



JOSEPHINE COUNTY, OREGON

ENGINEERING POLICY
Guidelines for Development

Effective: March 1, 2021

1.0 Applicability

- 1.1 This policy applies to applicants developing improvements that involve construction of public utility system improvements. Public utility improvements include improvements to the water, sewer, drainage, or transportation infrastructure within the City. Such improvements shall be designed by the applicant in accordance with this Policy, and upon approval and acceptance of the construction by the City, the improvements shall become City owned and maintained.
- 1.2 These standard specifications shall relate only to public works construction in the City and are not to be identified with building codes, zoning ordinances and other regulations for which procedures and standards have been established.
- 1.3 A section on development criteria, hazard overlay zones, and general planning information is provided for the convenience of the developer.

2.0 General

- 2.1 Applicants shall design and construct all required public works improvements to City Standards. These Standards include the latest version in effect at the time of application of the following list of documents: **Water System** Design Standards Manual, **Sanitary Sewer** Design Standards Manual, **Transportation System** Design Standards Manual and the **Drainage System Design** Standards Manual. The four manuals will collectively form the **City of Cave Junction Infrastructure Design Standards Manual**. Copies of these Standards are available at City Hall for a nominal price. Designs must also conform to the current Water Master Plan, Wastewater Facilities Plan and other applicable master plans as determined by the City.
- 2.2 A Development Permit must be issued by the City prior to construction of any public works improvement. The Applicant must pay the current Permit Application Fee at the time of application.
 - 2.2.1 Other permits as required by the City may also include a Grading/Fill permit, Erosion Prevention, Building or a Heavy Haul permit as when excavated material is being transferred offsite to another disposal site.
- 2.3 Current Technical Plan Check and Inspection Fee shall be paid before approval of the final engineering plans for the required improvements. City approval of Applicant's construction documents and evidence of County and other agency approval must be obtained prior to the issuance of a Permit.
- 2.4 Applicant shall obtain all other necessary permits from Josephine County, the State of Oregon, the Oregon Department of Environmental Quality (1200-C Erosion Control Permit if applicable), and all other agencies as required.
- 2.5 No connections to the City's utility systems for dwellings or other developments will be allowed until the Applicant's improvements are completed and accepted by the City or a satisfactory Improvement Agreement is entered into.

3.0 Public Utility and Infrastructure Design Standards

3.1 Water System Design Standards

- 3.1.1 Applicant shall provide water facilities for their development. This includes water mains, valves, and fire hydrants, blow-offs, combination air valves, service laterals, meter boxes, pump stations, storage tanks, and other required appurtenances.
- 3.1.2 All required public water system improvements shall be designed and constructed in accordance with the latest City of Cave Junction Water Master Plan and the Water System Design Standards Manual.

3.2 Sewer System Design Standards

- 3.2.1 Applicant shall provide sewer facilities for their development. This includes sewer mains, manholes, clean-outs, service laterals, pump stations, and other required appurtenances.
- 3.2.2 All required public sanitary sewer system improvements shall be designed and constructed in accordance with the latest City of Cave Junction Wastewater Facilities Plan, Sanitary Sewer Design Standards Manual and according to DEQ requirements and guidelines.

3.3 Street and Drainage Design Standards

- 3.3.1 Applicant shall provide street and transportation facilities as well as storm drainage facilities for their development. This includes streets, sidewalks, signs, curb, gutter, catch basins, manholes, drainage piping, culverts, inlets, traffic control devices, and other required appurtenances.
- 3.3.2 All required public transportation and drainage system improvements shall be designed and constructed in accordance with the latest City of Cave Junction Transportation System and Drainage System Design Standards Manuals and in accordance with County, State, and other requirements as appropriate.

4.0 General Design Requirements

- 4.1 Persons planning to construct development must obtain a Permit from the City of Cave Junction and pay the necessary engineering review fees in accordance with the “Engineering Policy – Guidelines for Development.” Other permits required may include a Public Works or Construction Permit as issued by Josephine County, 1200-C Erosion Control Permit from the Oregon Department of Environmental Quality (DEQ) and ODOT, Corps of Engineers/Department of State Lands, and others as required by Federal, State, laws and regulations.

- 4.1.1 Other permits as required by the City may also include a Grading/Fill permit or a Heavy Haul permit as when excavated material is being transferred offsite to another disposal site.
- 4.2 All surveys for development of public works facilities shall be performed under the direction of a Professional Engineer (PE) or Professional Land Surveyor (PLS) licensed in the State of Oregon. At least one Benchmark shall be established or located within the project limits. Elevations shall be referenced to the NAV 88 datum. Exceptions shall be made for flood plane certifications and related drawings utilizing NGVD 29 datum. Survey shall be sufficient to accurately show existing facilities and topography.
- 4.3 Design drawings, specifications, and calculations shall be conducted by an Oregon licensed professional Engineer.
- 4.4 The engineer preparing the plans shall make necessary arrangements for locates on all underground utilities in the vicinity for use in preparing the plans. Such utilities shall be shown accurately in the plans.
- 4.5 Materials and details shall conform to the requirements of this manual.
- 4.6 All applicable laws, codes, regulations, and permit requirements shall be complied with.
- 4.7 Upon receiving approval from the City for the plans and specifications, the developer shall submit the plans to the Oregon Department of Environmental Quality for review and approval. The developer will submit proof of DEQ approval of the plans to the City prior to beginning any construction activities.

