



Residential Review

City of Klamath Falls Development Services
226 South 5th Street, Klamath Falls, OR 97601

File Number: _____

FILE INFORMATION *Official Use only*

Date Received: _____ Date Application Complete: _____
Residential Review Fee: _____ Paid → Date Paid: _____

APPLICANT INFORMATION

Please check primary contact person

APPLICATION FORM TO BE COMPLETED IN INK

Landowner Name: _____ Daytime Phone: _____
Mailing Address: _____ Email: _____
 Applicant Name: _____ Daytime Phone: _____
Mailing Address: _____ Email: _____
 General Contractor: _____ Daytime Phone: _____
Mailing Address: _____ Email: _____
Contractor's License No: _____ City Business License No: _____

SUBJECT SITE INFORMATION

Property Address: _____
Map & Tax Lot Number(s): _____
Subdivision, Lot & Block: _____
Current Zoning: _____ Total Size of Parcel(s): _____
Existing and Proposed Grades: _____ Cut/Fill Quantities (Cubic Yards): _____
Square Footage of Non-Structure Impervious Areas (pavement, concrete, patios, etc.): _____
Where and how will stormwater be directed from all impervious areas: _____

How will erosion be prevented after construction is complete? _____

PROJECT INFORMATION

↕ Type of Project Proposed – Check all that apply ↕

Single Family Dwelling Manufactured Home Apartments → No. of Units: _____
 Duplex Triplex Fourplex Addition Carport Garage Deck/Covered Porch
 Other → Please Describe: _____

ROOF PITCH: _____ PROPOSED SQUARE FOOTAGE: _____ HEIGHT OF STRUCTURE: _____
TOTAL SQUARE FOOTAGE OF ALL EXISTING STRUCTURES ON LOT: _____

☞ **The City strongly recommends hiring a licensed surveyor to locate property lines in the field.** ☞

RESIDENTIAL REVIEW APPROVAL VALID FOR 1 YEAR FROM DATE OF DECISION.

(OVER)



CITY OF KLAMATH FALLS DEVELOPMENT SERVICES

226 South Fifth Street, PO Box 237, Klamath Falls, OR 97601

Phone (541) 883-4950

APPLICATION FOR A SITE CONSTRUCTION PERMIT

For City Use Only:
APPLICATION NO.: SC - 00 _____ - _____ DATE: _____

Work Site Address or Location: _____

Project Title/Name: _____

Please check primary contact person:

Property Owner

Name & address:

_____ Phone: _____

_____ Cell: _____

_____ Email: _____

Contractor (Must meet requirements listed on page 2 and provide signatures on page 3.)

Name & address:

_____ Phone: _____

_____ Cell: _____

_____ Email: _____

OR CCB License No.: _____

Consultant

Name & address:

_____ Phone: _____

_____ Cell: _____

_____ Email: _____

Sub-Contractor(s) (All subcontractors working on-site must be listed below and are required to maintain a valid City of Klamath Falls Business License.)

Sub-Contractor Name(s): _____ City of K-Falls Business License Number: _____

1] _____

2] _____

3] _____

4] _____

Additional comments regarding this project: _____

Please check below all items that apply:

- Excavation (check those that pertain below):
Public Right-of-Way: Underground Utilities Curbs Streets and Alleys
- Curb Cut and Driveway
- New Sidewalks
- Curb/Sidewalk Replacement
- Water Service Connection - greater than 2" (requires City approved bypass)
- Private Fire Service
- Public Fire Hydrant Installation (refer to Section 7 of the Public Works Engineering Standards)
- Private Storm Water - on-site (refer to Section 4 of the Public Works Engineering Standards)
- Small Site Grading w/Erosion Prevention and Sediment Control (Refer to Section 3 of the Public Works Engineering Standards)
- Large Site Grading w/Erosion Prevention and Sediment Control
- Dedicated Infrastructure (e.g. Water, Sanitary, Storm, Geothermal, Streets, Street Lights and Traffic Signals)

A fee schedule for the above items is available at the City of Klamath Falls Development Services office or on our website: www.klamathfalls.city

Please check below the City or County Planning approvals that apply to your project:

