



CITY OF KLAMATH FALLS
PUBLIC WORKS ENGINEERING
 226 S. 5th St., Klamath Falls, OR 97601
 Phone (541) 883-5368 · Fax (541) 883-5287

APPLICATION FOR A SITE CONSTRUCTION PERMIT

For City Use Only:

APPLICATION NO.: A - _____ - _____ DATE: _____

- NON-LAND DEVELOPMENT (work in the public right-of-way with no attached development)
- TYPE I TYPE II TYPE III TYPE IV

Work Site Address or Location: _____

Project Title/Name: _____

Applicant (Please check one) Property Owner Developer Other: _____

Name & address:

Phone: _____

Cell: _____

Fax: _____

E-mail: _____

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

Name & address:

Phone: _____

Cell: _____

Fax: _____

OR CCB License No.: _____

E-mail: _____

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] _____

Consultant (name & address):

Phone: _____

Cell: _____

Fax: _____

Additional comments regarding this project: _____

Please check below all items that apply:

- Excavation (check those that pertain below):
Public Right-of-Way: Underground Utilities New Sidewalks Curbs Streets and Alleys
On Site: Foundation/Slab Excavation up to 50 cubic yards
- Curb Cut and Driveway
- 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 and Sediment Control (Refer to Section 3 of the Public Works Engineering Standards)
- Large Site Grading w/Erosion 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 Engineering office or on our website: ci.klamath-falls.or.us/departments/works/engineering

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

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

Attach a copy of your approval, along with any comments and conditions that were made a part of your Planning application approval.

Permit requirements: [All contractors and sub-contractors working on-site must maintain a valid City of Klamath Falls Business License.]

- Active Oregon CCB License [Applies to Contractor]
- Active City of Klamath Falls Business License [Applies to Contractor and Sub-Contractors]
- Public Liability Insurance - \$500,000 minimum [Applies to Contractor and Property Owner]

City of Klamath Falls, P.O. Box 237, Klamath Falls, Oregon 97601 shall be designated as **"Additional Insured"**. (Required for each project for work in the public right-of-way)
Insurance agent should fax Certificate of Liability directly to City at (541) 883-5287.

- Property Owner / Developer / Applicant:*

(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 under a Type IV or a Non-Land Development project.*

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.

Applicant's Signature: _____ **Date:** _____

Project Schedule:

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

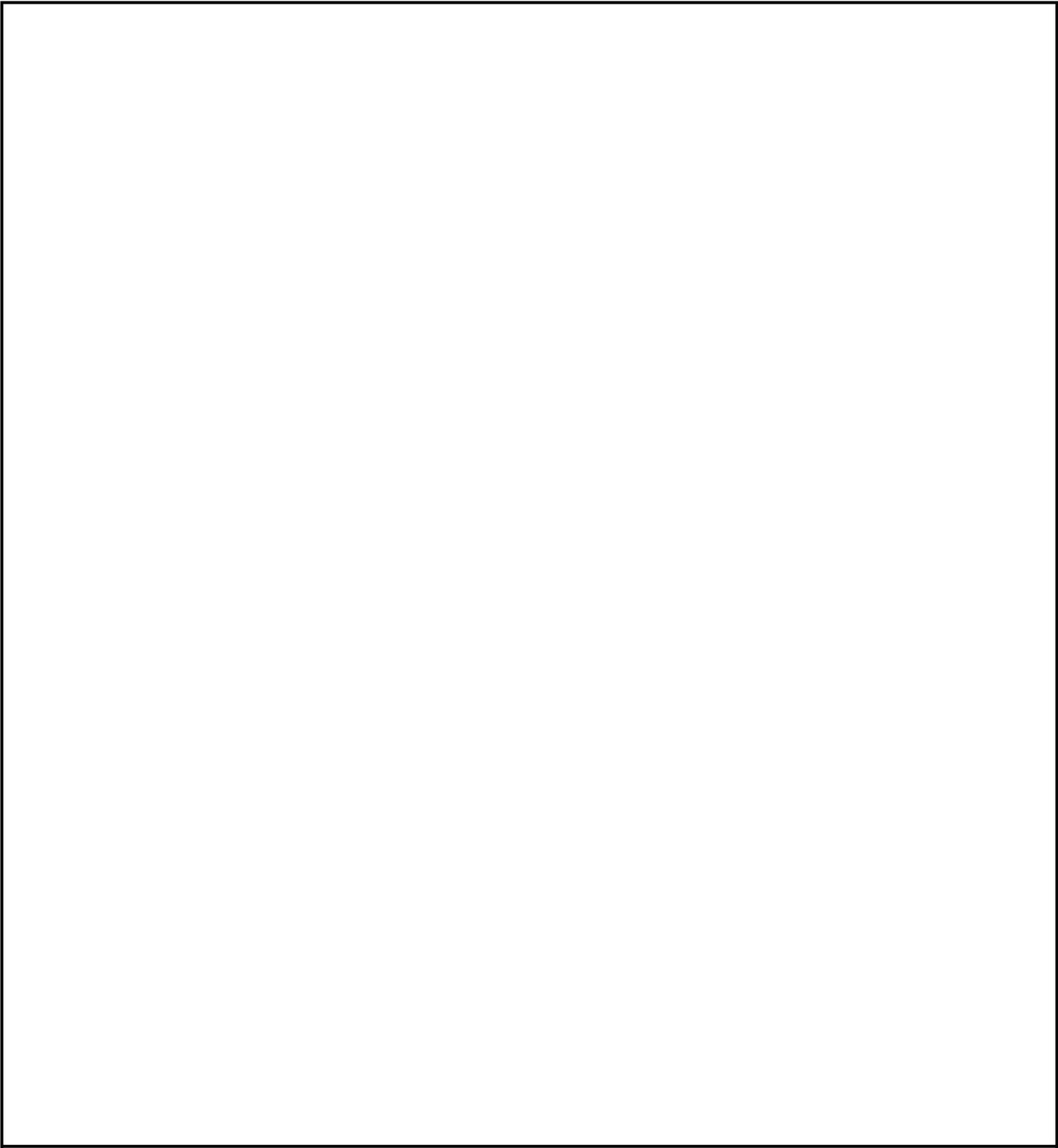
Tentative Project Completion Date: _____/_____/_____
 month day year