5.0 Design Plan Format

- 5.1 Plans shall be computer generated in an AutoCAD compatible format.
- 5.2 The plans shall be submitted on 22 x 34-inch or 11 x 17-inch sheets unless otherwise pre-approved by City Representative. Plans shall be blackline prints. Blueline copies are not acceptable. Letter size may not be less than 0.08-inches for 22 x 34-inch sheets and not less than 0.06-inches for 11 x 17-inch sheets.
- 5.3 Plans shall be drawn to scale. The scale shall be 1-inch = 2, 3, 4, or 5-feet vertically and 1-inch = 10, 20, 30, 40 or 50-feet horizontally. Details may be drawn at larger scales for clarity. Plan scale shall be called out for each drawing. A graphical scale bar shall be included on each sheet.

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- 5.4 A north arrow shall be shown on each plan view sheet and other plan detail oriented differently than the main drawing on the sheet.
- 5.5 A title block shall appear on each sheet of the plan set placed in the lower right-hand corner, across the bottom edge of the sheet, or across the right-hand edge of the sheet. Title block shall include the name of the project, the engineering firm, the owner, the sheet title, the last revision date and the sheet number.
- 5.6 The seal of the registered Oregon Professional Engineer responsible for the preparation of the plans shall appear on each sheet. Final Plans must be stamped and signed by a Professional Engineer licensed in the State of Oregon. Plan approval will not be granted until final signed sets are received. Approval by the City does not relieve the Applicant's Engineer from the responsibility of the design.
- 5.7 Plans shall begin with a title sheet identifying the project and including a vicinity map showing the location of the project within the City. General notes and a sheet index should also be included.
- 5.7.1 General notes shall inform the Contractor to contact the Oregon Utility Notification Center for utility locates (1-800-332-2344), also 811, prior to the start of construction.
- 5.8 Plan views must show existing and proposed improvements and features within or adjacent to the project including survey monuments, edge of pavement, road centerline, buildings, curbs, gutters, sidewalks, culverts, ditches, streams, utility poles, and other surface improvements and features. The location of underground utilities including power, gas, water and sewer shall be shown as accurately as possible. Right-of-way, property lines, easements, street names, lot numbers, and other labels shall also be shown. Existing and finish grade contours (2 foot maximum) should be shown where possible.
- 5.9 At least one composite utility plan shall be included which shows all proposed improvements (water, sewer, streets, sidewalk, curb, culverts, storm drainage, etc.) in one plan view to help avoid or identify conflicts and designate horizontal separations and locations.
- 5.10 Benchmark used to establish elevation shall be shown on the plans.

6.0 Construction Provisions

- 6.1 All work within the public right-of-way shall be conducted by a licensed and bonded contractor. This requirement shall be stated on the

- construction drawings and specifications. A permit and appropriate bond shall be required prior to commencing work.
- 6.2 City shall be notified at least 2 working days in advance prior to commencing construction work.
 - 6.3 Traffic control shall be signed, flagged and conducted in a manner conforming to ODOT standards (Manual of Uniform Traffic Control Devices, MUTCD) and approved by the City. If road closures or detours are anticipated, prior approval from the City and ODOT officials must be obtained, as appropriate. Traffic control plans shall be submitted with construction plans for review. Traffic control for projects with duration of 3 days or less shall conform to the ODOT Temporary Controls Handbook.
 - 6.4 Safety Requirements. The contractor is responsible for observing the safety of the work and all persons and property coming into contact with the work. The contractor shall conduct his work in a manner complying with the requirements prescribed by OSHA.
 - 6.5 Progress. Construction shall proceed in a systematic manner to minimize public inconvenience and disruption of services. All excavations, embankments, stockpiles, waste areas, etc. shall be kept protected. All roads, ditches, etc. shall be kept free from debris and shall be continually cleaned during the work. Dust control measures shall be employed as required and directed by the City.
 - 6.6 Periodic inspection of the construction by City representatives shall be required. No concrete shall be poured; asphalt placed, or pipe backfilled without such inspections being made and approvals given. A tentative schedule for inspection shall be established when the permit is issued. The permit holder shall give the City a minimum of 2 working days advance notice before inspections fall due. It shall be the permit holder's responsibility to obtain City inspections and approvals before covering work.
 - 6.7 Protection of Existing Improvements. Contractor shall contact the Utility Notification Center at least 48 hours in advance of digging operations to get approximate locations for buried utilities. Exact locations of buried facilities may not be known or shown and contractor is responsible to pot-hole carefully in advance of the work to avoid such facilities. Contractor shall coordinate with all utilities and notify them immediately in the event of any damage. Contractor shall protect, repair, and replace any damaged utilities as directed by the persons responsible for such utility. All landscape, grass, shrubs, signs, pavements, mail boxes, driveways, culverts, gravel surfacing, fencing, etc. shall be protected from damage and returned to conditions as good, or better than existed prior to

construction. All costs for protection, repair, and replacement of all existing items shall be borne entirely by the contractor. Contractor shall obtain a release from any property owners for any claims of injury or property damage prior to final acceptance of the work by the City.

