



Planning to construct an Accessory Structure

Begin by determining if the property is located rural, within city limits or in an urban growth boundary.

Contact Clatsop County Land Use Planning (503-325-8611) or visit Webmaps at <https://delta.co.clatsop.or.us/map>

The following steps will help lead you through the permit process.

STEP 1: Complete the Information Application for Planning (page#1)

- A.** Provide a detailed description of the proposed project description. Contact information including Email addresses and phone number(s) are required for the permit issuance process.
- B.** If the property has not been assigned an address, leave the job site address field blank. Submit a completed **New Address Request** and \$225.00. (Application page 10-11)
- C.** If the property is located in **FEMA flood zone**, a Floodplain Application, payment of \$110.00 and approval will be required prior to applying for a development permit.
- D.** If the property is located in the **Geological Hazard Overlay (GHO)**, a Geological Hazard Review Application or a Geological Hazard Waiver along with a geo technical report prepared by a certified engineering geologist or a registered professional geologist, payment of \$85.00 and approval will be required prior to applying for a development permit.
- E.** If the property has mapped **Wetlands** indicated, Land Use Planning can help guide you through the process.
- F.** **Grading, Drainage, Erosion Control Plan Review**, if applicable. (Application pages 8-9)
- G.** **Road Approach Permit**, if applicable.
Contact Public Works Dept for a county road; ODOT for a state Hwy; or if a private road, provide copy of easement/owner's approval giving your right to use the roadway. (Contact list included in packet)
(Application pages 12-13)
- H.** If the property is located in a Homeowner's Association (HOA), approval maybe required from the HOA

STEP 2: Agency Review and Approval Form (pages 2-3)

Obtain approval signoff from the FIRE DEPT. If applicable, the SEPTIC and WATER agencies. (A list of contact numbers is provided in this packet)

STEP 3: PLANNING LAND USE - Obtain the Development Permit

Submit with your other documentation:

- ✓ Erosion Control Plan (pages 4-5)
- ✓ Plot Plan (page 6)
- ✓ Lighting Fixture Plan (page 7)

STEP 4: BUILDING CODES: Ready to Submit Construction Plans for Review

Construction plans are reviewed digitally through Blue Beam software. Please provide unlocked PDF plans to help expedite the review process.

- ✓ Submit your Issued Development Permit, including all documents.
- ✓ Submit in PDF, the construction plans including a floor plan, truss and joist details. If the plans are engineered stamped, provide the structural calculations.
- ✓ Submit the Structural Permit application, Plan Review Submittal Checklist.
- ✓ Plan Review fees will be assessed. You will receive an email which contains the invoice and link to pay the plan review fee online through Oregon EPermitting. Note: check your spam folder for ClatsopCountyNoReply@Accela.com.

Residential construction plans require approximately two (2) weeks for review. Commercial, industrial or institutional plans requiring life safety review could take three (3) weeks, depending on the complexity of the plan review.

When the plans are approved and the permit is Ready to Issue,

- *You will receive an email with an invoice and a link to pay the Permit fees online through Oregon Epermitting.*
- *The permit will be issued and notification will be emailed applicant and contractors on record.*
- *The Approved Plans will be available to access online through Oregon Epermitting.*

*If you have questions for Building Codes, you may contact us at
503-338-3697 or buildingdivision@clatsopcounty.gov*

CONTACT NUMBERS

Clatsop County Building Codes

800 Exchange Street, Suite 100
Astoria, Oregon 97103
Hours: 7:30am - 4:00pm – Mon-Fri
Phone: 503-338-3697
FAX: 503-338-3666
buildingdivision@clatsopcounty.gov

Clatsop County Land Use Planning

800 Exchange Street, Suite 100
Astoria, Oregon 97103
Hours: 7:30am - 4:00pm - Mon-Fri
Phone: 503-325-8611
FAX: 503-338-3606
comdev@clatsopcounty.gov

Clatsop County Onsite Wastewater

820 Exchange Street, Suite 100
Astoria, Oregon 97103
Hours: 7:30am -12pm & 1- 4:30pm, Mon-Thurs
7:30 - 11:30am Friday
Phone: 503-325-9302 FAX: 503-325-9303
envhealth@clatsopcounty.gov

Clatsop County Roads Division

1100 Olney Avenue
Astoria, Oregon 97103
Hours: 8:00 am - 4:30 pm - Mon-Fri
Phone: 503-325-8631
FAX: 503-325-9312
roads@clatsopcounty.gov

