



### City of Mosier Site Development Permit Information

Site Development Permit Application fee: \$565.00

Our City Planner works on a cost recovery basis, which means that IF your permit application is complicated or incomplete and requires more review than the base permit fee allows, the City will charge you on a per hour basis for his services at the rate of \$75.00 an hour. The City Engineer may also be consulted if there is something that he needs to review and his rates are \$115.00 an hour. If you have a contractor, this application should be easy for them to complete. If you have general questions, please ask the office staff and they will be happy to help!

System Development Charges:

System and Development Charges (SDCs) are fees that are collected when new development occurs in the city and are used to fund a portion of new streets, sanitary sewers, parks and water. These fees are necessary to provide adequate funding for growth-related capital improvements vital to maintaining the city's level of service in transportation, water and sewer and the City of Mosier service in the city parks. The City, through its citizens and tax payers, has developed infrastructure {such as sewer, water, streets, and parks} that allows you as the new property owner to build your new home and hook up to and enjoy these services. SDCs are necessary to provide adequate funding for growth-related capital improvements vital to maintaining the level of city services that new residents like you expect and use.

You will apply for a Water/Sewer connection and pay the SDC fees before you receive approval for your Site Development Permit.

- Water SDC= \$4499.00
- Sewer SDC= \$5718.00
- Storm water= \$931.00
- Parks= \$1495.00

**Total= \$12,643.00**

Mosier Bluffs Development Water SDC: \$4,032.00 (additional to the normal Water SDC)

Wasco County Building Codes in The Dalles will be permitting your actual structure: electrical, plumbing, structural. They have their own fees and permits and these are listed on their website:

[https://www.co.wasco.or.us/departments/building\\_codes/index.php](https://www.co.wasco.or.us/departments/building_codes/index.php)  
Their phone number is: (541) 506-2650

Please call the City office if you have any questions or just need to go over the process.

City of Mosier - 541-478-3505



**AGREEMENT TO PAY COSTS / REIMBURSEMENT FOR ADMINISTRATIVE FEES**

This Agreement is entered into by and between the applicant(s) (the “Applicant”) and the City of Mosier (the “City”) as the mechanism for paying for the City’s costs to review and/or process the Applicant’s land use or permit application.

The Applicant has submitted a land use or permit application to the City for the following project:

Applicant	
Name:	
Phone Number:	
Mailing Address:	
Email Address:	
Site Address and Tax Lot #:	
Zoning Classification of Site	
Development Description	
Permits Applied for (if applicable)	

The Applicant hereby agrees to pay the actual administrative, professional, personnel and material costs for the City staff and contract consultants to review and/or process the Applicant’s application, including the cost of public notices and the actual professional service costs of the City’s contract consultants, including the City Planner, City Engineer and City Attorney as may be necessary to review the Applicant’s application.

**Payment is due and applicants must be current on all outstanding expenses prior to hearing and again prior to further action finalizing or supporting a land use decision.** The Applicant further understands and acknowledges that full payment of the amounts due the City pursuant to this Agreement is a prerequisite to the City’s actual issuance or approval of any permits. The City shall not be under any obligation to take final action on the Applicant’s application until all amounts that have been billed to the Applicant are paid in full.

The Applicant, by signing this Agreement, specifically waives the 120-day deadline for the City's final action on the land use application, as provided by ORS 227.178, for any delay caused by the Applicant's failure to pay any bills presented to the Applicant under this Agreement.

Applicant hereby agrees to pay the bills presented by the City for the City's actual costs incurred to review and/or process the Applicant's application. The Applicant shall pay these bills within 30 days of presentment, and any amounts not so paid within 30 days shall accrue interest at the rate of 9% per annum from the date of presentment until paid. In any action the City may bring to collect fees due under this Agreement, including litigation and any resulting appeal, the prevailing party shall be entitled to reimbursement by the losing party for all costs reasonably incurred as part of any such collection action, including attorney fees, service costs, and fees and costs on appeal.

**IT IS SO AGREED: By signing this permit I am stating that I have read it in its entirety and agree to comply with all applicable ordinances, resolutions, and policies of the City of Mosier.**

THE APPLICANT:

THE CITY OF MOSIER:

By:

By:

Title:

Title:

Date:

Date:

## Site Development Permit Checklist

Project Stage	City Requirements	Completed	By
<b>SDP Preparation &amp; Approval</b>	Applicant downloads SDP packet from City website: <a href="http://cityofmosier.com/permits">cityofmosier.com/permits</a> and reviews all requirements.		
	Applicant fills out all forms including Cost Recovery, Utility Hookup, SDC payment agreements and Wasco County permit app and submits complete application & supporting docs with application fee to City - <a href="mailto:colleen.coleman@cityofmosier.com">colleen.coleman@cityofmosier.com</a> ; including:		
	<a href="#">Site Plan &amp; Standard Details drawings</a> . See SDP packet for required contents.		
	<a href="#">Building elevation and floor plan drawings</a> .		
	<a href="#">Building height calculation worksheet</a> .		
	City Manager sends complete packet with all drawings to City Engineer and City Planner to review.		
	<a href="#">City Engineer and City Planner review packet and contacts Applicant with required revisions</a> .		
	Applicant revises and resubmits requested changes with Wasco County bldg permit application filled out to City engineer/planner.		
	City Engineer and City Planner submit approval letter and final drawings with applicant's Wasco County bldg permit to City Manager		
	<a href="#">Applicant pays SDC fees to City</a> .		
	<a href="#">City Manager stamps drawings and signs Wasco County Bldg Permit Application and resubmits to Applicant</a>		
	Applicant applies for building permit at Wasco County Building Codes.		
<b>Construction</b>	Applicant requests water/sewer service inspection after work is done but before backfilling.		
	City engineer performs inspection and approves work.		
	Applicant requests stormwater inspection after work is done but before backfilling.		
	City engineer performs inspection and approves work.		
	<a href="#">Applicant requests final inspection when project is complete</a> .		
	Check that water/sewer service are complete.		
	Confirm driveway has been constructed.		
	Confirm stormwater control is complete.		
	Confirm slopes/soils are stabilized.		
	Confirm outdoor lighting meets City Code.		
	Confirm roadway is restored/clean.		
	City issues Certificate of Compliance letter & notifies County.		
	<a href="#">Applicant requests final inspection from County for Certificate of Occupancy</a> .		

**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 <sup>1</sup>
Engineered Plans							X <sup>2</sup>
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 Public Works Permit.

<sup>1</sup> A geotechnical report may be required by the City Engineer.

<sup>2</sup> Engineered plans may be required by the City Engineer.

## SITE DEVELOPMENT PERMIT APPLICATION

<b>Owner Information:</b>	
Name:	
Phone Number:	
Mailing Address:	
Address of Construction Site:	
Email Address:	

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

<b>Purpose of Work (check all that apply)</b>			
Underground Utility Work <sup>3</sup>	<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 <sup>4</sup>	<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: <sup>5</sup>		Completion Date:	

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

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.

<sup>3</sup> Note, new water and/or sewer connections to City facilities require a Public Works Permit from the City.

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

<sup>5</sup> The applicant must provide the City with 5 working days' notice for inspections.

<sup>6</sup> The permit is valid for 1 year from the date of issuance.