- 6.8 All existing survey monuments and control shall be protected, including individual property corner stakes. Any such monuments destroyed or altered during construction shall be restored by the contractor or developer in accordance with Oregon Revised Statutes as applicable.
- 6.9 Any temporary disruption to water or sewer service must be coordinated with, and approved by City and kept to the minimum length of time necessary. The City shall be notified at least 2 working days in advance of when an approved shut-down is desired. Contractor shall not operate any valves or hydrants without the City's approval. Property owners affected by loss of services or utilities shall be given 24 hour notice prior to the disruption of service.
- 6.10 Compaction testing equipment (nuclear gauge) shall be furnished and operated by the contractor or an independent testing firm shall be retained by the contractor or developer to perform compaction testing. Testing shall conform to the ODOT Manual of Field Testing Procedures (MFTP). Compaction testing shall be conducted in the presence of the City's inspector or representative. Sufficient tests, as determined by the City, will be taken to ensure that the materials and compaction efforts being used are adequate to obtain the required density. Several tests shall be taken on each lift placed during the first day of backfill operations. Additional tests will be taken periodically during the work. Alternate materials or methods will be required if adequate compaction is not being obtained.
- 6.11 Construction staking will be provided by the Developer's Surveyor or Engineer for establishing the alignment and grade of the transportation system to be constructed. Offset stakes shall be placed at no more than 50-foot intervals along the alignment. Grade staking, stationing, and other field layout shall be as required.
- 6.12 Work shall not begin unless City has approved plans and given approval to begin work. Contractor shall have a set of the approved plans on site at all times.
- 6.13 Trench foundation grades shall be constructed to within 0.1 feet of the grade shown in the plans. Surface tolerances shall be within 0.02 feet of plan elevation at any one point.

- 6.14 Open trench length at any one time shall not exceed 200 feet unless otherwise approved. Related resurfacing shall be completed within 800 feet of the open trench limit.

7.0 Dedications and Easements

- 7.1 Applicant shall obtain and record all off-site easements required for the project before City approval of the construction plans. Permanent utility easements shall be granted to the City for future repair and maintenance of all public improvements. Applicant shall coordinate with City to determine adequate easement widths for utilities prior to finalizing easements. The minimum easement width (for piping improvements) is 10 feet. The actual width may be greater than the minimum as the required width shall be at least equal to the point where a theoretical 1:1 slope from the outside edge of the pipe zone would daylight. All costs for obtaining and recording easements created by private development shall be borne by the developer.

8.0 Applicant Engineering Requirements

- 8.1 Applicant shall retain a licensed Oregon Professional Engineer to design and prepare their construction plans and specifications. To avoid a conflict of interest, the Applicant's Engineer shall not be working as the City Engineer at the time of the application, plan check period, or construction period.
- 8.2 Applicant's Engineer shall obtain a copy of the City's Infrastructure Design Standards Manual and adhere to the design and engineering requirements, and standard details and specifications contained therein.
- 8.3 Engineering Plans and Specifications for the work shall be prepared and submitted to the City for review. Plans and specifications must also be submitted and approved by DEQ and the Oregon Drinking Water Program (Health Division), as required and after approval by the City.
- 8.4 Applicant's Engineer shall submit a construction cost estimate for the public utilities to be provided. The costs for public utilities shall be complete and accurate. The cost estimate shall be submitted to the City along with the plans and specifications. The City Engineer will review the cost estimate for reasonableness and may require updates and modifications. Final plan approval will not be issued until an approved cost estimate is provided.
- 8.5 Applicant's Engineer will provide construction staking to facilitate the construction of the improvements to the proper line and grade.
- 8.6 Applicant's Engineer will provide construction observation and inspection during the project work as required to ensure plan compliance and allow accurate as-builts to be prepared. Daily inspection reports shall be turned in to the City on a weekly basis. Reports shall include date and time of arrival, weather conditions, description of construction activities, and all testing procedures and results. If

inspection is significantly deficient, a stop-work order may be issued. Applicant's Engineer shall also provide a reasonable tentative schedule of construction progress.