- Tentative Plat Approval (Subdivision, Land Partition or Condominium)
- Development Permit
- Conditional Use Permit
- Residential Review Application Approval
- Other, describe: _____

Permit requirements:

- Provide submittals for all City infrastructure supplies/parts/materials
- Submit either an engineer's or contractor's estimate for the construction of City infrastructure
- Active Oregon CCB License [applies to Contractor]
- Active City of Klamath Falls Business License [applies to Contractor and Sub-Contractors]
- Public Liability Insurance: [required for each project for work in the public right-of-way]
 - \$1,000,000 minimum per occurrence [applies to Contractor and Property Owner]
 - \$2,000,000 aggregate [applies to Contractor]
 - City of Klamath Falls, P.O. Box 237, Klamath Falls, OR 97601 shall be designated as **"Additional Insured"**; agent can mail Certificate of Liability to City or email it to: Ray@klamathfalls.city
- Property Owner/Developer:* (check one)
 - Surety Bond
 - Letter of Credit
 - Cashier's Check (120% of estimated cost of total project)Amount of Security: _____

* Not required for sidewalk replacement or other related work performed within the public right-of-way

Project Schedule:

Tentative Project Start Date: _____ / _____ / _____
month day year

Tentative Project Completion Date: _____ / _____ / _____
month day year

Describe any plan you have regarding a seasonal down time or pre-planned interruption of work. (Example: anticipated stop date, precautions taken to secure the site, notification, erosion prevention, desirable start up date, etc.):

Applicant/contractor shall be aware of the following:

- Work shall not commence until a Site Construction Permit is issued and the developer or the developer’s representative holds a pre-construction meeting with all parties involved (i.e., contractors, consultants, utility companies and respective government agencies).
- A sketch sheet is provided for the applicant to use when their project does not require design/construction plans to be prepared by their consultant.
- Excavation work must comply with the requirements of Oregon Revised Statutes 757.542 to 757.562 (“Excavation Regulations”).
- Applicant/contractor is responsible for the interference, disturbance, removal and destruction of survey monuments. Those monuments shall be referenced and reestablished by an Oregon Registered Professional Land Surveyor. Refer to ORS 209.140, 209.150, 209.155 and 209.990.
- Applicant must check with the City Planning Department to determine if the sidewalk being constructed needs to conform to the pattern of the Downtown Redevelopment Area and for issues regarding tree placement and/or removal.
- The approved Site Construction Permit must be posted at the designated work site.
- Applicant/permittee shall be the responsible party regarding any violations of the Site Construction Permit.
- Applicant agrees to notify the City Engineering Inspector assigned to this project by **phoning the City Inspection Line at 541-851-2432** at least forty-eight (48) business hours prior to the time when the work as outlined shall be constructed. Failure of the applicant to notify City Engineering may (at their own expense) result in the applicant being required to expose any completed construction for proper inspection and to restore the same to design specifications.

Hold Harmless Agreement:

The applicant shall indemnify, defend and hold harmless the City, its officers and agents from any and all damages, costs or expenses in law or equity that may at any time arise because of damages to property or of personal injury and/or death, incurred by reason of or in the course of performing said work, which may be occasioned by any negligent act or omission to perform any or all of the work contemplated by the permit.

