



## Private Utility Permit Submittal Checklist

### Required Information

- Completed Private Utility Permit Application with selections on the fee schedule and a clear description of work;
- Civil plans drawn to scale and a cover sheet with title block, vicinity map and plan index;
- Plans that indicate types, sizes and locations of any existing piping, septic tanks, wells, etc.;
- Water Quality Calculations;
- Responses to the Land Use Decision's conditions of approval;
- A scalable site plan with a scale bar on each sheet that includes the following:
  - ✓ Title Block (project name, name of design professional with contact information, stamp and owner)
  - ✓ Direction indicator
  - ✓ Easements (location, type and size)
  - ✓ Location of new construction, existing structures and all other impervious surfaces on the site
  - ✓ Distance from property lines (real and assumed)
  - ✓ Established street grades and proposed finished grades
  - ✓ Flood hazard areas, floodways and design flood elevations
  - ✓ Drawn in accordance with an accurate boundary line survey
  - ✓ Site plan may be waived or modified when the application for permit is for alteration or repair or when otherwise warranted
- Water Quality and mitigation landscape plan, if required by CWS Service Provider Letter;
- Utility Plan Showing:
  - ✓ Topography
  - ✓ Size, location and type of materials of public sanitary sewer, storm sewer and water lines that are being connected to
  - ✓ Size, length and type of materials for private sanitary sewer, rain drains, storm sewer and water service lines
  - ✓ Slope of sanitary sewer, rain drains, storm sewer line
  - ✓ Size, location and type of each catch basin; Show details of manholes, catch basins, area drains, and backflow devices
  - ✓ Water meter—location, size and type of backflow protection existing or proposed
  - ✓ Service vaults showing location and details, e.g., valves, backflow device(s), etc.
  - ✓ Irrigation plan showing all sprinkler heads and location of backflow devices
  - ✓ Fire Department Connection (FDC) and Post Indicator Valve (PIV)
  - ✓ Restraint details for fire service lines
  - ✓ Private fire hydrants
  - ✓ Location of nearest public and private fire hydrant to proposed building/structure

***\*Plans should be stamped by an Architect or Engineer registered and licensed to practice in the State of Oregon if the building is over 4000 square feet in ground area or more than 20 feet in height; measured from the lowest finished floor to the highest overhead ceiling or work that is determined to be of a highly technical nature.***