

REQUIRED SUBMITTALS FOR TIER 3 RIGHT-OF-WAY PERMIT

This document lists all required information needed for the City of Bend to accept a completed Tier 3 (Infrastructure) Right-of-Way (ROW) Permit for review. Not every item may be applicable to every application depending on the scope of work.

All items listed below must be included in the original submittal or it will fail completeness check and be returned to the applicant. All items are required unless specifically exempted by the City Engineer. For additional information on items listed in this document, please refer to City Design Standards.

When applicable, A storm water report must be uploaded to comply with City standards, Title 16 of the Municipal Code and the Central Oregon Stormwater Manual (COSM).

Fees must be paid in full after the submittals have been deemed as a Complete Application and before the City can begin the review process of submitted documents.

All files and plans must be properly flattened before upload, as described in this **Customer Best Practices for Electronic Plans Review document**.

Items Required for All Applications

- ☐ Approved Land Use with Planning Decision uploaded
- ☐ Signed Permit Authorization Form
- ☐ All plan sheets on City Standard title block.
- ☐ Sheet are to use sheet naming and numbering conventions per City standards.
- ☐ City of Bend (COB) Standard cover sheet
- ☐ City of Bend (COB) Standard construction notes
- ☐ Erosion Control Plan
- ☐ City of Bend Standard Drawings that are applicable to the project scope
- ☐ CAD file
- ☐ Complete Plans: Must be complete and legible with a level of completeness of at least 90%

Items Required Depending on the Scope of the Project

- ☐ Street Cross Sections (When new streets are proposed or existing street sections are altered)
- ☐ Stormwater / COSM Report (Adding 5,000 square feet of impervious, adding a UIC, or modifying 5,000 square feet of existing impervious surface. See Bend Municipal Title 16)
- ☐ ADA Ramp Details (When ADA ramps are proposed or altered)
- ☐ Utility locate ticket



☐ Erosion Control / Stormwater Drainage / Tree Preservation Plan and Details

☐ Traffic Control Plans

☐ Written Correspondence from Franchise Utility Providers indicating that the franchise utility plan is close to completion; A letter from the franchise utilities confirming that the design engineer has provided a set of plans for the franchise utility's review and comment, including the date the franchise utility received the plans.

- This template language is a suggestion; we may accept other language that is substantially similar. Here is an example letter template that is accepted:

Re: Project Name/Phase

I [reviewer name] of [utility company name] have reviewed the schematic layout of [utility] lines and electrical facilities within the plans for [project name and phase, if applicable] dated [plan date]. My approval is for submittal to the City of Bend and does not grant approval for construction activities.

For Pacific Power permits only:

[Project Name and Phase, if applicable] will still need to be submitted through the interconnection process at [utility company name] for engineering review and final design. Future approval by [utility company name] will be provided for construction after [Project Name and Phase, if applicable] completes all necessary interconnection processes and any invoices have been paid. [Utility company name] and [Project Name and Phase, if applicable] understand that this process must be complete before the City of Bend issues Notice to Proceed.

Sincerely,

[Name of Utility Representative]

☐ Approved or proposed Deviation to Standards, if applicable

General Plan Set and Sheet Requirements

☐ Complete plans shall include the following sheets, where applicable based on project scope, with the naming and sheet number convention shown

- All digital pdf files must be named to match the naming and numbering of the associated plan sheet (Example: G1.0-Cover Sheet.pdf)

☐ Text height shall be at least 0.1' minimum

☐ Information on sheets can be combined when information can be conveyed clearly. For example, demolition and existing conditions may be shown on a single sheet.