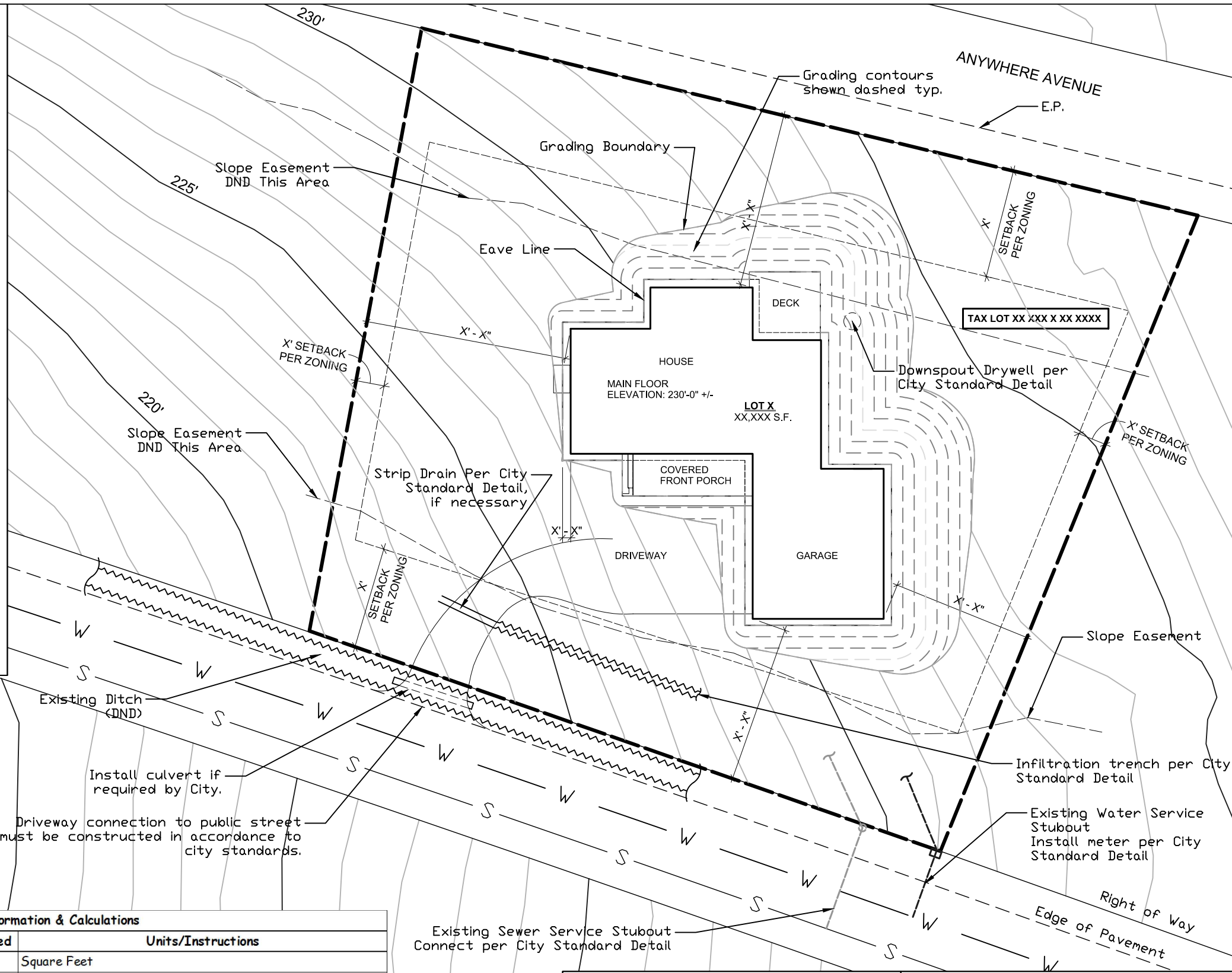
**SITE PLAN NOTES:**

- CUT AND FILL SLOPES NOT TO EXCEED 1H:1V UNLESS ENGINEERED.
- DRIVEWAY CONNECTION TO THE PUBLIC STREET TO BE CONSTRUCTED IN ACCORDANCE WITH CITY STANDARDS.
- CONTRACTOR TO PROVIDE THE CITY WITH FIVE DAYS' NOTICE, MINIMUM, FOR INSPECTION OF FOUNDATION CORNER AND PROPERTY CORNER FLAGGING TO CONFIRM SETBACKS ARE ADEQUATE PRIOR TO PLACING CONCRETE.
- DUST CONTROL MUST BE IN PLACE AFTER ROUGH GRADING IS COMPLETE IN THE FORM OF TEMPORARY SPRINKLERS. CONTRACTOR TO CONTACT CITY TO OBTAIN TEMPORARY WATER SERVICE AS NEEDED FOR DUST CONTROL SPRINKLERS.
- ROCK CONSTRUCTION ENTRANCE TO BE PROVIDED.
- TEMPORARY SEDIMENT CONTROL (SILT) FENCES OR STRAW BALES TO BE PROVIDED. AT AREAS WHERE RUN-OFF FROM SITE MAY OCCUR.
- NO SEDIMENT LADEN WATER SHALL LEAVE THE SITE DURING CONSTRUCTION AND ALL DISTURBED SOILS SHALL BE STABILIZED PRIOR TO OCTOBER 15.
- CONTRACTOR TO PROVIDE CITY WITH 5 WORKING DAYS NOTICE FOR INSPECTION OF WATER/SWER SERVICES PRIOR TO BACKFILL.

I (CONTRACTOR) AGREE TO CONSTRUCT THE PROPOSED IMPROVEMENTS, INCLUDING EROSION AND DUST CONTROL MEASURES, AS SHOWN ON THIS SITE PLAN.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Existing Ditch (DND)

Install culvert if required by City.

Driveway connection to public street must be constructed in accordance to city standards.

Existing Sewer Service Stubout Connect per City Standard Detail

**NOTE:**  
See SDP application form for list of elements required on Site Plan.

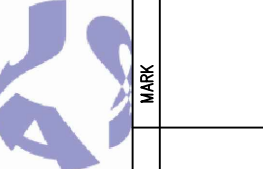
**NOTE:**  
If water/sewer stubouts do not exist, the applicant must obtain a right of way permit from the City as necessary to install new services in the roadway.

Site Plan Information & Calculations			
Item	Existing	Proposed	Units/Instructions
Property Size		NA	Square Feet
Roof Area			Square Feet
Cleared Area			Square Feet
Impervious Surface			Square Feet. Includes driveways, sidewalks, all roofs, etc.
Excavation (Cut & Fill)	NA		Cubic Yards. Add cut and fill volumes together for total.
Runoff Volume Estimate	NA		Cubic Feet. Impervious Surface (sf) X 0.1 ft = Volume (cf)
Volume of Infiltration Drywells	NA		Cubic Feet. Must be greater than Runoff Volume.

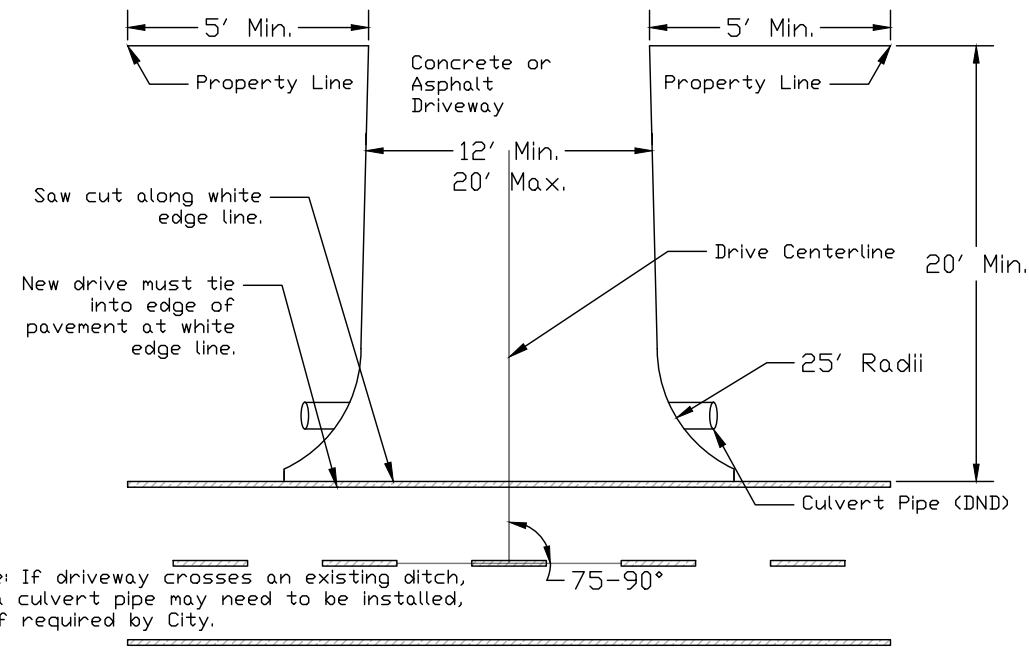
**JOHN GRIM & ASSOCIATES**  
Civil Engineering Consultants  
PO Box 955  
107 State St.  
E-mail: jgrim@johngrimassociates.com  
Phone: (509) 365-5421  
LYE, Washington 98635

