



City of McMinnville Engineering Submittal Application

231 NE 5<sup>th</sup> Street McMinnville Oregon 97128

<https://www.mcminnvilleoregon.gov/engineering>

### General Instructions

Permit Type Applying for	Minimum sections required
Work in right-of-way	1,2,3,4,5,6,7
Early Grading	1,2,3,4,5,6,8
Erosion Control – for future use do not fill out	1,2,3,4,5,6,9
On-Site Development	1,2,3,4,5,6,10

### 1. Project Information (required)

Proposed Project Name:	
Detailed Description of Proposed Project:	
Project Address	
Affected parcel or tax lot	
Notes:	
Associated Land Use cases (if Applicable)	
Associated Building Permits (if Applicable)	

### 2. Property Owner Information (Required)

- For work exclusively in the right-of-way provide information of the affected or fronting property owner.
- Enter customer information if work is for a customer and is connecting to a private property

First and Last Name	
Mailing Address	
E-Mail	
Primary Phone	



**3. Applicant Information (Required) – If PUC enter PUC information** ☐ Check if same as owner

- PUC = Public Utility Company

First and Last Name	
Organization Name	
Mailing Address	
E-Mail	
Primary Phone	

**4. Agent for Applicant Information (if Different from Owner)**

- If signed by an agent, owner's written authorization must be attached.

First and Last Name	
Organization Name	
Mailing Address	
E-Mail	
Primary Phone	



##### 5. Licensed Professional (if Applicable)

- Note for PUC's: If using subcontractor, enter subcontractor information.
- Please fill out tables for more than one licensed professional.
- Provide certificate of insurance for each professional see link for insurance requirements.
- If more space is needed print out more of this page

License Type		Business Name	
License Number		E-Mail	
First and Last Name		Emergency Phone	
Mailing Address			

License Type		Business Name	
License Number		E-Mail	
First and Last Name		Emergency Phone	
Mailing Address			

License Type		Business Name	
License Number		E-Mail	
First and Last Name		Emergency Phone	
Mailing Address			

**6. General Information (Required) - check all that apply**

<input type="checkbox"/> Work in right-of-way is included – complete section 7 below <ul style="list-style-type: none"> <li>Includes sidewalk and Driveways/Roadcuts, stormwater Drainage, Private utility work, Major Construction</li> <li>Check if applying for annual blanket work in right-of-way permit</li> </ul>
<input type="checkbox"/> Early Grading – Complete section 8 below
<input type="checkbox"/> Erosion control – Complete section 9 below
<input type="checkbox"/> On site development – Complete Section 10 below
<input type="checkbox"/> Construction Permit Agreement (CPA) - This is required when the work will be cutting into the asphalt in the street
<input type="checkbox"/> Other  

Note: see Engineering Fees, Miscellaneous Fees section to select “Other”

**7. Work in right-of-way specific information**

Utility Permit – Plan review and permit	Fee is \$547.70	<input type="checkbox"/> Submit construction Plans <input type="checkbox"/> Submit contractor/utility owner certificate of insurance <input type="checkbox"/> Traffic Control Plan
Right-of-way Minor (50ft lot frontage and local street classification)	Fee is \$1,017.16 + the potential CPA fee	<input type="checkbox"/> Submit construction Plans <input type="checkbox"/> Submit contractor certificate of insurance <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Engineers estimate
Right-of-way Major (more than one lot frontage and/or higher than local street classification)	Fee is \$3,115.20 + CPA fee	<input type="checkbox"/> Submit construction Plans <input type="checkbox"/> Submit contractor certificate of insurance <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Engineers estimate

Temporary Street/ROW Use (For work requiring a traffic control plan that does not involve street or utility improvements. Ex: Tree trimming)	Fee is \$1550.77	<input type="checkbox"/> Submit Traffic Control Plan
Sidewalk and Driveway Permit – Fee is calculated per 50 lineal feet of sidewalk and/or per number of driveways	Fee is \$782.43 per 50 feet and or per number of driveways	_____ number of driveways  _____ length of sidewalk to be replaced
Construction Permit Agreement (CPA)	Fee is based on the Engineers Estimate  Value = Less than \$100,000 fee is 5% \$100,000-\$500,000 fee is 3%	<input type="checkbox"/> Engineers estimate <input type="checkbox"/> Submit certificate of insurance <input type="checkbox"/> Bond Paperwork if necessary

Note – Sidewalk fee is eligible for a 75% reduction. See Engineering Fee Schedule

Note – Temporary Street/ROW Use fee is eligible for a 75% reduction. See Engineering Fee Schedule.

Note – See Q and A for example CPA fee calculations

### 8. Early Grading (Optional)

Early Grading and Drainage Plan review	Fee is \$4,896.25	<input type="checkbox"/> Submit Erosion Control, Grading, and Drainage Plans <input type="checkbox"/> Submit Preliminary Drainage Design
Early Grading and Drainage Permit – less than one acre	Fee is \$782.43	<input type="checkbox"/> Provide City with approved 1200C Permit or response from DEQ stating 1200C is not required.
Early Grading and Drainage Permit – more than one acre	Fee is \$1,538.32	<input type="checkbox"/> Provide City with approved 1200C Permit



## 9. Erosion Control Permit

Less than One Acre	Fee is \$850.53	For future use
More than One Acre	Fee is \$1,606.41	For future use
Simplified Single Family Residential	Fee is \$360.77	For future use

## 10. On-Site Development

On site plan review	Fee is based on Building Permit job value  Value = Less than \$100,000 fee is 5% \$100,000-\$500,000 fee is 3% More than \$500,000 fee is 1%	<input type="checkbox"/> Provide associated Building Permit in section 1 of this application
On-site Development Permit – less than one acre	Fee is \$1,564.86	
On-site Development Permit – more than one acre	Fee is \$3,129.73	

Note – See Q and A for example On-Site Plan Review fee calculations



## Questions and Answers

### 1. How is the fee for a Construction Permit Agreement Calculated?

#### a. Example 1:

Engineers Estimate = \$80,000  
 $\$80,000 \times 115\% = \$92,000$   
5% of \$92,000 = \$4,600 total fee

#### b. Example 2:

Engineers Estimate = \$400,000  
 $\$400,000 \times 115\% = \$460,000$   
5% of the First \$100k = \$5,000  
 $\$460,000 - \$100,000 = \$360,000$  remaining  
3% of the remaining \$360k = \$10,800  
Total Fee = \$5,000 + \$10,800 = \$15,800

### 2. How is the fee for the On-Site Development Plan Review calculated?

#### a. Example 1:

Building Permit Job Value = \$78,000  
Total Fee =  $\$78,000 \times 5\% = \$3,900$

#### b. Example 2:

Building Permit Job Value = \$500,000  
5% of the First \$100k = \$5,000  
 $\$600,000 - \$100,000 = \$500,000$  remaining  
3% of the remaining \$400k = \$12,000  
Total Fee = \$5,000 + \$12,000 = \$17,000

#### c. Example 3:

Building Permit Job Value = \$2,000,000  
5% of the First \$100k = \$5,000  
 $\$2,000,000 - \$100,000 = \$1,900,000$  remaining  
3% of \$400k = \$12,000  
 $\$1,900,000 - \$400,000 = \$1,500,000$  remaining  
1% of the remaining \$1,500,000 = \$15,000  
Total Fee = \$5,000 + \$12,000 + \$15,000 = \$32,000