- 8.7 Applicant's Engineer shall ensure that accurate markups are maintained during construction and shall prepare Record (As-Built) Drawings for the project. Record Drawings shall accurately show the locations and depths of the installed improvements with sufficient tie-out dimensions to permanent objects to allow easy location in the future. Each sheet of the drawings shall be stamped "As-Built". Drawings must be acceptable to the City and Applicant's Engineer shall correct any deficiencies noted by the City. As-Built elevations shall be within 0.1-foot of installed conditions. Horizontal dimensions shall be within 0.5-foot of installed conditions. Two (2) complete printed and signed Mylar sets of Record Drawings shall be delivered to the City upon project completion. An additional complete digital copy of the Record Drawings shall be provided to the City in AutoCAD format on a CD-ROM.
- 8.8 Following completion of construction, Applicant's Engineer shall submit (with the As-Built drawings) a letter certifying completion. The letter shall certify that the work was conducted in accordance with the approved plans and specifications and that the site and adjacent properties are stable with respect to settlement and subsidence, sloughing of cut and fill slopes, and proper erosion control measures have been placed.

9.0 Permit Issuance

- 9.1 Applicant shall apply for a Permit at City Hall to initiate the plan review process. The Permit Application Fee shall be paid at the time of application. The Permit Application Fees are shown in the Fee Schedule.
- 9.2 Applicant must provide evidence of County approval showing the proposed project complies with all County planning, zoning, and other requirements. Evidence of any other permit or approval from other agencies as may be required by law shall also be obtained. Such evidence must be supplied to the City before a Permit will be issued. Preliminary plat approvals should be obtained prior to plan submission.
- 9.3 Applicant shall submit to the City, four (4) copies of detailed construction plans and specifications prepared by the Applicant's Engineer. The City will review the documents for compliance with City Standards and Master Plans following receipt of required Plan Check and Inspection Fee. If acceptable, one (1) copy will be returned to the Applicant with a notice of plan approval. If changes in the documents are required, City will return one (1) copy back to the Applicant with deficiencies noted. The Applicant will then correct the documents and resubmit four (4) corrected copies.
- 9.4 Applicant shall provide a warranty or maintenance bond or other written guarantee acceptable to the City in the amount of 20% of the construction cost. This bond shall guarantee materials and workmanship for a period of one (1) year following acceptance of the improvements by the City, and it shall ensure the satisfactory repair or replacement of any facility damaged during construction.

Bond shall list City as the Obligee and the Developer or Developer's contractor as the Principal.

- 9.5 Applicant shall provide a copy of an insurance certificate showing that the Applicant or each of his/her contractors is covered by general commercial liability and property damage insurance in the amounts of not less than \$1,000,000/\$1,000,000 bodily injury liability/property damage with an aggregate limit of at least \$2,000,000. The policy shall include coverage for contractual liabilities. An insurance certificate shall also be provided showing that each contractor maintains an automobile liability insurance policy with combined single limits of at least \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. Both policies shall include a 30-day notice of cancellation clause and shall include endorsements naming as additional insured "The City of Cave Junction", its officers, agents, and employees while acting within their official capacity as such.
- 9.6 Contractor shall submit a hold harmless statement which holds the City harmless from all liability and loss based upon or arising out of damage or injury caused by or in connection with the performance of construction.
- 9.7 The City reserves the right to waive Engineering review for very minor improvements for individual single family dwellings. Professional Engineer preparation of minor drawings may also be waived at the City's discretion.
- 9.8 A permit shall lapse if construction for which the permit was issued has not commenced within ninety (90) days of the date of issuance. To reinstate the permit, the Applicant shall submit a written request to the City stating reasons for failure to commence, provide a new construction commencement date, and pay a permit reinstatement fee. The City may impose additional conditions deemed necessary for the project at that time.
- 9.9 The Development Permit will be issued and construction may begin after the following steps have been completed satisfactorily:
 - 9.9.1 Approval of the construction plans by the City with written notification of plan approval.
 - 9.9.2 Submittal of acceptable calculations and other supporting documents to the City Engineer (including progress schedule) when requested.
 - 9.9.3 Approval of the detailed cost estimate by the City.
 - 9.9.4 Approval of the warranty or maintenance security by the City.
 - 9.9.5 Receipt of Hold Harmless Statement.
 - 9.9.6 Approval of all legal documents, easements, and other documents as required by review comments.
 - 9.9.7 Submittal of written approval from Josephine County for the subdivision, plat, streets, and land use, etc. as may be applicable.

- 9.9.8 Submittal of evidence of issuance/approval for any required erosion control permits and plans, or other permits as may be required.
- 9.9.9 Receipt of required Engineering Plan Check and Inspection fees.
- 9.9.10 Completion of all appeal periods such as land use approval or floodplain modification notices.
- 9.9.11 Submittal of approval of plan by the Oregon Department of Human Services – Drinking Water Program (Health Division) for potable water related projects.
- 9.9.12 Submittal of approval of plan by the Oregon Department of Environmental Quality for sewer related projects.