DRAWN PAL DESIGN JG  
FILE NAME Sample Site Plan  
Project Sample Site Plan Sheet 1 of 3  
Last Revised 4/23/2018  
Scale Two in. on ANSI D.

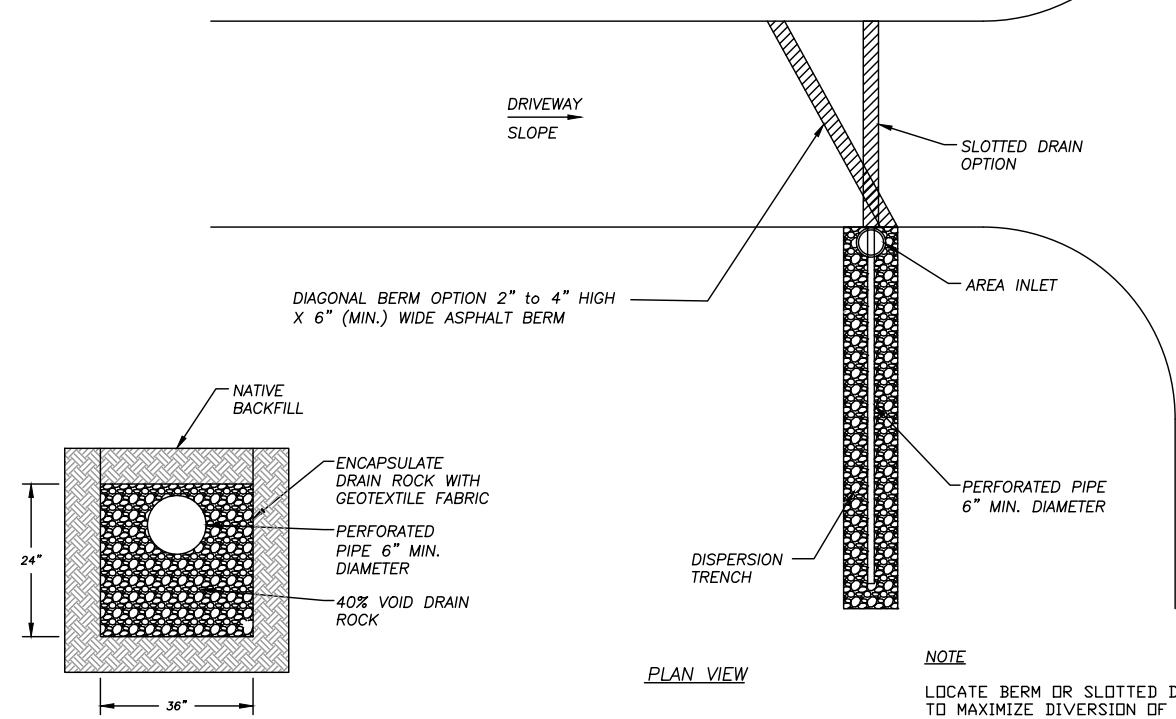
City of Mosier  
SDP - Sample Site Plan  
Smith Residence  
123 Generic Street  
Mosier, Oregon



REVISION DESCRIPTIONS BY DATE MARK



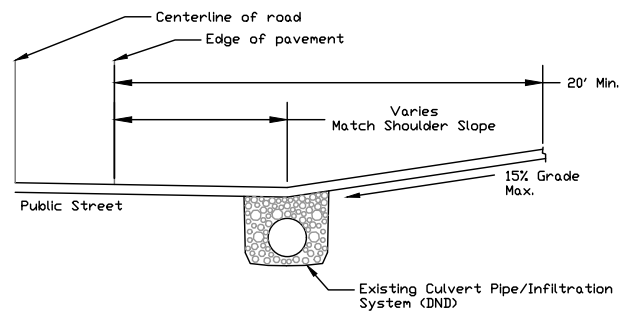
Note: If driveway crosses an existing ditch, a culvert pipe may need to be installed, if required by City.



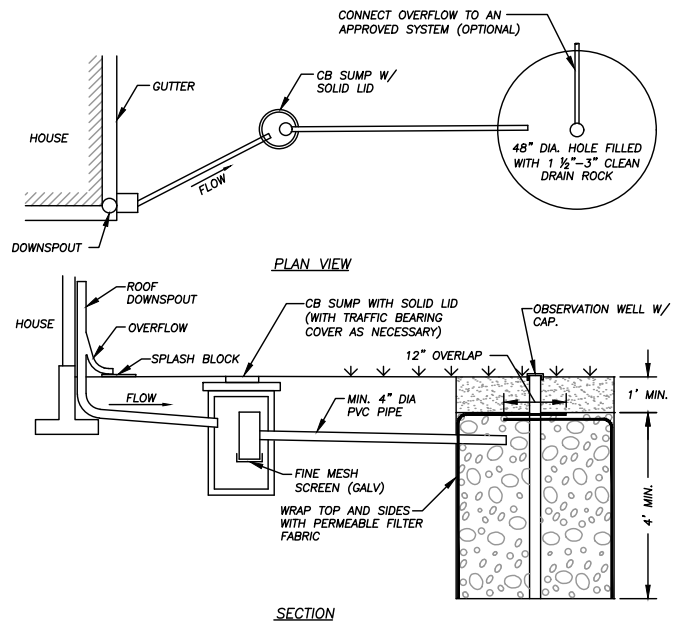
Flow Diversion for Driveways  
NTS

NOTE:  
LOCATE BERM OR SLOTTED DRAIN TO MAXIMIZE DIVERSION OF DRIVEWAY RUNOFF. DO NOT INSTALL INFILTRATION TRENCH ADJACENT TO RETAINING WALLS.

- Notes:
- \* If roadway is higher than the property, the entire driveway apron will slope down and away from roadway.
  - \* If roadway is lower than the property, driveway runoff must be retained on site. See "Flow Diversion For Driveways" standard detail.
  - \* Do not disturb existing infiltration pipe/trench. No excavation over infiltration trench is allowed.