Clatsop Soil & Water Conservation District

750 Commercial, Room 207
Astoria, Oregon 97103
(US Post Office Building)
Phone: 503-325-4571
office@clatsopswcd.org

Oregon Dept of Transportation

350 W. Marine Drive
Astoria, Oregon 97103
Hours: 8:00am - 5:00pm
Phone: 503-325-7222
FAX: 503-325-1314
astoriaodotadmin@odot.oregon.gov

SEWER DISTRICTS

Arch Cape Sanitary District

Matt Gardner, ACSD Manager
32065 E Shingle Mill Lane
Arch Cape, OR 97102
Phone: 503-436-2790
FAX: 503-436-1467
mattgardneracutil@gmail.com

Miles Crossing Sanitary Sewer

Carl Gifford
34795 Hwy 101 Business
Astoria, OR 97103
Phone: 503-325-4330
FAX: 503-338-6915
billing@yrlcoffice.org

Sundown Sanitary District

Mark Schacher
503-791-6250
mcschacher@gmail.com

Shoreline Sanitary District

John Glen, Chairman
PO Box 732
Warrenton, OR 97146
Phone: 503-861-0574
jglen@pacifier.com

Westport Sewer District

1100 Olney Avenue
Astoria, OR 97103
Phone: 503-325-8631
FAX: 503-325-9312
dkeranen@clatsopcounty.gov

WATER SERVICE AGENCIES

Arch Cape Water and Sanitary District

Matt Gardner, ACSD Manager
32065 E Shingle Mill Ln
Arch Cape, OR 97102
Phone: 503-436-2790
mattgardneracutil@gmail.com

Burnside Water Association

Curt Krusick, Pres
PO Box 625
Astoria, OR 97103
Phone: 503-458-5525
bwah2o@gmail.com

Falcon Cove Beach Water District

Charles Dice
79387 Ray Brown Rd
Arch Cape, OR 97102
Phone: 503-436-0146
fcbsdwd@gmail.com

Fernhill Community Water System

Sherri Peterson
92571 Fernhill Road
Astoria, OR 97103
Phone: 503-325-7097
fernhillcws@gmail.com

John Day Water District

Nate Alfonse
PO Box 1317
Astoria, OR 97103
Phone: 503-791-9084

Knappa Water Association

Lidia Hebert
92755 Allen Road
Astoria, OR 97103
Phone: 503-458-6461
kknappa@centurytel.net

Olney-Walluski Water Association

Bill Young
90029 Hwy 202
Astoria, OR 97103
Phone: 503-325-1375 or 737-259-0996
crmewfy@gmail.com

Riverpoint-Willowdale Water

Dorothy Gillies
91609 Hwy 202
Astoria, OR 97103
Phone: 503-468-0006
willowdalewater@gmail.com

Seaside Public Works

1387 Avenue U
Seaside, OR 97138
Phone: 503-738-5112
cdadmin@cityofseaside.us

Warrenton, City of Water District

Brian Crouter
PO Box 250
Warrenton, OR 97146
Phone: 503-861-0914
bcrouter@ci.warrenton.or.us

Westport Water Association

Cynthia Reeves
49206 Highway 30
Westport, OR 97016
Phone: 503-455-9201 503-455-9231
creeves355@gmail.com

Wickiup Water District

Michelle Bolton
92648 Svensen Market
Road Astoria, OR 97103
Phone: 503-458-6555
michelle@wickiupwaterdistrict.com

Youngs River, Lewis & Clark Water

Carl Gifford
34583 Highway 101 Business
Astoria, OR 97103
Phone: 503-325-4330
billing@yrlcoffice.org

Oregon Water Resources Department

Nikki Hendricks, Watermaster Office
(Local) 4000 Blimp Blvd Suite 400
Tillamook, OR 97141
Phone: 503-815-1967
FAX: 503-815-1968
Nikki.M.Hendricks@water.oregon.gov

Oregon Water Resources Department

725 Summer Street NE, Suite A
Salem, OR 97209
Phone: 503-986-0900
FAX: 503-986-0904

FIRE DEPARTMENTS

Astoria Fire Department

Dan Crutchfield, Chief
555 30th Street
Astoria, OR 97103
Phone: 503-325-4237
dcrutchfield@astoria.or.us

Cannon Beach RFPD

Mark Reckmann, Chief
188 Sunset Blvd
Cannon Beach, OR 97110
Phone: 503-436-2949
FAX: 503-436-9639
mreckmann@cbfire.com

