _____

Bond Release: 11 month inspection date _____, Scheduled bond release date _____

General Conditions of Permit Approval
And
Developer Certification

In order to expedite and complete the processing of this application, the City of Aurora requires that all pertinent material required for review of this application be submitted at the time application is made. If the application is found to be incomplete, review and processing of the application may not begin until the application is made complete. The substantial requirements relative to this application may be obtained from the specific section of the Zoning and Development Ordinance and Design Standards pertaining to this application. If there are any questions as to submittal requirements, please contact the City Hall prior to formal submission of the application.

In submitting this application, the applicant should be prepared to give evidence and information, which will justify the request and satisfy all required applicable criteria. The filing fee deposit must be paid at the time of submission. This fee in no way assures approval of the application and is refundable to the extent that the fee is not used to cover all actual costs of processing the application.

As applicant, I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application or withholding of final approval.

I understand that the original fee paid is only a deposit and I agree to pay all additional actual costs of processing this application, including, but not limited to, planning, engineering, city attorney and administration. I understand that no final development approval shall be given and/or building permit shall be issued until all actual costs for processing and administering this application are paid in full.

Applicant – Signed _____, ***Lettered*** _____

Date signed _____

City Permit Processing Procedure

Permit Issuance

1. **Pre-design Review** - After the proposed project has been approved by the Planning Commission, if required, the Developer's Engineer meets with the City Engineer and Public Works Superintendent to review the project before actual design is undertaken. Developer's Engineer initiates this meeting, with the purpose of making the design process as efficient as possible for the Developer and the City.
2. **Draft Construction Plan Review** - The Developer submits three sets of plans/specification documents to Public Works for City Engineer final review and approval. The City Engineer reviews and discusses the submitted plans/specifications with Public Works Superintendent, and if required, the City Planner. Several rounds of review and revision may be required before the construction plans are ready for approval.
3. **Construction Plan Approval** - The Developer submits five final sets of plans/specification documents to Public Works for City Engineer for final review. Once all the applicable Conditions of Approval for the project have been met and all applicable written approval from relevant state and local agencies, which may include but are limited to , DEQ,DHS-DWP, Aurora Fire Department, and other interested agencies is received, the City Engineer can grant final construction plan approval. The Developer also submits an estimate of the total project cost consisting of detailed contractor's bids or Developer's Engineer's estimate to the City Engineer for approval. The approved estimate will be the basis for the 125% Performance and Bond and the one-year, 30% (of the Performance Bond amount) Warranty Bond.
4. **Construction Permit Submittal** - Once the final plans/specifications and cost estimate are approved by the City Engineer, the Developer submits a completed Public Works Construction Permit and filing fee deposit to the City Recorder for processing. This permit application shall include all required attachments including insurance certificate; written approval from relevant state and local agencies which may include but are limited to, DEQ, DHS-DWP, Aurora Fire Department, and other interested agencies. It also must include the proposed Performance and Warranty Bonds, easements or right-of-way dedications, if required, and any other requirements for approval for construction.
5. **Recorder Permit Review** - The City Recorder reviews the application and initials each check box at the bottom of the permit application that items are complete or provided. City Recorder collects the construction permit fee deposit from the Developer.
6. **Full Permit Review** – Once the permit submittal is complete, the City Recorder copies the first page of the permit and faxes to City Engineer and City Planner. City Recorder places a copy in the mailbox of the Public Works Superintendent for review and approval and of the Mayor for review and comment, if necessary. The City Recorder also places a copy in the "Address File" for the subject property. Reviewers should comment to the City Recorder on any missing, incorrect or questionable item on permit.
7. **Permit Finalizing** – The City Recorder resolves any review concerns or directs Developer to resolve with reviewing party.
8. **Permit Distribution** - When all items on permit are approved by the appropriate reviewer, the permit is signed and issued by the City Recorder, who then provides a copy of the approved permit to the City Engineer, Public Works Superintendent, City Planner, City Attorney and Mayor. Official original fully executed and issued Construction Permit Application is filed in the official Construction Permit file with a copy placed in the "Address File" for the subject property.
9. **Project Startup** - The City Recorder informs the Developer not to begin any construction without giving 24 hours written notice to the City Engineer and the Public Works Superintendent. In some cases, the City Engineer may wish to set up a preconstruction conference with the Developer, the Developer's Engineer. The construction contractor and City staff.

Construction Approvals

1. **Initiating Substantial or Final Completion** – When the Developer's Engineer gives a written request to the City Recorder, stating that the project has been completed to the requirements of the plans and specifications and that the project is ready for a final inspections by the City, the City Engineer, Public Works Superintendent and City Planner will perform a final inspection of the project. This inspection will generate a punch list of items to be completed or corrected.

2. **Processing Substantial or Final Completion** – When the Developer's Engineer gives written notice to the City Recorder that the punch list of items has been completed, the City will conduct a second final inspection. A second punch list will be generated, if required. If the project is acceptable, a memo will be drafted to the City Council recommending approval and conditional acceptance of the public improvements, and initiation of the one-year warranty period.
3. **11 Month Inspection** - The City Recorder will schedule a final City inspection within 11 months of the City Council's approval and conditional acceptance for City Engineer and Public Works Superintendent review and recommendation for City Council release of the 1- year warranty bond.
4. **Final Approval & Bond Release** – When the City Engineer determines the project is complete and requires no follow-up repair, maintenance or reconstruction work by the Developer, the City Engineer will prepare a written memorandum to the City Council recommending final approval and unconditional City acceptance of the public improvements for maintenance. When this final approval is granted by the City Council, the Warranty Bond can be released on or after the one-year warranty period by the City Recorder. The City Recorder can either sign the release form supplied by the bonding company, or if no form is provided, write a brief letter to the bonding company informing them that the bond is released.