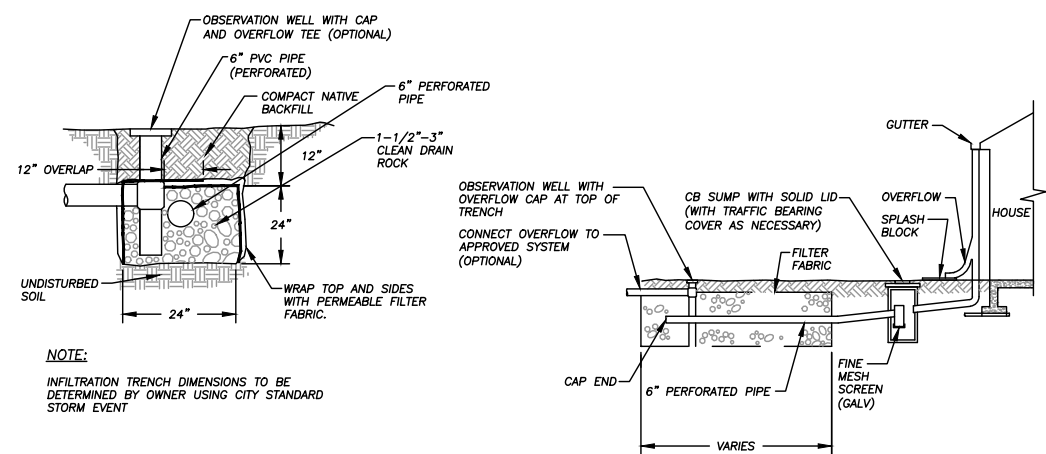


Residential Driveway Detail  
NTS



Roof Drywell Detail  
NTS

NOTE:  
DRYWELL DIMENSIONS TO BE DETERMINED BY OWNER USING CITY STANDARD STORM EVENT.



Roof Infiltration Trench Detail  
NTS

NOTE:  
INFILTRATION TRENCH DIMENSIONS TO BE DETERMINED BY OWNER USING CITY STANDARD STORM EVENT

NOTE:  
ANY USE OF THESE STANDARD PLANS SHOULD BE DONE UNDER THE SUPERVISION OF A PROFESSIONAL ENGINEER ACCEPTING THE RESPONSIBILITY AND LIABILITY FOR THEIR USE. THEY ARE INTENDED TO ASSIST, BUT NOT SUBSTITUTE FOR, COMPETENT WORK BY DESIGN PROFESSIONALS.

SDP - Sample Site Plan Standard Details Sheet 1		Smith Residence 123 Generic Street Mosier, Oregon	
	MARK	DATE	BY
	JOHN GRIM & ASSOCIATES Civil Engineering Consultants PO Box 955 107 State St. Lytle, Washington 98635 Phone: (509) 365-5421 E-mail: jgrim@johngrimassociates.com		
DRAWN	PAL	DESIGN	JG
FILE NAME: Sample Site Plan			
Project		Sheet	
Sample Site Plan		2 of 3	
Last Revised		4/23/2018	
 Scale: Two in. on ANSI D.			

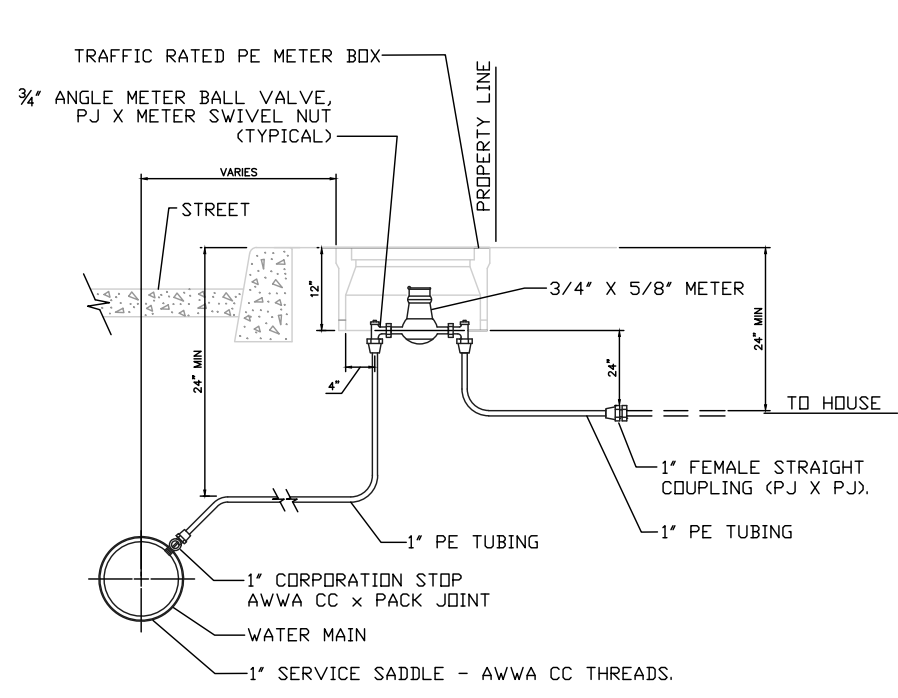


**1" AND LARGER METER EQUIPMENT NOTES:**

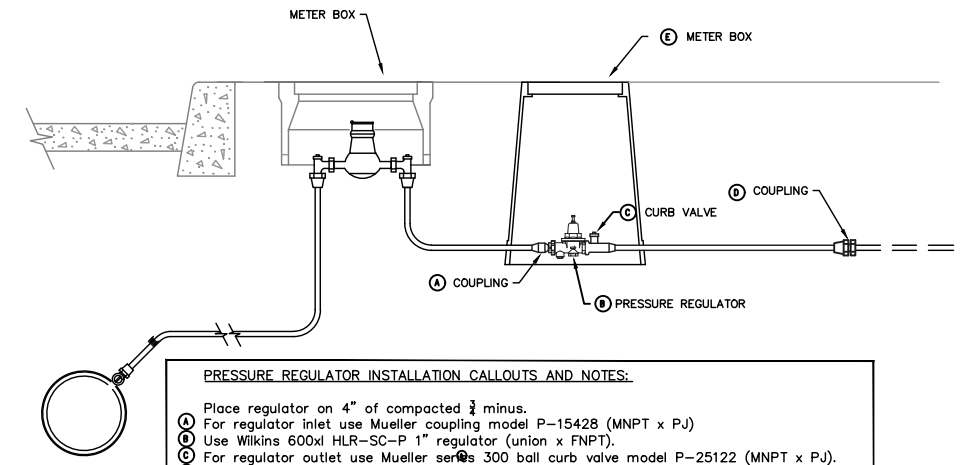
1. Service saddle shall be sized to match corp stop. Use Romac 101S with AWWA CC threads and painted iron outlet.
2. 1" Meters use 1" Mueller B-25008 Corp Stop.
3. 1-1/2" and 2" Meters use 2" Mueller B-25008 Corp Stop.
4. 1" Meters use Mueller B-24258 Angle Meter Ball Valves.
5. 1-1/2" and 2" Meters use Mueller B-24276 Angle Meter Ball Valves.
6. 1" Meters use Carson BCF1324-12 meter box w/solid DI lid.
7. 1-1/2" and 2" Meters use Carson BCF1730-12 meter box w/solid DI lid.
8. Service piping shall be PE tubing, Class 200 (SDR-9). For 1" meter use 1" PET. For 1-1/2" and 2" meters use 2" PET.

**3/4" METER EQUIPMENT & INSTALLATION NOTES:**

1. Place 4" 3/4 minus gravel below meter. Service piping shall be backfilled with 3/4" minus crushed rock compacted to 95% MDD.
2. Service saddle shall be 1-inch single strap stainless steel; Romac 101S with AWWA CC threads and painted iron outlet.
3. 1-inch Corp Stop shall be Mueller B-25008.
4. 3/4-inch Angle Meter Ball Valves shall be Mueller B-24258.
5. A dielectric coupling shall be installed between all brass to galvanized iron joints.
6. All joints shall be compression joints, such as pack joint, unless otherwise specified. Couplings to house plumbing shall be equal to Mueller Pack Joint couplings with outlet to match existing pipe material.
7. All meters shall be Master Meter multi-jet with AMR Dialog 3GDS wireless RF; gallon registration, UC #39, no lead, and frost proof.
8. Meter box shall be polyethylene, traffic rated, solid ductile iron lid; Carson BCF1118-12.
9. Meter, service line, and meter box shall be bedded with 3/4" minus crushed rock, min. depth 6-inches.
10. Service piping shall be 1-inch PE tubing, Class 200 (SDR-9).