Authorized Signature: _____ **Date:** _____



CITY OF KLAMATH FALLS DEVELOPMENT SERVICES DEPARTMENT

226 S. 5th Street, Klamath Falls, Oregon 97601
(541) 883-4950

www.KlamathFalls.city
devservices@klamathfalls.city

SITE PLAN REQUIREMENTS FOR NEW RESIDENCES

- Site Plan
 - Must be clear and legible.
 - Straight lines where applicable.
 - Land Use Approval from the City of Klamath Falls is required prior to submittal to the Klamath County Building Department.
 - Stamp and Signature on Plans NOT required for Land Use Approval
- Site Plan can be no smaller than letter size (8.5" x 11")
 - If larger than 11" x 17", provide a PDF copy to devservices@klamathfalls.city
- Submit one hardcopy
- Site Plan must contain the following:
 - The entire lot
 - Include property dimensions
 - The property line typically does not begin at the street or sidewalk.
 - Abutting streets, sidewalks, planting strips, and right-of-way
 - Widths
 - Existing Surface Type (*concrete, asphalt, grass, dirt, etc*)
 - Abutting alleys
 - Widths
 - Existing Surface Type (*concrete, asphalt, dirt, etc*)
 - Any existing utility boxes or utility poles
 - Label and include distances from property lines and/or streets
 - Any existing structures on the property that will remain.
 - Label use
 - Dimensions & Square footage
 - Setbacks to all property lines.
 - Proposed Residence(s)
 - Indicate if stick-built, manufactured, or modular
 - Location of front door
 - Height of tallest roof ridge
 - Dimensions & Square Footage
 - Footprint
 - Total Living Area
 - Setbacks to all property lines
 - Proposed Patios, Decks, or Porches
 - Indicate if covered with a roof-like structure or uncovered
 - Dimensions & Square Footage
 - Height of floor, if not at ground level
 - Setbacks to all property lines
 - Proposed Garage or Carport
 - Dimensions & Square Footage
 - Width of Garage Doors or Carport entrance
 - Setbacks to all property lines

