

**CITY OF MOSIER
SITE DEVELOPMENT PERMIT SUBMITTAL REQUIREMENTS**

Submittals included with a Site Development Permit (SDP) depend on the nature of the proposed work plan. Generally a SDP is required for new construction on private property within the City limits which involves:

- ❖ Construction of a building.
- ❖ Construction of a driveway connecting to a public street within the City limits.
- ❖ Cut and/or fill excavation exceeding 50 cubic yards.
- ❖ Substantial clearing.
- ❖ Construction of significant impervious surface such as new homes, driveways, etc.
- ❖ Any work near an existing natural watercourse.
- ❖ Any work which may result in structural improvements protruding into setbacks or public utility easements.
- ❖ Any work on City utilities and/or in close proximity to City utilities.

The following table lists the submittal requirements. In addition to the submittal requirements shown in the table, the City may require engineered plans for any grading work that may create a danger to private or public property or grading which will be done in an existing drainage course.

Submittal Requirements	Proposed Work Plan						
	Construction of any structure that requires a building permit	Excavation or Clearing within 100' of a watercourse	Driveway Construction	Utility work or work in close proximity to City utilities	Over 5,000 sf of Clearing	Over 500 sf of new Impervious Surface	Cut & Fill Greater than 100 yds and/or grading slope > 1:1
Site Plan Signed/Dated	X	X	X	X	X	X	X
Erosion Control Plan		X			X		X
Grading Plan							X
Area & Runoff Calculations						X	
Drainage Plan						X	
Geotechnical Report							X ¹
Engineered Plans							X ²
Topo Survey				X			X
Building Elevations & Height Calculation	X						

Four signed and dated hard copies, 11 X 17 size, and electronic documents in pdf format must be submitted to City Hall. The above table provides typical submittal requirements. The City shall specify what submittal and application materials are required for a complete SDP application, including the type of submittals, the required level of detail and the minimum qualifications of preparers of technical documents. Submittal review, generally, will take 2 to 4 weeks from the time of application and payment of permit fees. A sample of a Site Plan and Standard Details for typical home construction is attached. Work within the public right of way may also require a right of way permit.

¹ A geotechnical report may be required by the City Engineer.

² Engineered plans may be required by the City Engineer.

SITE DEVELOPMENT PERMIT APPLICATION

Owner Information:	
Name:	
Phone Number:	
Mailing Address:	
Address of Construction Site:	
Email Address:	

Contractor Information:	
Name:	
Phone Number:	
Email Address:	
License Number:	
<i>Contractor must be bonded & insured.</i>	

Purpose of Work (check all that apply)			
Underground Utility Work ³	<input type="checkbox"/>	Grading/Excavation > 200 cy	<input type="checkbox"/>
New Driveway Construction	<input type="checkbox"/>	New Home Construction	<input type="checkbox"/>
Grading/Excavation > 100 cy ⁴	<input type="checkbox"/>	Clearing > 5,000 sf	<input type="checkbox"/>
Work Within 100' of a watercourse	<input type="checkbox"/>	Impervious Surface > 500 sf	<input type="checkbox"/>
Other (describe):			
Start Date: ⁵		Completion Date:	

	Signature	Date
Owner/Applicant:		
Approved by City:		
Permit Expiration Date: ⁶		

By signing the construction permit form, the applicant is authorizing the City to enter the subject property in order to evaluate the proposed work. The applicant is also agreeing to reimburse the City for its cost of review and inspection. Applications requiring extra work to process will be charged per the Cost Recovery Agreement.

³ Note, new water and/or sewer connections to City facilities require a service connection permit from the City.

⁴ The grading/excavation quantity is calculated by adding the quantity of cut and fill together.

⁵ The applicant must provide the City with 5 working days' notice for inspections.

⁶ The permit is valid for 1 year from the date of issuance.