Water Service Detail  
NTS

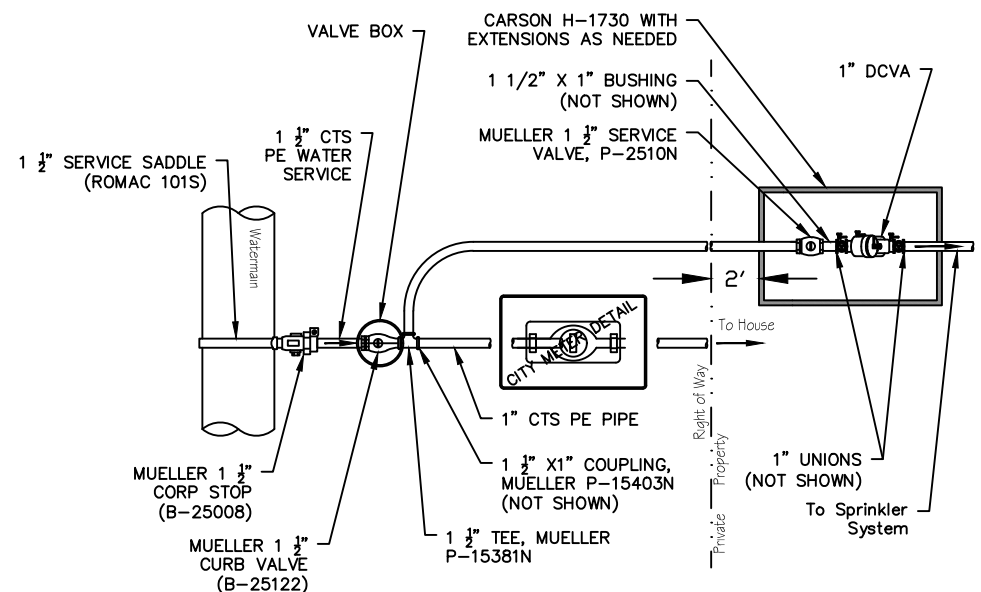


**PRESSURE REGULATOR INSTALLATION CALLOUTS AND NOTES:**

1. Place regulator on 4" of compacted 3/4 minus.
2. For regulator inlet use Mueller coupling model P-15428 (MNPT x PJ).
3. Use Wilkins 600xl HLR-SC-P 1" regulator (union x FNPT).
4. For regulator outlet use Mueller series 300 ball curb valve model P-25122 (MNPT x PJ).
5. Use Mueller coupling as needed to match existing service (PJ x ?).
6. Use Carson BCF series meter box model BCF 1015-24 or equal with extensions as needed. Appropriate testing and disinfection measures must be completed and documented.

**NOTE:**  
FOR SERVICES LARGER THAN 1", CONTRACTOR TO SELECT AND SIZE MATERIALS GENERALLY MEETING THE EQUIVALENT SPECIFICATIONS. PRESSURE REGULATORS MAY BE INSTALLED IN ACCORDANCE WITH PLUMBING CODES. THIS IS A SUGGESTED ASSEMBLY ONLY. REGULATORS ARE TO BE OWNED AND MAINTAINED BY THE PROPERTY OWNER.

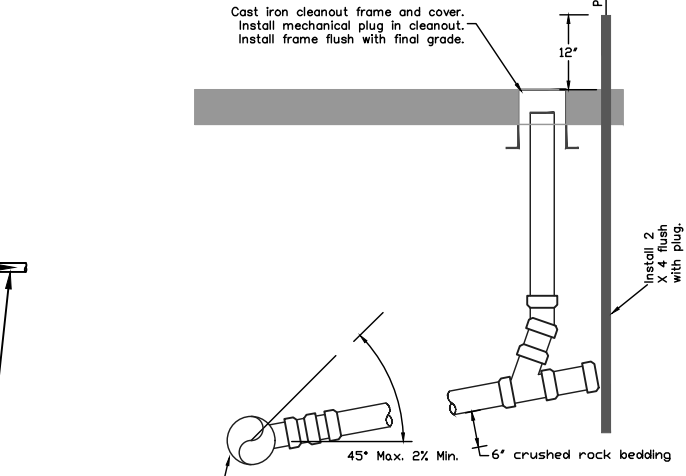
Pressure Regulator Detail  
NTS



**Notes:**

1. Backflow prevention assembly is to be owned and maintained by the property owner and must conform to plumbing codes. Do not locate in City Right of Way.
2. Refer to the City's standard water service detail.
3. The owner is responsible for sizing the water service based on plumbing codes, available pressure, service line length, etc.
4. For existing water service stubouts, the property owner must confirm the size of the water service (typically 1") and design the sprinkler system accordingly.
5. Consult with building code officials regarding sprinkler system service design.
6. The owner is responsible for testing and certifying the DCVA and for annual maintenance, testing, and repair.

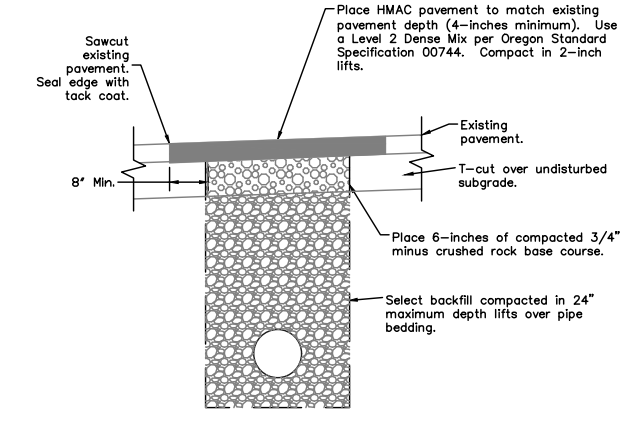
Water Service Sprinkler Detail  
NTS



**SANITARY SIDE SEWER SERVICE NOTES:**

1. Service piping shall be 4-inch PVC Pipe, SDR 35 (ASTM D3034).
2. Cleanout frame and cover to be equal to Olympic Foundry, Inc. M1007.
3. All sewer service piping to be gasketed joint.
4. Install a pressure treated 2 x 4 marker post flush with the clean-out plug.
5. Install magnetic marker tape and tracer wire along service piping. Terminate tracer wire at clean out frame.
6. Service piping shall be bedded and backfilled with 3/4" minus crushed rock compacted to 95% MDD. Bedding shall be 6" depth.
7. No connections to side sewer stubouts shall be made by the property owner until the private sewer system has been cleaned, tested and approved.

Sewer Service Detail  
NTS



**CONSTRUCTION NOTES:**

1. Contact City of Mosier for backfilling inspection and paving inspection.
2. A density test may be required by the City.
3. Compact backfill and base course to 95% of the maximum dry density per AASHTO T-99 test method.
4. Backfill and base course materials to comply with the requirements of Oregon Standard Specifications.
5. Provide a smooth and level patch with no significant deviation from the existing pavement per tolerance allowances in the Oregon Standard Specifications.
6. Unattended open trenches are not allowed at any times. Prior to backfilling and paving operations a steel sheet and/or temporary patch will be required within the right of way.
7. Construction to be in accordance with the right of way permit issued for the work. Additional requirements may be specified by the City Engineer in some areas.