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

Applicant shall be aware of the following:

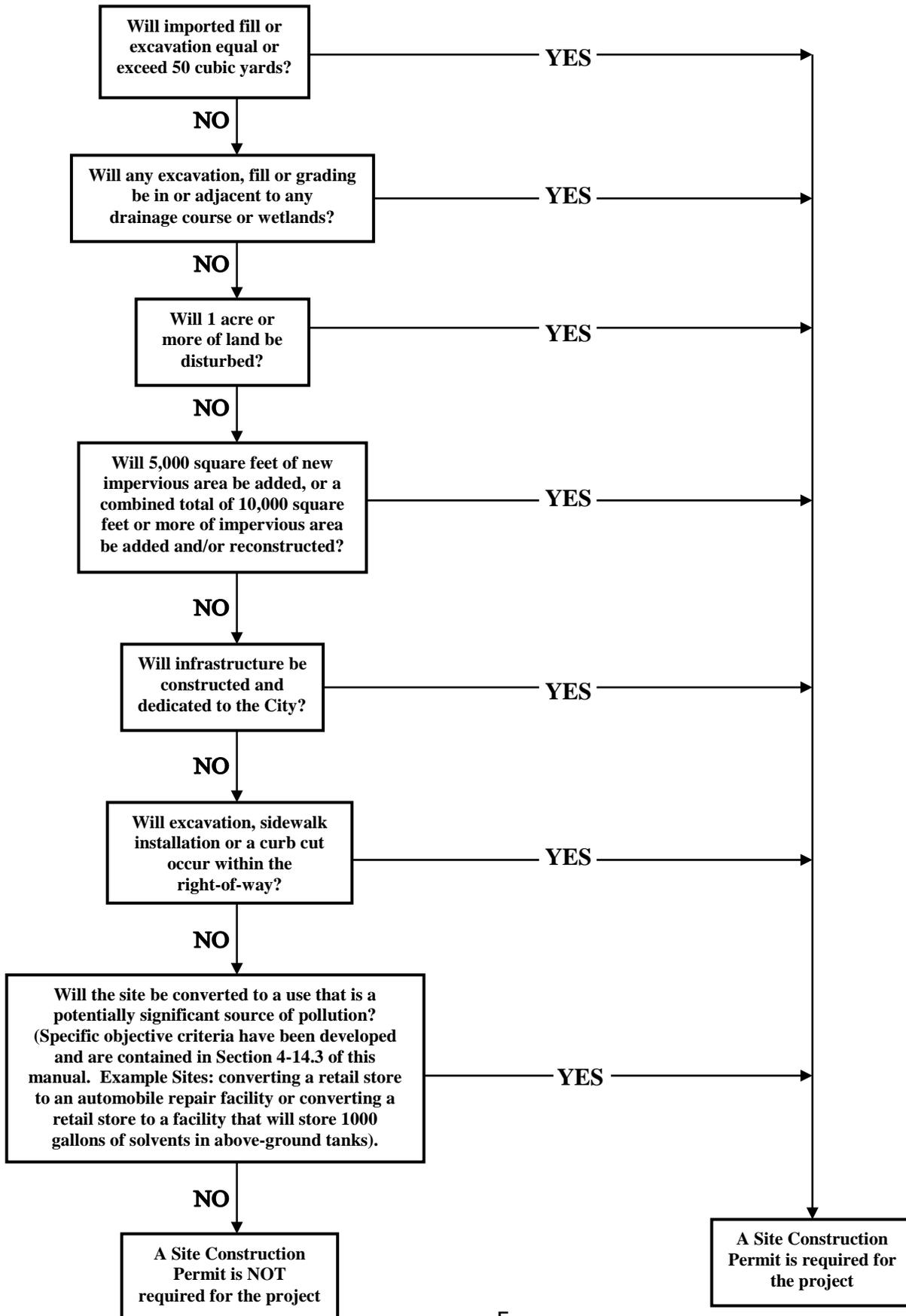
- A flow chart to determine if you need a Site Construction Permit is included in this application packet.
- Work shall not commence until a Site Construction Permit is issued and the developer or the developer's representative holds a pre-construction meeting with all parties involved (i.e., contractors, 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 application must accompany the Site Construction Permit at the designated work site.
- Applicant/permittee is 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 "Call for 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 will (at their own expense) require applicant to expose any completed construction for proper inspection and restore the same to design specifications.