Elsie-Vinemapple RFPD

Mike Wammack, Chief
Hans Mulder, Asst Chief
42644 Loyd Lane
Seaside, OR 97138
Phone: 503-755-2233
FAX: 503-755-2232
evrfpd@centurytel.net

Gearhart Fire Department

Josh Como, Chief
PO Box 2530
Gearhart, OR 97138
Phone: 503-738-7838
FAX: 503-738-9385
joshcomo@cityofgearhart.com

Hamlet Fire Department

Matt Verley, Chief
37240 Highway 26
Seaside, OR 97138
Phone: 503-440-5064
mverley@hotmail.com

John Day-Knapa Fire District

Kurt Donaldson, Chief
43114 Hillcrest Loop
Astoria, OR 97103
Phone: 503-458-6610
FAX: 503-458-6228
kdonaldson@knappafire.com

Lewis & Clark RFPD

Jeff Golightly, Chief
34571 Hwy 101 Business
Astoria, OR 97103
Phone: 503-325-4192
FAX: 503-325-7353
Lewisclarkfire@gmail.com

Mist-Birkenfeld RFPD

Joe Kaczinski, Chief
12525 Highway 202
Mist, OR 97016
Phone: 503-755-2710
Fax: 503-755-2556
joek@mistbirkenfeldrfd.org

Nehalem Bay Fire and Rescue

Chris Beswick, Chief
36375 Hwy 101 N,
Nehalem, OR 97131
Phone: 503-368-7590
FAX: 503-368-7580
c.beswick@nbfrd.org

Olney Walluski Fire and Rescue

Jeremy MacDonald, Chief
36115 River Point Drive
Astoria, OR 97103
Phone: 503-325-5440
Olneyfire.fc@gmail.com

Seaside Fire & Rescue

Joey Daniels, Chief
150 S Lincoln
Seaside, OR 97138
Phone: 503-738-5420
FAX: 503-717-9318
jdaniels@cityofseaside.us

Warrenton Fire Department

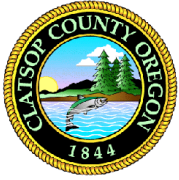
Brian Alsbury, Chief
PO Box 250
Warrenton, OR 97146
Phone: 503-861-2494
FAX: 503-861-2351
firechief@ci.warrenton.or.us

Warrenton RFPD

Bob Kyle
PO Box 1003
Warrenton, OR 97146
Phone: 503-861-8599

Westport Fire & Rescue

Greg Brody, Chief
91177 Ferry Rd
Westport, OR 97016
Phone: 503-455-0727
FAX: 503-455-0727
Chief_2101@msn.com



Clatsop County Community Development
800 Exchange Street, Suite 100
Astoria, Oregon 97103
Phone 503 325-8611 Fax 503 338-3606

Email: comdev@clatsopcounty.gov Website: www.clatsopcounty.gov

<input type="checkbox"/> Development Permit	Fee \$85	<input type="checkbox"/> Flood Review	Fee \$110	<input type="checkbox"/> Geologic Hazard Review	Fee \$85
		<input type="checkbox"/> Flood Renewal	Fee \$50		
<input type="checkbox"/> Grading, Drainage, Erosion Control	Fee \$150	<input type="checkbox"/> Road Approach	Fee \$0	<input type="checkbox"/> Address	Fee \$225 <input type="checkbox"/> Road Name
				<input type="checkbox"/>	Fee \$265
<input type="checkbox"/> Other – Description			Fee \$	Total Due \$	

All owners of record, per Clatsop County Assessment records, **must sign the application**.

Representatives of public agencies, corporations, trusts, etc. must provide documentation of signing authority (Power of Attorney, Trust Document, etc.).

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Project Description: _____

Property Address _____

Owner: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____

Owner: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____

Applicant/Other: _____ Email: _____

Address: _____ City/State/Zip: _____

Phone: _____ Phone: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Base Zone(s): _____ Overlay(s): _____

Map ID(s): _____ Acres: _____

Contiguous Properties in same ownership: _____

Existing Structures: _____

ALL HIGHLIGHTED ITEMS ARE REQUIRED.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Contact Clatsop County Community Development to determine if additional documentation is required.