Trench Restoration Detail  
NTS

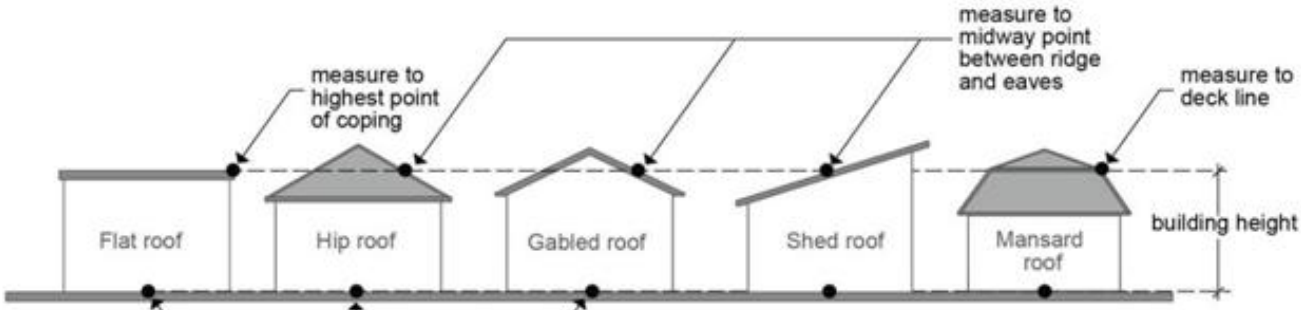
**NOTE:**  
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City of Mosier Standard Details Sheet 2		Smith Residence 123 Generic Street Mosier, Oregon	
	MARK	DATE	BY
	REVISIONS	DESCRIPTIONS	DATE
	<p><b>JOHN GRIM &amp; ASSOCIATES</b> Civil Engineering Consultants PO Box 955 107 State St. LYe, Washington 98635 Phone: (509) 365-5421 E-mail: jgrim@johngrimassociates.com</p>		
	DRAWN	DESIGN	
PAL	JG		
FILE NAME: Sample Site Plan			
Project: Sample Site Plan		Sheet: 3 of 3	
Last Revised: 4/23/2018			
Scale: Two in. on ANSI D.			

## Building Height Calculations – Information Sheet

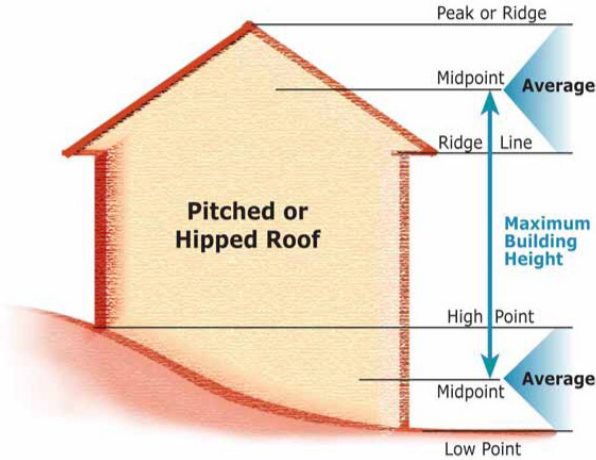
**The "highest point" for different types of roofs.**

The vertical distance above the base point measured to the highest point of the coping of a flat roof, to the deck line of a mansard roof or to the mid-point (half way between the eave and the peak) of a pitched or hipped roof. *Note: shed and single slope roofs are measured to the mid-point.*



**The "base point" for sloping lots.**

The base point shall be the height of the original (pre-development) grade of the property measured 5 feet out from the midpoint along the foundation wall. When measuring building height on a sloping lot, the base point shall be the average grade measured 5 feet out from the midpoint of all four walls.



**Average Grade Calculation:** measure elevation from 5' out on midpoint of each wall

- North wall elevation: \_\_\_\_\_
- South wall elevation: \_\_\_\_\_
- East wall elevation: \_\_\_\_\_
- West wall elevation: \_\_\_\_\_

Sum all and divide by 4 to get

**Base Point Average=** \_\_\_\_\_

Now apply the base point elevation to the elevation drawing of your building to calculate building height.

# Public Works Permit Application

[Version August-2017]

City of Mosier  
208 Washington Street, PO Box 456  
Mosier Oregon 97040  
(541) 478-3505

Date Received	Date Issued
Received By	Issued By
Bond Required? <input type="checkbox"/> No <input type="checkbox"/> Yes (attach)	Fee Due \$

**Inspection requests: Phone: (541) 478-3505**

Job address/location:	Subdivision:	Lot no.:
Describe Work (attach sketch/plans):		
<b>Owner Name:</b>		
Address:	City:	State:
Phone no.:	e-mail:	
<b>Contractor name:</b>		
Address:	City:	State:
Phone no.:	e-mail:	
CCB license no.:		

Street \$		Water \$ (including a 3/4" meter)		
Boring <input type="checkbox"/>	Driveway Approach <input type="checkbox"/>	Connection / Lateral <input type="checkbox"/>	Pipe Type	Size
Curb/Gutter <input type="checkbox"/>	ADA Ramp <input type="checkbox"/>	Main Line <input type="checkbox"/>	Pipe Type	Size
Street Cut* <input type="checkbox"/>	Traffic Control <input type="checkbox"/>	Fire Hydrant <input type="checkbox"/>	Type	Size
Sidewalk <input type="checkbox"/>	Other Right-of-Way <input type="checkbox"/>	Meter <input type="checkbox"/>	Type	Size

<p><i>Notes on Fees: The fees shown are for inspection by City staff and review of plans/sketches etc. Actual fees may be higher for complex or large projects. In this event the applicant must enter into a cost recovery agreement with the City. Applicant is responsible for all construction costs.</i></p>	<b>Storm Sewer \$</b>		
	Connection / Lateral <input type="checkbox"/>	Pipe Type:	Size
	Main Line <input type="checkbox"/>	Pipe Type:	Size
	<b>Sanitary Sewer \$</b>		
	Connection / Lateral <input type="checkbox"/>	Pipe Type:	Size
	Main Line <input type="checkbox"/>	Pipe Type:	Size

**PLANS/SKETCH REQUIRED -THE APPLICANT SHALL SUBMIT PLANS/SKETCHES WITH ENOUGH INFORMATION TO DETERMINE THE SCOPE OF WORK. APPLICATIONS THAT DO NOT INCLUDE PLANS OR SKETCHES WILL BE DEEMED INCOMPLETE.**

A performance bond covering all costs of the construction may be required, as determined by the City Engineer. All changes to the approved plans shall be submitted to the City for review and approval. A copy of the approved permit and plans must be on the job site and available upon request by any City representative.

**APPLICANT'S DECLARATIONS:** I have examined this application and certify that all information herein is true and correct. I further certify that all work I perform will be in accordance with City of Mosier Ordinances, Public Works Standards and the laws of the State of Oregon. I shall hold the safety of the public and workers paramount at all times and shall observe all applicable OSHA rules. I commit to

perform responsibly, to protect public and private property throughout, and to protect storm drainage systems and natural water bodies from intrusion of sediments and other deleterious materials or discharges from the worksite. I agree to indemnify and hold harmless the City of Mosier, its officers, agents and employees for any and all loss, damage, cost and expense, including expenses of litigation and attorney fees, resulting in whole or in part from my actions or negligence in the performance of activities related to this permit. I understand that System Development Charges (SDC's) may be applicable and must be paid prior to the issuance of a permit and that SDC's are in addition to any other required fees.

Applicant Signature:

Print name:

Public Works Approval By:

Date:

Permit expires:

**SUPPLEMENTAL CONDITIONS AND REQUIREMENTS ATTACHED**

# BASIC PUBLIC WORKS PERMIT REQUIREMENTS

**ATTENTION:** Oregon Law requires you to follow rules adopted by the Oregon utility notification center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center (Note: The telephone number for the Oregon Utility Notification Center is (503) 232-1987 or "811").

## **Activities requiring a Public Works Permit prior to commencing construction include, but are not limited to:**

- Pavement cuts, window cuts, street borings, trenching or other work affecting City-owned streets.
- New connections to the City's public water system, storm sewer system or sanitary sewer system.
- Modifications to a water meter or water service assembly or to a water service lateral between the main and meter.
- Modifications to a sanitary sewer or storm sewer lateral within the public right-of-way
- Construction of driveway approaches, curbs, gutters, sidewalks, ramps and water meter assemblies within the public ROW.
- All other construction activity that may disturb a City right-of-way or the City's public infrastructure.
- Any work in a City right-of-way that will disrupt motor vehicle, pedestrian, or bicycle traffic.