10.0 City Engineering Plan Check and Inspection

- 10.1 The initial Plan Check and Inspection Fee deposit is based on a percentage of the City-approved estimated construction cost of the public facilities to be constructed. Applicant's Engineer shall prepare a detailed cost estimate that includes all such facilities that are a part of the project. City Engineer will review the cost estimate and modifications may be required before approval of the cost estimate. The cost estimate shall be submitted along with the plans and specifications.
- 10.2 Fees are required to enable the City to thoroughly review the Applicant's plans and specifications to ensure that constructed improvements meet City Standards and comply with the planning efforts of the City. This is required when improvements are constructed that will become permanently owned and maintained by the City.
- 10.3 Periodic inspection of the construction by City representatives shall be required. No concrete shall be poured; asphalt placed, or pipe backfilled without such inspections being made and approvals given. A tentative schedule for inspection shall be established when the permit is issued. The permit holder shall give the City a minimum of 2 working days advance notice before inspections fall due. It shall be the permit holder's responsibility to obtain City inspections and approvals before covering work.
- 10.4 The Plan Check and Inspection Fee deposit will initially be set at 5% of the construction cost with a minimum fee as stated in the Fee Schedule. Half of the fee is due upon submission of the final plans for approval and the other half is due upon approval of the final plans.
- 10.5 The final total fee will be determined by the level of effort required by the City in reviewing plans and providing inspections. Should the Applicant have well prepared plans and specifications that require little or no changes, and Applicant provides suitable inspection such that extensive inspection by the City is not required, the initial deposit may not be fully used and the remaining balance will

be returned to the Applicant. Should review and inspection required by the City exceed the initial deposit fee; the Applicant will be required to pay an additional deposit before work can continue. In all cases, the total fee will cover the City's actual expenses for Engineering plan review and inspection and Planning Reviews.

11.0 Project Acceptance

- 11.1 The City shall provide the permit holder a letter formally accepting the improvements for City ownership, operation and maintenance subject to the usual exception as to the 1-year guarantee on materials and workmanship, when the following conditions are met:
- 1) Construction is complete.
 - 2) The City has inspected the finished work and found it acceptable.
 - 3) The permit holder's Engineer submits a certificate of completion.
 - 4) The permit holder's Engineer submits "as-built" Record Drawings according to the requirements herein.
 - 5) Copies of satisfactory passage of water line leakage tests, hydrostatic tests, air tests, deflection tests, and other quality control tests have been furnished to the City.
 - 6) The permit holder furnishes the City with a copy of a non-lien affidavit certifying that all bills in connection with the work have been paid in full.
 - 7) Satisfactory provisions have been made in the form of recorded plats or easements to ensure the City's access to the public works facilities for purposes of operation and maintenance.
 - 8) City furnished copy of legal release from any claims of injury or property damage relating to the project.
- 11.2 The Developer shall provide the City with a maintenance or warranty bond or other appropriate security in the amount of 20% of the total improvement costs to serve as a one-year security for the warranty period.

12.0 Improvement Agreement

- 12.1 If a developer desires to defer construction of a portion of the public works improvements to be constructed, and if such deferral is determined by the City to have no adverse effect on the City's interests, the developer shall enter into an appropriate Improvement Agreement with the City. Said improvement agreement shall set forth completion dates for the items of work to be deferred, and it shall constitute an assurance that all improvements will be made in a timely manner.

- 12.2 As a condition of the Improvement Agreement, Applicant shall provide a completion bond or other written guarantee acceptable to the City in the amount of 125% of the construction cost of the deferred improvements. Bond shall list the City as the Obligee and the Developer as the Principal.
- 12.3 The City Council may impose other conditions of approval of such deferments.

13.0 Other Conditions

- 13.1 Issuance of a permit or acceptance of completed work does not guarantee that other City facilities will be expanded, enlarged, or altered in response to any increased demand or system loading that occurs because of the work covered under the permit.
- 13.2 The City retains the right to terminate public (City) utility service or connections to such service at any time the Applicant or Applicant's Engineer or agent fails to comply with the provisions of the City Standards, this document, or other associated permits and approvals.
- 13.3 Neither the City, or the City Engineer, assumes responsibility or liability for the Applicant or Applicants Engineer recommendations or engineering design.
- 13.4 Plan approval means that the plans have been reviewed for reasonableness and compliance with the minimum City standards. This approval does not supercede those standards unless specifically verified in writing by the City. Plan approval does not relieve the Applicant's Engineer from responsibility for errors, omissions, or deficiencies in the plans.
- 13.5 It is intended that the City will provide only spot inspections to satisfy themselves that work is proceeding according to approvals and that adequate inspection is being provided by the Applicant's Engineer. Responsibility for ensuring compliance with approved plans and specifications lies with the Applicant. Should the City feel that inadequate inspection is being provided; the City may issue a stop-work order, or may provide a City representative to inspect the work more regularly. Should additional City inspection be required beyond the normal spot inspections, the Applicant fees for inspection may increase. Applicant's Engineer shall provide a tentative construction schedule to allow City to plan spot inspection dates and times.