SEWAGE DISPOSAL:

Contact the sewer district serving your property or Clatsop County Environmental Health for septic approval at 503-325-9302

- ☐ None Required Signature, & Date: _____
- ☐ Sewer Signer Title & Printed Name: _____
- ☐ Septic Agency: _____
- Permit# or Sign Off: _____
- Permit Required: Yes ☐ No ☐ Site Approval Granted: Yes ☐ No ☐

WATER AVAILABILITY

Contact the water district serving your property OR
Oregon Water Resources Department at 503-815-1967, Nikki.M.Hendricks@water.oregon.gov

- ☐ None Required Signature & Date: _____
- ☐ Private Water Signer Title & Printed Name: _____
- ☐ Public Water Agency Name: _____
- Gallons per minute _____
- ☐ Well, Spring, etc. ☐ Potability Test and/or Water Master Certificate attached

FIRE ACCESS AND REQUIREMENTS

Contact the fire district serving your property

Signature & Date: _____

Signer Title, Printed Name & Agency: _____

Applicant must contact fire official prior to final building inspection: Yes ☐ No ☐

Comments: _____

Water/Fire Flow: _____ Number of Hydrants: _____ Hydrant Location(s) _____

- ☐ Firebreak, clear and maintain firebreak of at least _____ feet radius around proposed structure.

MANUFACTURED/MOBILE HOME PLACEMENT

Contact Clatsop County Assessment & Taxation, 820 Exchange #210, Astoria, OR 97103 503-325-8522

Signature & Date: _____

Printed Name & Title: _____

REQUIRED DOCUMENTS – ALL PERMITS

- ☐ Erosion Control Plan ☐ Plot Plan ☐ Stormwater Drainage Plan

Development Permit – Supporting Documents

Permit#: _____

- ☐ Outdoor Lighting Plan
- ☐ Parking Plan
- ☐ Other: _____

Flood Hazard Permit – Supporting Documents

Permit#: _____

- ☐ Elevation Certificate
- ☐ Foundation Plan
- ☐ Building Elevation Drawings
- ☐ Other: _____

Geologic Hazard Review – Supporting Documents

Permit#: _____

- ☐ Certified Engineering Geologist or Registered Professional Geologist Report or Waiver Letter
- ☐ Other: _____

Grading, Drainage, Erosion, Road Access – Supporting Documents

Permit#: _____

- ☐ Completed Application and Road Access Permit/Application

FOR OFFICE USE ONLYFront Setback determined by access to the property not front of building.

PERMIT # _____ OWNER & PARCEL ID: _____

Setbacks	Required	Actual	Notes
(N, S, E, W) Front	_____	_____	_____
(N, S, E, W) Side	_____	_____	_____
(N, S, E, W) Side	_____	_____	_____
(N, S, E, W) Rear	_____	_____	_____