**NOTE** that work occurring in a County or State controlled right-of-way and not involving any City facilities or infrastructure does not require a Public Works Permit from the City, but will require a permit from the County or State, respectively.

## **Basic Permit Requirements – Street cuts/Paving (additional requirements may apply; see supplemental conditions attached)**

- Street cut restoration, including windows, trenches and other work disturbing pavements, must be inspected and approved by the City Engineer. Request inspections at least 5 business days in advance.
- Request an inspection upon completion of backfill and road base preparation, prior to placing any asphalt. All pavement placed in the public right-of-way without a backfill/base approval from the City will be subject to removal and reconstruction.
- Request a final inspection upon completion of all paving, sealing and cleanup.
- Exploratory window cuts and potholes less than 1 sf area may be repaired with "EZ Street" pavement patch or approved equal, sand-sealed across entire surface and all edges/joints. Backfill and roadway base preparation shall be in accordance with the City's street cut repair standards.

## **Basic Inspections Required for Utility Connections (additional requirements may apply, see supplemental conditions attached)**

- Request an inspection at least 5 business days in advance.
- All connections to existing public infrastructure, including the entire lateral within the right-of-way, must be inspected and approved by City personnel before backfilling. Failure to do so will result in having to re-excavate to expose the connection and/or lateral, including removal and replacement of concrete driveway approaches, curbs, gutters, sidewalks and water meter boxes/vaults, if necessary.
- Installation and/or modification of water meter boxes and water service assemblies/vaults, including backflow prevention devices and fire sprinkler assemblies where applicable, must be inspected and approved by City personnel prior to receiving final approval of this permit. Backflow prevention devices must be additionally inspected and tested by a Certified Backflow Inspector, provided by permittee.

## **Basic Process for New Domestic Water and Sewer Services (additional requirements may apply, see supplemental conditions attached)**

- The City provides the applicant for a new water service with the water meter. The cost for the meter varies depending on its size. The public works permit fee includes the cost for a ¾" meter. The permit fee will be higher for larger meters.
- The applicant/contractor is responsible for the cost of all other water service materials and construction. The City does not install water services.
- The applicant/contractor is responsible for all costs associated with materials and installation for a new sewer service. The City does not install sewer services.

**City of Mosier**  
**System Development Charge (SDC)**  
 Worksheet and Agreement  
 (Version March 2018)

Instructions: The applicant must complete the applicable shaded areas and submit this form and SDC payments to the City prior to issuance of building permits or installation of service, if applicable.

1. General

Project Name:		Project Owner:	
Project Address:		Contact Person:	
Contact Phone:		Contact Address:	
Contact Email:			
New Development, Change in Use, Expansion, Other:			

2. Water System Development Charge (based on Meter Equivalents - MEs):

Meter Size	MEs per Meter	Cost per Meter <sup>1</sup>	# of Meters	MEs	Cost
¾"	1	\$4,499			
¾" Mosier Bluffs	1	\$8,531			
1"	2	\$11,247			
1-½"	5	\$22,495			
2"	8	\$35,992			
3"	16	\$71,984			
4"	25	\$112,476			
Total Water System Development Charge:					
Contact City for larger size meters and for assistance determining the required meter size.					

3. Sewer System Development Charge (based on Equivalent Residential Units – ERUs):

Land Use	ERUs per Unit	Number of Units	ERUs	Cost per ERU	Cost
Single Family Home	1			\$5,718	
Duplex	2			\$5,718	
3-plex	3			\$5,718	
4-plex	4			\$5,718	
5 or more	0.75			\$5,718	
Manufactured Home	1			\$5,718	
Accessory Dwelling Unit (ADU)	0.75			\$5,718	
Commercial	See Notes			\$5,718	
Total Sewer System Development Charge:					
<i>Notes: ERUs to be determined by City Engineer for Commercial development.</i>					

<sup>1</sup> \$8,531 for a ¾" meter in Mosier Bluffs Subdivision.

4. Stormwater System Development Charge (based on Equivalent Residential Units – ERUs):

Land Use	ERUs per Unit	Number of Units	ERUs	Cost per ERU	Cost
Single Family Home	1			\$931	
Duplex	2			\$931	
3-plex	3			\$931	
4-plex	4			\$931	
5 or more	0.75			\$931	
Manufactured Home	1			\$931	
Accessory Dwelling Unit (ADU)	0.75			\$931	
Commercial	See Notes			\$931	
Total Stormwater System Development Charge:					
<i>Notes: ERUs to be determined by City Engineer for Commercial development.</i>					

5. Parks System Development Charge (based on Equivalent Residential Units – ERUs):

Land Use	ERUs per Unit	Number of Units	ERUs	Cost per ERU	Cost
Single Family Home	1			\$1,495	
Duplex	2			\$1,495	
3-plex	3			\$1,495	
4-plex	4			\$1,495	
5 or more	0.75			\$1,495	
Manufactured Home	1			\$1,495	
Accessory Dwelling Unit (ADU)	0.75			\$1,495	
Commercial	See Notes			\$1,495	
Total Parks System Development Charge:					
<i>Notes: ERUs to be determined by City Engineer for Commercial development.</i>					

6. Grand Total All System Development Charges: \$ \_\_\_\_\_

These fees do not include materials or construction costs. Applicant is responsible for all costs associated with the connection to the City’s water and/or sewer system.

Generally, SDCs are due after the Site Development Permit is approved and before the State Building Codes Building Permit is signed.

7. Costs to install a new water meter for water services.

UTILITY CONNECTION FEES							
Water Connection Fees							
	3/4"	Wade	Public Works	2,168	60	60	2,228
	1"	Wade	Public Works	2,379	65	65	2,444
	1 1/2"	Wade	Public Works	3,637	100	100	3,737
	2"	Wade	Public Works	3,976	108	108	4,084
	3"	Wade	Public Works	Actual + 10%			Actual + 10%
	4"	Wade	Public Works	Actual + 10%			Actual + 10%
	6"	Wade	Public Works	Actual + 10%			Actual + 10%
	8"	Wade	Public Works	Actual + 10%			Actual + 10%

8. Agreement: (Please read carefully. By signing below you accept and acknowledge this agreement.) Applicant certifies that the above information is complete and accurate to the best of his/her knowledge. Applicant understands that the system development charges may be increased if any information is omitted, erroneous, or changes in the future. Applicant shall promptly notify the City of any change to the above information and/or any change in tenancy. The system development charges are assessed based on fees in effect on the date of application for service. In the cases of facility expansions or tenant improvements not requiring building permits, charges will be based on the effective date of the expansion or lease, respectively. Applicant may be eligible for a refund of these charges due to a reduction in project scope. SDCs are governed by the Mosier Municipal Code.

Applicant: (print name)			
Signature of Applicant:		Signature of City:	
Date Signed:		Date Signed:	
Date Paid:		Received By:	



# CITY OF MOSIER

## APPLICATION FOR UTILITY SERVICE AND AGREEMENT TO PAY UTILITY CHARGES

### 1. APPLICATION FOR CITY OF MOSIER UTILITY SERVICE:

Property Owner's Name: \_\_\_\_\_

Property Service Address: \_\_\_\_\_

Property Owner Mailing Address:\* \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Use of the Service Property (check all that apply): Residential: \_\_\_ Commercial: \_\_\_

Industrial: \_\_\_ Rental: \_\_\_ Owner-Occupied: \_\_\_ Accessory Dwelling Unit (ADU): \_\_\_

Apartment: \_\_\_ Other, describe the use: \_\_\_\_\_

\* Note, the Property Owner is responsible for maintaining a current mailing address on file with the City of Mosier. Failing this, the City is entitled to rely upon the most recent address provided by the Property Owner or the address on file with Wasco County property tax assessor.