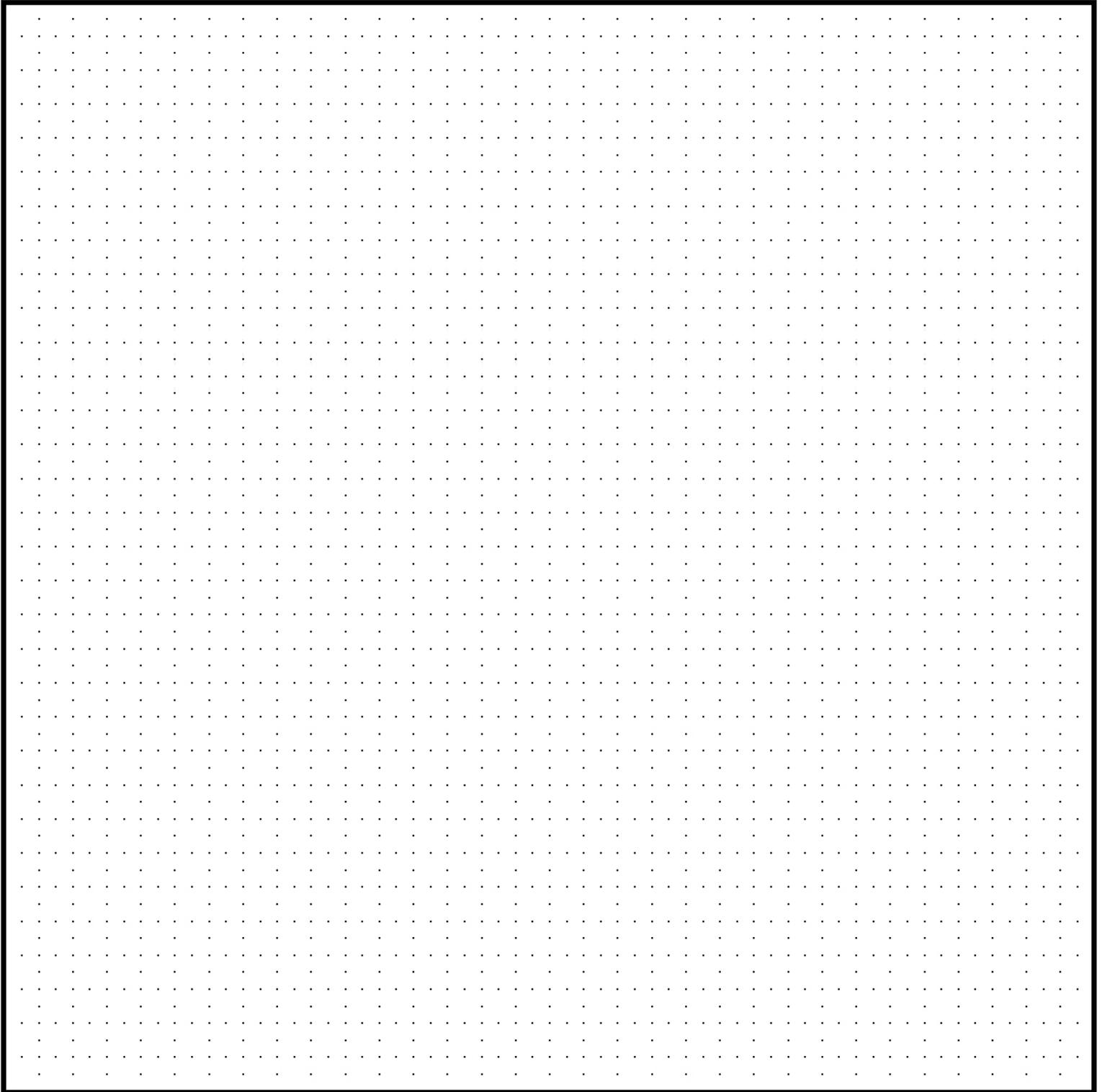
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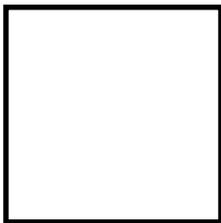
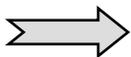
- Proposed Driveway and vehicle maneuvering areas
 - Dimensions & Square Footage
 - Width at the Approach
 - Surface Type (*Concrete or Asphalt only*)
 - Additional submittals may be required by City Engineering
- Proposed Walkways
 - Width of entrance walkway
 - Walkway material (*concrete, pavers, etc*)
 - Square Footage of total walkways
- Landscaping
 - Type of landscaping/groundcover in front yards (*grass, xeriscaping, other*)
 - Indicate groundcover type
 - Gravel of any kind is not an allowable groundcover
 - Label any bushes or trees
 - If corner lot, vision clearance applies
 - Can be submitted as separate plan, if necessary
- Street Trees
 - One street tree required per 50' of street frontage
 - Corner lots have two frontages and require street trees on each frontage
 - Street trees to be planted in planting strip as close to equidistant as possible
 - If no planting strip, trees must be placed within 10' of frontage right-of-way
 - If corner lot, vision clearance applies
- Fencing
 - Heights and lengths of fences
 - Heights and lengths of gates
 - Type of fencing
 - e.g. wood, chain-link, wrought iron
 - If proposed fencing is not listed in CDO Section 14.155-A, provide example photo and specifications.
- Grade
 - Indicate percentage of elevation change, if known
 - Engineered Erosion Control Plan may be required based on this percentage
 - Can be submitted as separate plan, if necessary
- Sewer and Water Lines
- Additional Information
 - Name of Property Owner(s)
 - Name of Design Professional (*if applicable*)
 - Site Address (*if not assigned, indicate Address Currently Unassigned*)
 - Current Map & Tax Lot number according to the County Assessor
 - Scale (*if used*)
 - Date of the Site Plan
 - Arrow indicating True North

SITE PLAN FORM
CITY OF KLAMATH FALLS PLANNING DIVISION

A site plan is required for several land use applications. This form is provided for this purpose, although site plans are not restricted to this form. Please review the reverse side of this form for site plan requirements. Property owners are responsible for accurately locating property lines. The City strongly recommends hiring a licensed surveyor, prior to building, to locate property lines. *Revised December 2020.*



Please draw
an arrow in
box at right
to indicate
NORTH.



Applicant Name(s): _____
Site Address (if known): _____
Map & Tax Lot Number(s): _____
Scale: 1" (4 squares) = 20' (1 square = 5') or: _____
Date: _____ Check box if this plan is a revision of an earlier version

DEVELOPMENT SERVICES— ENGINEERING FEE SCHEDULE

CITY OF KLAMATH FALLS
DEVELOPMENT SERVICES
226 South Fifth Street
Klamath Falls, OR 97601
Phone: (541) 883-4950



Base fees are to be paid at the time of application. Final fees are to be paid prior to permit issuance unless other arrangements are agreed upon with the City Finance Department. Not all projects are subject to all three types of fees; nevertheless, final fees will be determined at the time of plan approval notification.