Structure Height

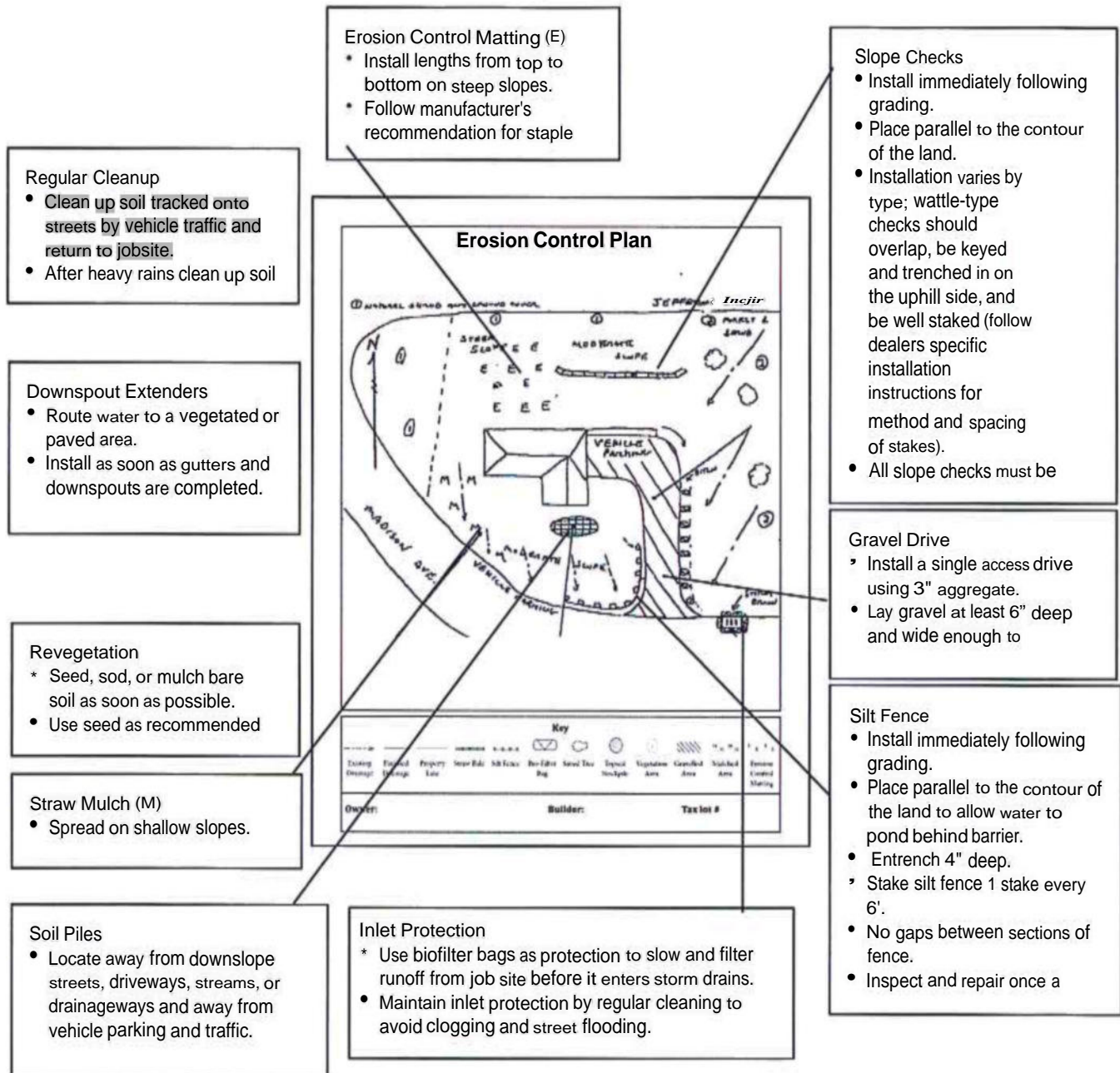
- ☐ 18 feet maximum Oceanfront (Zones RSA-SFR, CBR, CR)
- ☐ 26 feet maximum
- ☐ 35 feet maximum
- ☐ Other _____

Other













- ☐ Access – County or ODOT Permit# _____
- ☐ Average Grade Calculations
- ☐ Beaches & Dunes Stabilization and/or Revegetation
- ☐ Coastal Shorelands
- ☐ Conditional Use Permit # _____
- ☐ Deed Restriction County Clerk Recording # _____
- ☐ DSL Wetland Fill/Removal Permit# _____
- ☐ Lot Coverage
- ☐ Resource Zone Certification County Clerk Recording # _____
- ☐ Road Improvement
- ☐ Temporary Use Permit # _____
- ☐ WLUN Submit Date _____ Permit # _____

Erosion Control Plan

1. Draw the streets and roadways leading to the property.
2. Draw the property boundaries.
3. Indicate which direction is north.
4. Draw the proposed location of all buildings.
5. Show directions of water flow off the property.
6. Indicate all slopes and label them as steep, moderate or gentle.
7. Designate location of all access to the property and where vehicle parking will be located.
8. Indicate what and where erosion control measures will be used.



Erosion Control Plan

Key											
											
Existing Drainage	Finished Drainage	Property Line	Straw Bale	Silt Fence	Bio-Filter Bag	Saved Tree	Topsoil Stockpile	Vegetation Area	Gravelled Area	Mulched Area	Erosion Control Matting

Owner:	Builder:	Tax lot #
---------------	-----------------	------------------

Residential Plot Plan

Proposed Use: _____

Owner(s): _____

Applicant: _____

MAP ID: _____

Situs Address: _____

Must include all of the following information in the space provided below

- All property lines
- Location of all existing and proposed structures and distances of each structure from ALL property lines
- Distance of all structures from surface waters (lakes, streams, wetlands, etc.)
- Location of all waste water systems, including septic tanks, drain fields, holding tanks, etc.
- Location of all access roads, driveways, parking and easements
- Storm water drainage plan. Show locations of downspouts, dry wells, culverts and the direction of surface water flow.
- Identify the location(s) and type(s) of outdoor lighting to be installed
- Attach a specification sheet for each outdoor fixture type to be used.