Guidelines for Development Engineering Policy

Sample Forms

Development Permit Application
Public Improvement Project Performance Bond
Public Improvements Warranty Bond
Hold Harmless
Resolution Adopting Form
Development Review Administration Flow Chart

City of Cave Junction

222 Lister Street
Cave Junction, Oregon 97532
(541) 592-2156

Development Permit Application

For Public Works Improvements



Permit Number
Date Submitted
Received By
Projected Review Date

Project Name: _____

Project Address: _____

Description of Project: _____

Number of Lots Served by Project: _____ Immediate _____ Ultimate

Development Permit Application Fee: \$25.00 Per Lot. Development Permit Reinstatement Fee: \$15.00

Fee: \$ _____

Received By: _____ Date: _____ Check No. _____

Easements Required: Yes No Tax Lots: _____

Applicant / Owner	Engineer / Designer
Name	Name
Address	Address
City/Zip	City/Zip
Phone	Phone
	License #

Contractor: _____ CCB #: _____

Address: _____ Phone: _____

City / Zip: _____

Applicant Signature: _____ Date: _____

Estimated Construction Cost: \$ _____

Approved Estimated Construction Cost: \$ _____

Plan Check/Inspection Fee: \$ _____

(\$2,000.00 minimum or 5% of approved estimated public facilities construction cost)

Initial Deposit (1/2 of total fee, due at time of plan submission): \$ _____

Received By: _____ Date: _____ Check No. _____

Balance Deposit (1/2 of total fee, due upon final plan approval): \$ _____

Received By: _____ Date: _____ Check No. _____

Permit Approved By: _____ Date: _____

Additional Plan Check and Inspection Fees may be necessary as described in the "Engineering Policy – Guidelines for Development" document.

Conditions of Permit: All work shall be done in accordance with all applicable provisions of Federal, state, and local law, ordinance, and administrative rules. All work shall conform to City Standards. Applicant shall indemnify, defend, and save harmless the City of Cave Junction, its officers, employees, and agents from any and all claims arising out of or in connection with any work done under this Permit.

Check List

Plan Review

- City received evidence of County approval for (as required) Date: _____
- Plans and Specifications submitted by the Owner/Developer Date: _____
 - Site plan (Property lines, Building set-backs, existing utilities, grading concept, and square footage of lot)
 - Storm sewer analyses (as required) provided
 - Receiving sanitary sewer analysis provided
 - Design Criteria list provided
 - Specifications
 - All easements and right of ways shown (10 foot minimum easement width)
 - Detail sheets (Manholes, cleanouts, trench, appurtenances etc.)
 - Plan and profile sheets (line size, pipe material, lengths, slope, depth, manhole invert and lid elevations)
 - Grading/fill plan provided

* Prior to the begin of any grading or filling the General Contactor shall apply for a Grading / Fill permit.

Heavy Haul permit required Yes No

- Estimated construction cost received from Developer/Owner Yes Date: _____
- Construction cost estimate approved by the City Date: _____
- Preliminary plan review fee received from Developer/Owner Date: _____
- Plans and Specifications submitted to City Engineer Date: _____
- City Engineer comments received and returned to Developer/Owner Date: _____
- Final development plans submitted to the City Date: _____
(Four sets of plans and specifications)
- Plans submitted to DEQ for review Date: _____
(Developer/Owner to pay DEQ review fee)
- Current Land Use Compatibility (LUCS) provided to City on parcel Date: _____
- NPDES 1200C-Storm water permit included within submittal Date: _____
(Sites of 1 acre or more in size)
- DEQ letter of approval obtained Date: _____
- Drinking Water Program approval obtained Date: _____
- Public Liability Insurance Certificate received Date: _____
- Hold Harmless Statement received Date: _____
- City issues approval of plans for construction purposes Date: _____
- Final plan review fee received from Developer/Owner Date: _____
- Construction schedule (for spot inspections) received Date: _____
- Project to begin by: Date: _____
- Estimated project completion: Date: _____
- City representative to conduct site visits during construction Yes No

Project Developer/Owner Engineer shall be present at Pre-Con. Mtg.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Documentation of field test(s) to be received by City	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Waterline leakage test		<input type="checkbox"/>	Date:	_____
Hydrostatic test		<input type="checkbox"/>	Date:	_____
Air test		<input type="checkbox"/>	Date:	_____
Concrete testing		<input type="checkbox"/>	Date:	_____
Other (as required)		<input type="checkbox"/>	Date:	_____

Project Completion / Acceptance

Project Construction completion date	<input type="checkbox"/>	Date:	_____
City has completed final inspection and found it acceptable	<input type="checkbox"/>	Date:	_____
Permit holders Engineer submits certification of completion and that construction is in accordance with the plans and specifications	<input type="checkbox"/>	Date:	_____
Four copies of as built plans received by the City	<input type="checkbox"/>	Date:	_____
Acceptance of Storm Drainage Operations Manual	<input type="checkbox"/>	Date:	_____
Required off-site easements obtained and recorded	<input type="checkbox"/>	Date:	_____
Warranty or maintenance bond provided to City	<input type="checkbox"/>	Date:	_____
Final approval from City Engineer received	<input type="checkbox"/>	Date:	_____
Total (actual) cost of Public Works construction	<input type="checkbox"/>	\$	_____

Permit /project check list is intended to provide a general guidelines in the development planning process and is not guaranteed to be complete. The City of Cave Junction is committed to assisting a developer in completing the planning process in as timely and efficient many as possible.