1 DEDICATED INFRASTRUCTURE CONSTRUCTION—PLAN REVIEW, PERMITTING ADMINISTRATION, AND INSPECTION FEE SCHEDULE:

For projects that include work in the public right of way and/or will require public infrastructure improvements (e.g. subdivisions, water/wastewater/storm infrastructure, excavation, curb cut and driveway, new sidewalks, fire hydrants, private utilities, etc.)

Cost of Improvement(s)	Plan Review/Permitting Administration/Inspection Fees
\$0 to \$2,500	\$375¹
\$2,501 to \$10,000	\$375 + 11% over \$2,500
\$10,001 to \$20,000	\$1,200 + 9% over \$10,000
\$20,001 to \$50,000	\$2,100 + 8% over \$20,000
\$50,001 to \$80,000	\$4,500 + 7% over \$50,000
\$80,001 to \$100,000	\$6,600 + 6% over \$80,000
\$100,001 to \$300,000	\$7,800 + 5% over \$100,000
\$300,001 to \$500,000	\$17,800 + 3% over \$300,000
\$500,001 to And Over	\$23,800 + 1% over \$500,000

The above fees are based on an engineer's estimate or licensed contractor bid. A standard level of care for inspection services is included within the fee. Additional services for reinspection of construction activities may be billed on an hourly rate. **Note:** Voluntary curb and sidewalk replacement is free.

2 EROSION AND SEDIMENT CONTROL FEES:

The following fees are for on-site private excavation or filling operations.

Cubic Yards of Fill or Excavation	Associated Fee
Less than 50 cubic yards	\$0
50 - 250 cubic yards (small sites)	\$260
Greater than 250 cubic yards (large sites)	\$460

3 TRANSPORTATION, STORM WATER, AND OTHER RELATED FEES:

- Transportation – **\$510 base fee¹** + \$3,555* deposit if required.
- Private storm water – **\$350 base fee¹** + \$1,500* deposit if required.
- Other (Utility modeling, Geotech review, etc.) – \$2,500* deposit if required
- Variance reviews for city engineering standards – \$340 per infrastructure
- Revocable license & encroachment permit review – \$145 plus recording fees (applicant takes charge of recording services)
- Obstruction of public way permit review = no fee.

*Monetary deposit or execution of a cost recovery payment agreement is required in the event that a third-party consultant review is deemed necessary. Consultant invoices will be increased by 5% for administrative processing.

¹ The base fees are due upon first Engineering Plan Review submittal. At the time of submittal, the applicant must also submit a preliminary Engineer's Estimate or licensed contractor bid of costs associated with proposed dedicated infrastructure.



**Development Services/
Public Works**
226 South Fifth Street
Klamath Falls, OR 97601

SINGLE FAMILY RESIDENTIAL
System Development Charges and
Meter Installation Fees
Fees valid January 1 - December 31, 2026

Prices listed below are for 5/8" meter only. Developer/property owner shall determine meter size requirements. Fee schedule for larger capacity meters and commercial or multi-family development is available on the City website at: www.klamathfalls.city

INSIDE CITY – WATER AND WASTEWATER			
City Installed Services:		Developer Pre-installed Services:	
Water Meter/Service Installation	\$ 2,000.00	Water Meter Drop-in Fee	\$ 250.00
Water System Development Charge	3,684.00	Water System Development Charge	3,684.00
Wastewater System Development Charge	7,460.00	Wastewater System Development Charge	7,460.00
Parks System Development Charge	1,950.00	Parks System Development Charge	1,950.00
TOTAL:	\$ 15,094.00	TOTAL:	\$ 13,344.00
Parks SDCs required for new residential development or redevelopment inside City limits Wastewater and Parks SDCs required for development in Southview, Ridgewater and Summerfield			

OUTSIDE CITY – WATER ONLY			
Per City Resolution No. 13-18 any owner of property outside City limits requesting new water or wastewater service shall, for property being contiguous with the City, apply for Consent to Annexation or for all other property sign an Annexation Agreement to consent to future annexation once the property becomes contiguous with the City limits. The Annexation Agreement must be in place prior to receiving City services.			
City Installed Services:		Developer Pre-installed Services:	
Water Meter/Service Installation	\$ 2,000.00	Water Meter Drop-in Fee	\$ 250.00
Water System Development Charge	3,684.00	Water System Development Charge	3,684.00
TOTAL:	\$ 5,684.00	TOTAL:	\$ 3,934.00

