

## Site Development Permit Checklist

Project Stage	City Requirements	Completed	By
<b>SDP Preparation &amp; Approval</b>	Applicant downloads SDP packet from City website.		
	Applicant fills out and signs Cost Recovery Agreement and SDP form.		
	Applicant pays SDP application fee of: \$1,500.		
	Applicant prepares and submits complete application & supporting docs in pdf format; as follows:		
	Submit Site Plan & Standard Details drawings. See SDP packet for required contents of Site Plan and for Standards Details.		
	Submit building elevation and floor plan drawings.		
	Submit building height calculation worksheet.		
	Submit to City Manager at manager@cityofmosier.com		
	City reviews and comments on submittals.		
	Applicant revises and resubmits application documents until deemed complete and approved by the City.		
	City issues SDP approval letter.		
	Applicant submits approved drawings to the City Manager at: manager@cityofmosier.com. The manager stamps the drawings approved.		
	Applicant submits water/sewer service application to City of Hood River.		
	Applicant submits Public Works Permit application if required by the City.		
	Applicant pays SDC fees to City, as listed in the System Development Charge (SDC) Worksheet and Agreement in the SDP packet.		
	Applicant applies for building permit at County Building Codes.		
Applicant fills out and submits Building Code application to City Manager at: manager@cityofmosier.com. City signs landuse approval part of application and returns to applicant.			
<b>Construction</b>	Applicant requests foundation location inspection after formwork is done but before pouring concrete. 5 days notice minimum.		
	City performs inspection & approves location.		
	Check that erosion/dust control is in place.		
	Check for adequate protection of public infrastructure.		
	Applicant requests water/sewer service inspection after work is done but before backfilling.		
	City performs inspection and approves work.		
	Applicant requests stormwater inspection after work is done but before backfilling.		
	City performs inspection and approves work.		
	Applicant requests final inspection when project is complete.		
	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 State.			
Applicant requests final inspection from County for Certificate of Occupancy.			