NOTES:

**PUBLIC IMPROVEMENT PROJECT
PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, insert name of developer here, as Principal, and insert name of bonding company here, a Corporation organized and doing business under and by virtue of the laws of the State of _____ and duly licensed to conduct a general surety business in the State of Oregon, as Surety, are held and firmly bound unto the City of Cave Junction, Oregon as Obligee in the sum of 125% of Improvement Cost (\$ _____) dollars for which payment, well and truly to be made, we bind ourselves, our heirs, executors and successors, jointly and severally firmly by these presents.

THE CONDITIONS OF THE OBLIGATION IS SUCH THAT:

WHEREAS, the above named Principal, as a condition of the Development Permit for development of insert project title here, entered into an Improvement Agreement with said Obligee to complete the improvements specified in said Agreement within the permitted time frame and in compliance with City of Cave Junction standards and requirements and any other governing agencies.

NOW THEREFORE, the condition of this obligation is such, that if the above Principal shall wellfully and truly perform said agreement during the original term thereof or of any extension of said term that may be granted by the Obligee with or without notice to the Surety, this obligation shall be void, otherwise it shall remain in full force and effect.

IN WITNESS WHEREOF, the seal and signature of said Principal is hereto affixed and the corporate seal and the name of the said Surety is hereto affixed and attested by its duly authorized Attorney-in-fact _____, this _____ day of _____, 20____.

PRINCIPAL

SURETY

by: _____

by: _____

(This document required only if Developer enters into an Improvement Agreement for deferred improvements or as otherwise required by the City of Cave Junction)

**PUBLIC IMPROVEMENT PROJECT
WARRANTY BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, insert name of Developer or Contractor here as Principal, and insert name of Surety here, a Corporation organized and doing business under and by virtue of the laws of the State of _____ and duly licensed to conduct a general surety business in the State of Oregon, as Surety, are held and firmly bound unto the City of Cave Junction, Oregon as Obligee in the sum of

20% of Improvement Cost (\$ _____)
dollars for which payment, well and truly to be made, we bind ourselves, our heirs, executors and successors, jointly and severally firmly by these presents.

THE CONDITIONS OF THE OBLIGATION IS SUCH THAT:

WHEREAS, the above named Principal, as a condition of the Development Permit for development of _____, has agreed to properly complete said project in compliance with City of Cave Junction standards and State and Federal requirements.

WHEREAS, the above named Principal, as a condition of the Development Permit shall guarantee replacement and repair of improvements related to said project for a period of one year following final acceptance of said improvements;

NOW THEREFORE, if the above Principal shall indemnify the Obligee for all loss that Obligee may sustain by reason of any defective materials or workmanship which become apparent during the period of one year from and after acceptance of the said improvements by Obligee, then this obligation shall be void; otherwise it shall remain in full force and effect.

IN WITNESS WHEREOF, the seal and signature of said Principal is hereto affixed and the corporate seal and the name of the said Surety is hereto affixed and attested by its duly authorized Attorney-in-fact,

This _____ day of _____, 20____.

Principal

Surety

Principal Signature

Attorney-in-Fact

HOLD HARMLESS

To the fullest extent of the law, *insert name of prime contractor here*, hereinafter referred to as Contractor, will defend, indemnify and hold harmless the City of Cave Junction, its officials, employees, servants, and agents from and against all claims, demands, and judgments (including attorney fees), made or recovered against them including but not limited to damages to real or tangible personal property or for bodily injury or death to any person, arising out of, or in any manner connected with the performance of work on the Project entitled *insert official name of project here*, by Contractor, its officers, employees, sub-contractors and agents.

Contractor agrees to provide insurance, as required by the City of Cave Junction Engineering Policy and by the permit issued by the City of Cave Junction for construction of the Project.

The insurance certificates shall be submitted to the City of Cave Junction for approval prior to start of work on the Project and shall include an additional insured endorsement naming the City of Cave Junction as an additional insured on the liability insurance policy.

Name of Contractor

Signature of Authorized Representative

Title

Date

The City of Cave Junction, Josephine County, Oregon
Resolution No. _____

A RESOLUTION ADOPTING THE CITY OF CAVE JUNCTION
ENGINEERING POLICY – GUIDELINES FOR DEVELOPMENT

WHEREAS, The City of Cave Junction is empowered to set technical and managerial standards for public utility improvements within the City Limits including water, sewer, transportation and drainage improvements; and

WHEREAS, The City finds it necessary to establish and implement uniform engineering design and material standards to aid in the interpretation, application, and implementation of development standards; and

WHEREAS, The City finds it necessary to establish and implement uniform permit application procedures and fee schedules to allow sufficient review and inspection of development plans and specifications by City Staff and the City Engineer in order protect the integrity and function of the public infrastructure system and the level of service provided to City’s customers,

BE IT RESOLVED BY THE CITY OF CAVE JUNCTION CITY COUNCIL, that:

SECTION 1: The provisions of the “The City of Cave Junction, Engineering Policy – Guidelines for Development” shall be adhered to for projects involving sanitary sewer system, water system, transportation system, and drainage system improvements within the City’s area of service.