ADDITIONAL FEES AND CHARGES

[Transportation System Development Charges, Traffic Mitigation Fees, Recapture Agreements or Review Fees]

- Applicant may be subject to additional fees not included on this form based on property location or subdivision.
- Please consult with City for information on affected properties.
- City review shall be conducted prior to final verification of fees and charges.

- **Water Meter Installation Fee:** applies to City installed service line and meter box which includes routine boring. Costs resulting from pavement/concrete replacement or landscape reconstruction are in addition to the listed standard charges and will be billed to the applicant at cost plus a 15% administrative fee [Klamath Falls City Code Resolution No. 02-37].
- **Water Meter Drop-in Fee:** applies to services pre-installed by developer during construction of a qualified subdivision or development. City installed services do not qualify.
- **Water meter duplex setting fee:** if the City installs a duplex meter setting (meaning two meters together in one box) there will be a discount of 20% of the applicable meter installation fee. This discount does not apply to System Development Charges.
- Water meters are placed in the public right-of-way. Developer/property owner is responsible for determining meter size, constructing private water lines and connecting to meter. Legal access from the water meter to structure is property owner responsibility.
- Please allow 3 weeks for water meter installation after City's receipt of required documents and fees.
- **Inside City applicants** contact City Planning for a Residential Review before applying for City utility services. Verification of SDCs and meter installation fees will be determined by City staff as part of the review process.
- **Outside City applicants** need valid address as assigned by County Public Works. Building Permit or Conditional Use Permit is required prior to applying for City utility services. Annexation Agreement or Consent to Annexation required prior to receiving water or sewer service. Applicants should check with County Public Works for any street cut restrictions.
- **City Wastewater:** developer/property owner is responsible for constructing the sewer service lateral from the structure to either the service lateral at the property line or to the City main line. This may include installing a cleanout at the property line per City Engineering Standards.