- ☐ Title block includes project name, sheet title, sheet number, City permit number, PE stamp and engineering contact information
- ☐ Utility Information. Existing and proposed City and franchise utilities shown on both the plan and profile view.
- ☐ Existing / Proposed ROWs and Easements
- ☐ Street Names
- ☐ North Arrows. Oriented to the top or right side of the sheet
- ☐ Scale Bar w/ Scale Text

Cover Sheet (also see Design Standards 2.3.1)

- ☐ Project Name
- ☐ City Infrastructure Permit Number (to be added once number is assigned)
- ☐ City Land Use Application Number
- ☐ Site Plan, to scale, and showing location of survey benchmarks
- ☐ Vicinity Map – to show location of project
- ☐ Schedule of Improvements
- ☐ Survey Benchmarks
- ☐ Sheet Index
- ☐ Legend (Can be located on Notes Sheet)
- ☐ Developer / Owners Information
- ☐ Signature Blocks
 - o For City, Franchise Utilities and other Jurisdictions, as needed
- ☐ "Call Before You Dig" block

General Notes (also see Design standards 2.3.2)

- ☐ Complete List of City of Bend (COB) Standard Notes
- ☐ Legend (*If not already located on the Cover*)

Overall Site and Key Plan

- ☐ To scale site plan
- ☐ Existing / Proposed Utilities
- ☐ Existing / Proposed Streets with street names
- ☐ Existing / Proposed Easements and Right-of-way
- ☐ Dimension strings and road centerline information (length, radius, etc.)



- ☐ Optional – Definition of sheets / match lines
- ☐ Optional – Topo lines (if they can be displayed without distracting from the text, linework, and utilities)

Project Details

- ☐ Cross Sections - required for road and alley construction for public streets and private streets with public access easements
- ☐ Identify pavement and base thicknesses, right-of-way/public access easement width and locations, asphalt width and cross slope, curb placement with exposure noted, sidewalk/multi-use path widths, maximum slopes adjacent to right-of-way/public access easement, etc. Reference COB Std Drawing numbers where applicable.
- ☐ Accessible curb ramps
- ☐ Misc design details – swales, walls, etc.

Existing Conditions

- ☐ Existing Grade Contours
- ☐ Existing Easements
- ☐ Existing Utilities (private and public: water, sewer, storm, wells, septic systems, etc.)
- ☐ Existing Easements and Right-of-way
- ☐ Existing Structures (houses, sheds, walls, etc.)
- ☐ Misc. (fences, etc.)
- ☐ Demolition (Removal of existing site improvements such as asphalt/concrete, utilities, trees, etc.)
 - o Buildings to be removed under Building Department demo permit.

Erosion Control Plan (can be combined with the Grading and Drainage Plan)

- ☐ Finished Grade Contours – 1 foot Minor / 5 foot Major
- ☐ Existing Grade Contours – 1 foot Minor / 5 foot Major
- ☐ Existing/Proposed Stormwater facilities.
- ☐ Temporary erosion control BMPs including locations of stockpiles, construction entrances, concrete washouts, sediment fencing, inlet protection, ponds, etc. . Reference COB Std Drawing numbers where applicable.
- ☐ Permanent slope stabilization location and notes. Reference COB Std Drawing numbers where applicable.
- ☐ Trees to be protected/removed. Tree preservation complies with Bend Development Code requirements and City standards.



Grading and Drainage

- ☐ Finished Grade Contours – 1 foot Minor / 5 foot Major
- ☐ Existing Grade Contours – 1 foot Minor / 5 foot Major
- ☐ Lots with at least 2 feet of fill are labeled as fill lots
- ☐ Existing/Proposed Stormwater facilities. Design information should include alignment station and offset location of manholes, storm lines, service lines, catch basins/curb inlets, treatment controls, and other appurtenances.
- ☐ Stormwater facilities testing & Stormwater Calculation
- ☐ Stormwater Basin Delineation
- ☐ Stormwater Facility Size Information (amount of drain rock, cubic feet of storage, facility depth, etc.)

Curb Ramp Details

- ☐ Maximum Scale of 1" = 5'
- ☐ Includes dimensioning, spot elevations, and slope information in all locations called for on City Standard Curb Ramp Drawings.
- ☐ Detectable warning surfaces are shown
- ☐ Labeled radii and grades at the ends, midpoint and ¼ point of curb returns
- ☐ Existing and proposed right-of-way/public access easement limits
- ☐ Asphalt restoration limits
- ☐ Stop/street signs

Plan and Profile sheets (Street, water, sewer, storm, etc.)