### 2. AGREEMENT TO PAY UTILITY CHARGES:

By signing or authorizing execution of this Application and Agreement, the Property Owner hereby agrees to be responsible for, and guarantee payment of, all City utility bills for the Service Property. The City will send utility bills to a tenant at the Service Property if the Property Owner so requests. However, the Property Owner agrees and commits to pay all utility bills that the tenant fails to pay. The Property Owner hereby consents to the recordation of a lien in favor of the City for any unpaid City utility bills plus 9% interest compounded annually thereon that remain delinquent 60 days after the date of billing.

If the applicant is someone other than the record Property Owner of the Service Property, then the applicant shall provide a written statement signed by the Property Owner authorizing this Application and Agreement to be made on behalf of the Property Owner and committing to abide by all requirements and obligations set forth in this Application and Agreement and the applicable chapters of the Mosier Municipal Code.

The City agrees to provide utility service to the Service Property so long as the user and Property Owner abide by all requirements of this Agreement and Chapters 11.01 and 11.02 of the City of Mosier Municipal Code, related to water and sewer utilities. The City shall terminate

utility service to the Service Property in the event that bills for utility service remain delinquent more than 60 days after the date of billing. The Applicant and Property Owner agree that the City shall not be responsible for any direct or indirect damage that may result from shutting off water/sewer service.

**3. REQUEST FOR DUPLICATE BILLING STATEMENT:**

At the Property Owner's request, the City will send utility bills to a tenant residing at or using the service property so long as the Property Owner agrees ultimately to be responsible for any delinquent utility bills. Pursuant to ORS 91.255, the City will provide the Property Owner with notice of the delinquent status to the Property Owner or agent.

Property Owner requests that bills be sent to the Service Property.

**IT IS SO AGREED: By signing this Application and Agreement, the undersigned Applicant and/or Property Owner affirms that he/she has read, understands and agrees to all terms, conditions and requirements set forth herein and in Chapters 11.01 and 11.02 of the Mosier Municipal Code.**

**Property Owner:**

**Property Owner's Authorized Agent:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR CITY OF MOSIER USE ONLY**

METER READING: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR STRUCTURAL PERMIT**



Building Codes Services  
 2705 E 2nd Street  
 The Dalles, OR 97058  
 Phone: 541-506-2650 ▪ Fax: 541-506-2651  
 Email: [buildingcodes@co.wasco.or.us](mailto:buildingcodes@co.wasco.or.us) ▪ [www.co.wasco.or.us](http://www.co.wasco.or.us)

**DEPARTMENT USE ONLY**

Permit #: \_\_\_\_\_  
 County: \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

*This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

<b>CONSTRUCTION CATEGORY:</b>	<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
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JOB SITE INFORMATION		OWNER INFORMATION	
Address:		<i>I am the property owner doing my own work (INT):</i> _____	
City:		Name:	
Directions to inspection site:		Mailing address:	
		City/State/ZIP:	
		Phone:	Mobile:
Is property inside city limits: <input type="checkbox"/> Yes <input type="checkbox"/> No		Email:	

LOCAL GOVERNMENT APPROVALS		
Zoning	Flood Plain Review	Sanitation
Application #:	<input type="checkbox"/> Y <input type="checkbox"/> N	Information verified/approved? <input type="checkbox"/> Y <input type="checkbox"/> N
Information verified/approved? <input type="checkbox"/> Y <input type="checkbox"/> N	Signature:	Signature:
Signature:	Jurisdiction:	Jurisdiction:
Jurisdiction:		Date:
Date:		Tax lot#:
Tax lot#:		

VALUATION INFORMATION	
Job description:	
Occupancy:	
Construction type:	
Square feet:	
Cost per square feet:	
New/Alteration/Addition: <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition	
Is this a foundation ONLY permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a plan review ONLY? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total valuation:	

Contractor name:	<b>Building Fees</b>	
Mailing Address:	Permit fee	
City/State/ZIP:	12% surcharge	
Phone:	<b>Plan Review</b>	
Email:	Plan review (permit fee x 0.65)	
Contractor CCB license #:	Fire and Life Safety (permit fee x 0.40)	
BCD license #:	<b>Subtotal: (add up above fees)</b>	

*I hereby certify that, to my knowledge, the above information is true and correct. All work to be performed shall be in accordance with all governing laws and rules. I have read and do understand the attached "Information Notice to Property Owners About Construction Responsibilities."*

<b>Miscellaneous Fees</b>	
Seismic review (permit fee x 0.01)	
Re-inspection fee - \$78.00 each	
Investigation fee – actual cost	
<b>GRAND TOTAL (fees and surcharges)</b>	

Applicant name:	
Mailing Address:	
City/State/ZIP:	
Phone:	
Email:	
Signature:	Date:

PAYMENT OPTIONS
<b>If paying by credit card, please provide best contact number below.</b>
_____
Payment can also be made online once permit is created. In most cases, a link to the ePermitting payment portal will be sent to the email on file. If you do not receive this link, please visit <a href="http://www.buildingpermits.oregon.gov">www.buildingpermits.oregon.gov</a> and search for your address or permit number.
<b>Make check or money order payable to Wasco County. DO NOT SEND CASH.</b>

## STRUCTURAL PERMIT FEES – State Permit Fees Adopted for State of Oregon Jurisdictions

The 12% surcharge is not included in any of the fees below



Building Codes Services  
 2705 E 2nd Street  
 The Dalles, OR 97058  
 Phone: 541-506-2650 ▪ Fax: 541-506-2651  
 Email: [buildingcodes@co.wasco.or.us](mailto:buildingcodes@co.wasco.or.us) ▪ [www.co.wasco.or.us](http://www.co.wasco.or.us)

TOTAL VALUATION	FEE
\$1.00 – \$2000.00	\$60.00
\$2001.00 – \$25,000.00	\$60.00 for the first \$2,000.00 plus \$9.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 – \$50,000.00	\$276.20 for the first \$25,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 – \$100,000.00	\$451.20 for the first \$50,000.00 plus \$4.70 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 and up	\$686.20 for the first \$100,000.00 plus \$3.90 for each additional \$1,000.00 or fraction thereof.
OTHER INSPECTIONS AND FEES	
Residential Fire Sprinkler 13R (standalone/closed system) – <i>fee includes plan review (13D multipurpose/continuous loop requires Plumbing)</i>	
0 to 2000 sq. ft. area covered	\$98.00
2001 to 3600 sq. ft. area covered	\$103.50
3601 to 7200 sq. ft. area covered	\$139.75
7201 sq. ft. and greater	\$186.25
Prescriptive solar photovoltaic system – <i>fee includes plan review</i>	\$160.00
Non-Prescriptive solar photovoltaic system – <i>requires plan review</i>	Use Structural Permit Fee table above
Phased plan review - \$60.00 application fee plus 10% of the total project building permit fee not to exceed \$1500.00 for each phase ( <i>is in addition to standard structural plan review</i> )	
Deferred plan review - 65% of the building permit fee calculated using the deferred portion valuation with a \$156.00 minimum ( <i>is in addition to standard structural plan review</i> )	
Inspection outside of normal business hours (minimum charge 2 hours)	\$78.00 per hour
Re-inspection fee	\$78.00 per each
Inspections for which no fee is specifically indicated	\$78.00 per hour
Plan review fees	65% of structural permit fee
Fire and Life Safety plan review fees	40% of structural permit fee
Additional plan review required by changes, additions, or revisions to approve plans	\$65.00 per hour Residential \$78.00 per hour Commercial

For SI: 1 square foot = 0.0929 m<sup>2</sup>