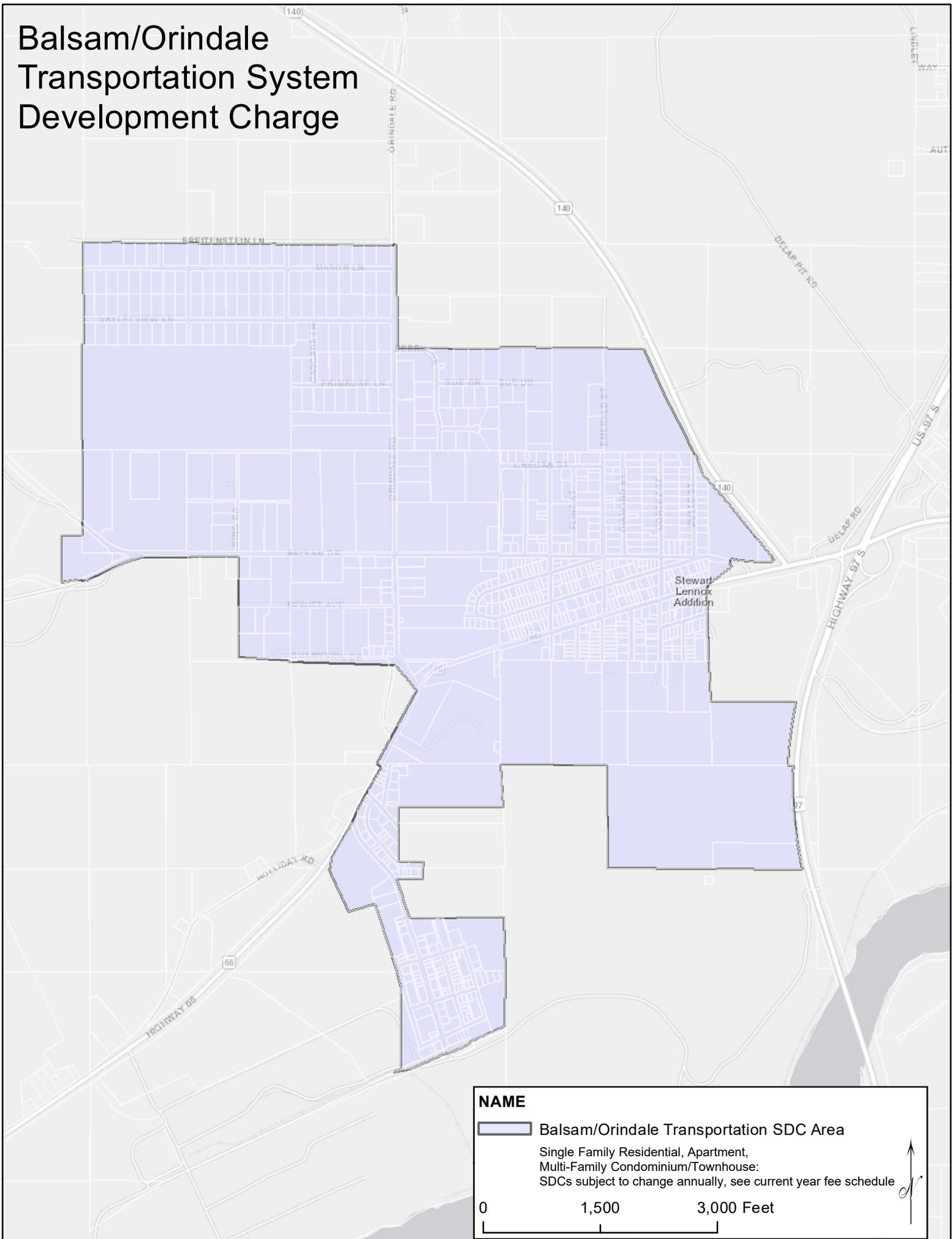
**Development Services/
Public Works**
226 South Fifth Street
Klamath Falls, OR 97601

**Transportation System Development Charges
Traffic Mitigation Fees**
For Residential Development
Fees valid January 1 - December 31, 2026

BALSAM / ORINDALE TRANSPORTATION SYSTEM DEVELOPMENT CHARGES	
Single Family Residential	\$ 4,003.00 per dwelling
Apartment	\$ 2,811.00 per dwelling unit
Multi-Family (Duplex, Tri-plex, etc.) & Condominium/Townhouse	\$ 2,451.00 per dwelling unit
<ul style="list-style-type: none"> ▪ Applies to all new residential development and redevelopment of properties located within the Balsam/Orindale Transportation SDC area. ▪ Fees are paid in conjunction with other applicable SDCs upon application for utility service. ▪ Fees will be used for street improvements to accommodate increased traffic due to new development in this area. ▪ City Review shall be in place prior to final verification of fees. ▪ Effective May 1, 2008 as per City Ordinance Resolution No. 08-10. ▪ See attached map for information on affected properties. ▪ These SDCs are subject to change annually. 	

TRAFFIC MITIGATION FEES SHASTA WAY/HOMEDALE ROAD TRAFFIC SIGNAL	
Skyridge Estates Subdivision Phase 2	\$ 1,579.36 per lot
Partridge Hill Subdivision Sherwood Forest Subdivision	\$ 1,401.18 per lot
<ul style="list-style-type: none"> ▪ Applies to all new residential development of properties located within the above-named subdivisions. ▪ Fees are paid in conjunction with other applicable SDCs upon application for utility service. ▪ Fees will be used for the installation of a traffic signal at Shasta Way and Homedale Road. ▪ See attached map for information on affected properties. ▪ City Review shall be in place prior to final verification of fees. 	

Balsam/Orindale Transportation System Development Charge



NAME

 Balsam/Orindale Transportation SDC Area

Single Family Residential, Apartment,
Multi-Family Condominium/Townhouse:
SDCs subject to change annually, see current year fee schedule

0 1,500 3,000 Feet



Traffic Mitigation Fees Shasta Way/Homedale Road Traffic Signal

