

Permit Submittal Checklist

Tier 3 (Infrastructure) Right-of-Way Permit



COMMUNITY
DEVELOPMENT

The purpose of this document is to provide a quick reference guide for required information needed for the City of Bend to accept a completed Tier 3 (Infrastructure) Right-of-Way (ROW) Permit for review. All items listed in the "Required Pre-Screen Items" must be included in the original submittal or it will be sent back to the applicant for updates. For additional information on items not specifically listed on this document, please refer to City Design standards.

Required Pre-Screen Items

- Approved Land Use with Planning Decision Uploaded
- All plan sheets on City Standard Title Block
- City of Bend (COB) Standard Construction Notes
- Street Cross Sections *(If Applicable)*
- Stormwater / COSM Report *(If Applicable)*
- ADA Ramp Details *(If Applicable)*
- City of Bend Standard Drawings
- Utility locate ticket *(If Applicable)*
- Erosion Control / Stormwater Drainage Plan and Details
- Traffic Control Plans
- CAD file
- Project Narrative: Include description of work and reasoning for any missing items above
- Complete Plans: Must be complete and legible with a level of completeness of at least 90%

Plan Set and Sheet Requirements

- Complete plans shall include the following sheets, at a minimum, with the naming and number convention shown *(see next page for sheet and naming)*
 - All uploaded digital file names must match the naming and numbering of the associated plan sheet
 - Based on project scope, sheets can be combined, outside of the Cover and Notes, if all required information is included. If combined, sheet names must include both sheet titles to verify the information is included.
- Text height shall be at least 0.1 minimum
- Sheets can be combined
- Title block includes project name, sheet title, sheet number, City permit number, PE stamp and engineering contact information
- Utility Information. Existing, proposed and franchise utilities.
- Existing / Proposed ROWs and Easements
- Street Names
- North Arrows. Oriented to the top or right side of the sheet
- Scale Bar w/ Scale Text
 - Keep located in the same area of the sheet

C0.0 – Cover

- Project Name
- City Permit and Land Use Numbers
- Site Plan
- Vicinity Map
- Schedule of Improvement
- Survey Benchmarks
- Sheet Index
- Legend (*Can be located on Notes Sheet*)
- Developer / Owners Information
- Signature Blocks
 - For City and Franchise Utilities, as needed
- “Call Before You Dig” block

C0.1 – Notes

- Complete List of City of Bend (COB) Standard Notes
 - Notes not pertaining to submitted design can be stricken out, but not removed
- Legend (*If not already located on the Cover*)

C1.0 – Cross Sections

- Identify pavement and base thicknesses, widths of road, curb placement, right of way and easement locations, sidewalks, etc. Reference COB Std number references where applicable.

C2.0 – Demo

- Removal of asphalt/concrete, trees, etc.
 - Buildings to be removed under Building Department demo permit.

C3.0 – Grading, Drainage & Erosion Control

- Finished Grade Contours
 - 1' Minor / 5' Major
- Contour Labels
- Storm facilities testing & Storm Calculation
- Storm Basin Delineation
- Existing Grade Contours
 - 1' Major / 5' Minor
- Existing/Proposed Storm facilities
- Including locations of stockpiles, construction entrances, concrete washouts, sediment fencing, inlet protection and tree preservation.

C4.0 – ADA Ramp Details

- Includes dimensioning, vertical, horizontal and slope information
- Maximum Scale of 1"=5'

C5.0 – Plan and Profile

- Plan View
 - Scale 1" = 20' (max 1" = 40' permitted if readable)
- Profile View
 - Grading labels at least every 50'
 - Vertical utility information (*Inverts, rims and pipe slopes*)
- Centerline Alignment and Stationing
- Utility Crossings
- Vertical / Horizontal Curve Information
- Clear Vision Triangles

C6.0 – City Standard Details

- No more than 8 per sheet allowed for readability
- Details in alphanumeric order

C7.0 – Traffic Control

- Plan indicating placement of signs, delineators (cones, barrels, barricades, etc.), detours and limits of work.