Applicant's Signature: _____ **Date:** _____



<ol style="list-style-type: none">1. <u>List all Dimensions: Distance to Property lines, Curbs, Sidewalks.</u>2. <u>Dimension ALL WORK.</u>3. <u>List Nearest Manhole or Water Valve for Sewer and Water Connections.</u>4. <u>Make Legible.</u>5. <u>List Street Names.</u>6. <u>North Arrow.</u>	Drawn by:
	Date:
	Scale:

**FIGURE 2-1
IS A SITE CONSTRUCTION PERMIT REQUIRED?**



The following City Standard Drawings for grading and erosion control shall be made a part of this project and are a requirement of the issued Site Construction Permit.

- 3-100 Construction Entrance
- 3-105 Tire Wash
- 3-110 Sidewalk Sub-grade Barrier
- 3-115 Plastic Sheeting
- 3-120 Slope Roughening
- 3-125 Gradient Terracing
- 3-130 Matting-Slope Installation
- 3-135 Matting-Channel Installation
- 3-140 Matting Staple Table
- 3-145 Diversion Dike/Swale
- 3-150 Pipe Slope Drain
- 3-155 Silt Fence
- 3-160 Bio Filter Bags
- 3-165 Straw Bale-Sediment Barrier
- 3-170 Straw Bale-Sediment Barrier-Semi Pervious
- 3-175 Inlet Protection – Type 1
- 3-180 Inlet Protection – Type 2
- 3-185 Inlet Protection – Type 3
- 3-190 Inlet Protection – Type 4
- 3-195 Inlet Protection – Type 5
- 3-200 Inlet Protection – Type 6
- 3-205 Rock Check Dam
- 3-210 Straw Bale-Check Dam
- 3-215 Sediment Trap
- 3-220 Settling Basin
- 3-225 Grading & Erosion Control-Standard Notes

Comments

Permittee/Contractor is required to phone the City "Call for Inspection" line at 541-851-2432 for all inquiries and inspections.

Initial: _____

In Progress: _____

Final: _____

- Initial field review of the site has been made.
- Design/construction plans have been signed by City Engineering *or* sketch approved.
- Application has been completed.
- All required easements / permits / licenses have been signed and recorded. N/A
- All System Development Charges (SDCs) are in place. Prior to occupancy N/A
- All pre-financing agreements are in place. N/A

The Site Construction Permit will be void within _____ days or _____ year from date of issuance.

Application Approved By:_____ Date:_____