SECTION 2: The officers, agents, and employees of the City of Cave Junction are authorized to take all actions necessary to effectuate the provisions of this Resolution.

SECTION 3: This Resolution is effective immediately upon passage.

PASSED, ADOPTED AND APPROVED THIS THE ____ DAY OF _____ 200__
BY THE CITY OF CAVE JUNCTION CITY COUNCIL:

AYES: _____ NAYS: _____

APPROVED: _____

(Title) _____

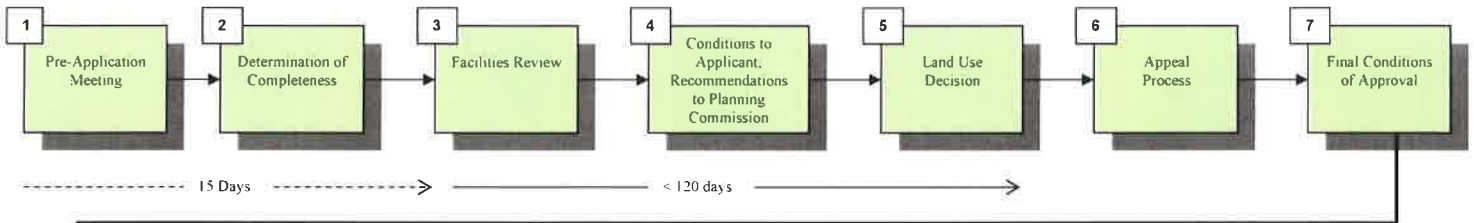
ATTEST: _____

(Title) _____

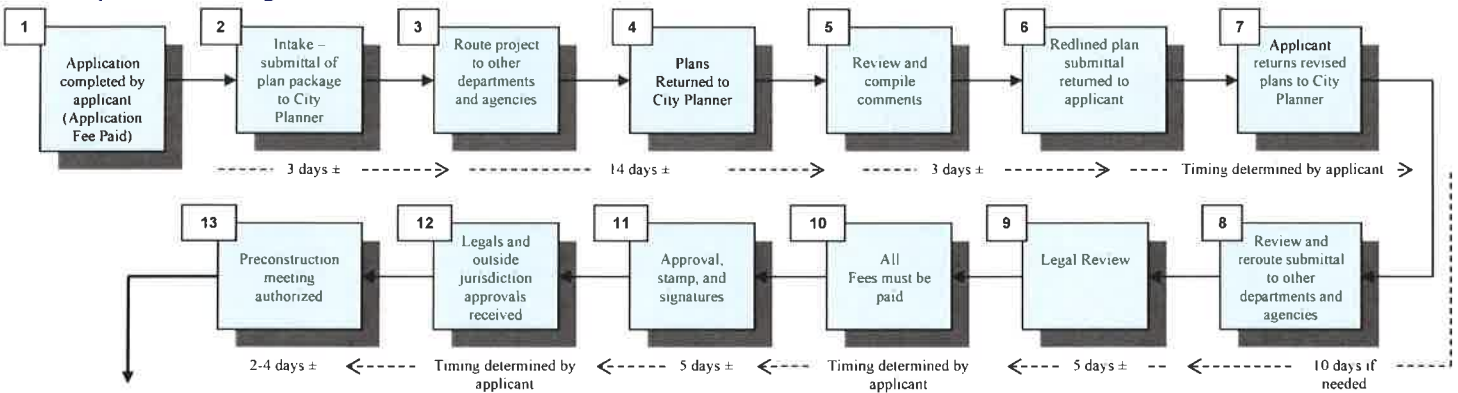
City of Cave Junction - SITE DEVELOPMENT AND RELATED PROCESSES

Land Use Permitting Process (If no land use planning issues apply, skip directly to Development Planning Process)

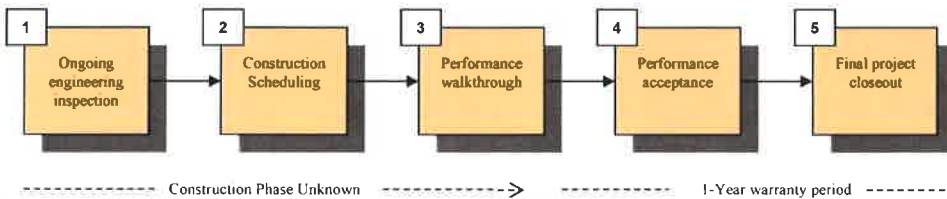
• Days noted below are working days



Development Planning Process



Construction and Inspection Process



"Ensuring the integrity of the City of Cave Junction's infrastructure."

Flowchart intended to provide general overview of the planning process. Some activities are entirely within the control of the City. Others are not. Estimates of timing for individual activities are provided to assist a developer in determining the approximate amount of time the planning process is likely to take. The estimates are in no way a guarantee as to how long any project will take. The City of Cave Junction is committed to assisting a developer in completing the planning process in as timely a manner as possible.