The plan view that corresponds with the profile view must be on the same page.

- ☐ Plan View: Scale 1" = 20' typ (max 1" = 40' permitted if readable)
 - Centerline Alignment, and Stationing (Minimum 100 foot and 50 foot).
 - Public Street/Public Access Easement Design Information
 - Horizontal curve station start, end and radius.
 - Commencement and termination locations of street cross sections with station labels
 - Signing and Striping Locations (On a separate sheet depending on complexity)
 - Clear Vision Triangles at intersections and driveway approaches
 - Proposed or Conceptual Street Tree Locations
 - Proposed or Conceptual Driveway Locations. Clarify installation of curb cuts if driveways will not be installed under the Tier 3 permit
 - Franchise Utilities – conduit runs, transformers, pedestals, etc.
 - Asphalt restoration limits – location of sawcuts and repair requirements.



- Existing and proposed luminaire locations including yard arm direction, underground conduit locations and station and offset of luminaire bases where applicable
- Sidewalk/multi-use path bonding limits, where applicable
- Grades of sidewalks/multi-use paths shall be shown on the profile when deviating from road centerline grade
- All curb ramp locations, including existing ramps across the street from permit scope, where applicable
- Existing and proposed City and franchise utilities shown on both the plan and profile view. Vertical and horizontal separation dimensions between utilities on the profile and plan view, respectively
- Dimension strings or callouts for street width, sidewalk width, right-of-way width, etc.
- Limits of existing and proposed right-of-way and easements
- Grading Contours (optional) – 1' Minor / 5' Major
- Match lines and references to continuation sheets

☐ Profile View: Scale matching plan review. Label vertical scale (Typ. exaggerated scale)

- Station and elevation labels at least every 50' and 100'. 25' in curves.
- Vertical utility information (*Inverts, rims and pipe slopes*)
 - Minimum cover and vertical separation dimensions between utility crossings
- Vertical curves (start/end station with elevations, length, k value, low/high point)
- Grade break station and elevation

☐ City Water Design Information – displayed on plan and/or profile views, where applicable

- Station and offset labels of existing and proposed fittings, fire hydrants and services in plan and profile. Fitting angle, pipe curvature radius and/or joint deflection angle identified. Water main, pipe type, and service/main diameter identified.
- Water service provided to each lot with station and offset at the end of the service line. Typically displayed in a service line station/offset table.
- Profile provided when the water service exceeds 2 inches in diameter
- Thrust block details and pipe joint restraint table, where applicable

☐ City Sewer Design Information – displayed on plan and/or profile views, where applicable

- Alignment station and offset location of existing and proposed sewer main and services in plan and profile.
- Alignment station, offset, manhole diameter, invert and rim elevations at existing and proposed manholes on profile. Inverts shall be labeled with directional designations (N, S, E, W) and direction of flow (in or out)
- Sewer service provided to each lot with STA and offset at the end of the service line. Typically displayed in a service line station/offset table.
- Sewer main diameter slope, distance, diameter and pipe material identified on the profile.



☐ City Stormwater Design Information – displayed on plan and/or profile views, where applicable

- Alignment station and offset location of existing and proposed storm lines and service lines, catch basins/curb inlets, treatment controls, and other appurtenances in plan and profile. Storm main and service diameter identified.
- Alignment station, offset, manhole diameter, invert and rim elevations at existing and proposed manholes on profile. Inverts shall be labeled with directional designations (N, S, E, W) and direction of flow (in or out).
- Storm service provided to each lot with STA and offset at the end of the service line where applicable. Typically displayed in a service line station/offset table.
- Storm pipe diameter slope, distance, diameter and pipe material identified on the profile.

City Standard Details

☐ Include versions of Standard Details that were in effect at the time of land use application submittal

☐ No more than 8 per sheet allowed for readability

☐ All details applicable to the design must be included. Arrange in order.

Traffic Control (must conform to OTTCH and MUTCD)

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

☐ Site specific pedestrian and bike detours with signs when a sidewalk or bike lane needs to be temporarily closed

☐ Vehicle detour route, where applicable



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.