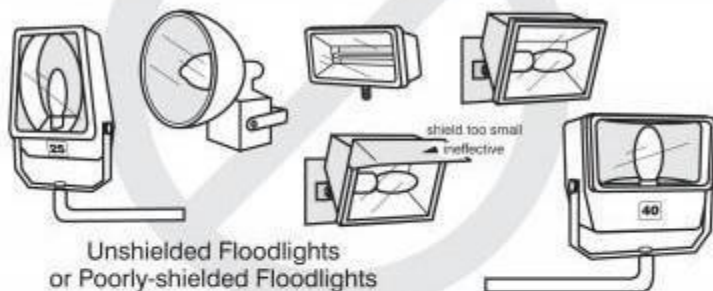
North

West

East

Unacceptable / Discouraged

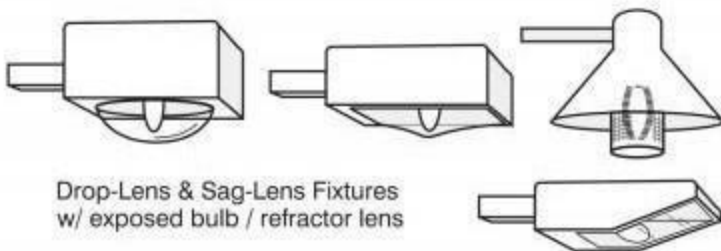
Fixtures that produce glare and light trespass



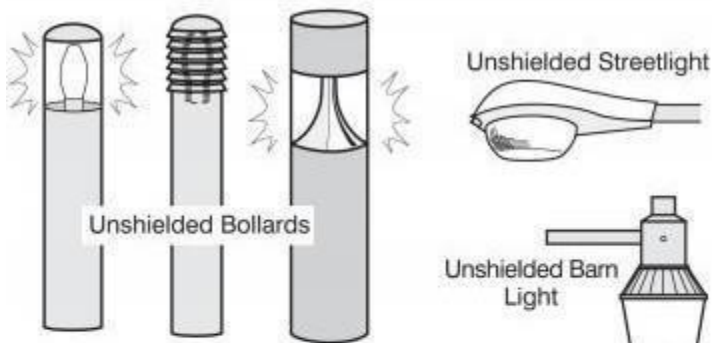
Unshielded Floodlights
or Poorly-shielded Floodlights



Unshielded Wallpacks
& Unshielded or
Poorly-shielded Wall
Mount Fixtures

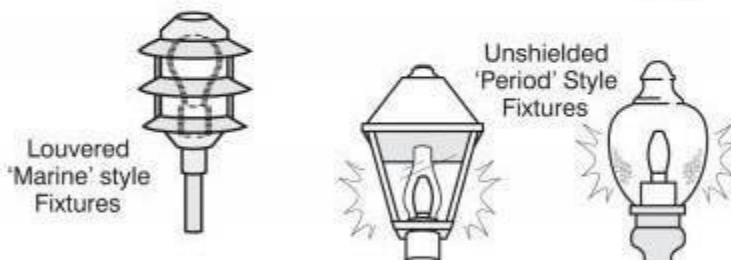


Drop-Lens & Sag-Lens Fixtures
w/ exposed bulb / refractor lens



Unshielded Streetlight

Unshielded Barn
Light

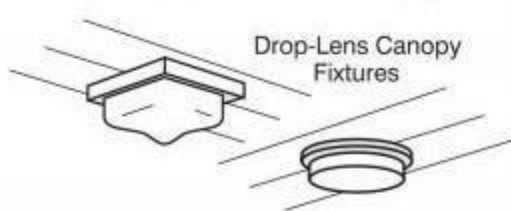


Louvered
'Marine' style
Fixtures

Unshielded
'Period' Style
Fixtures



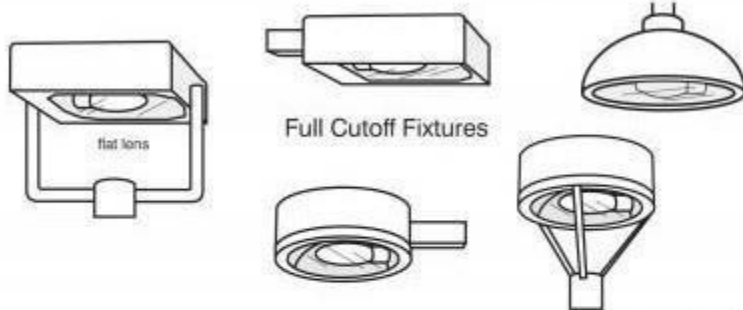
Unshielded PAR
Floodlights



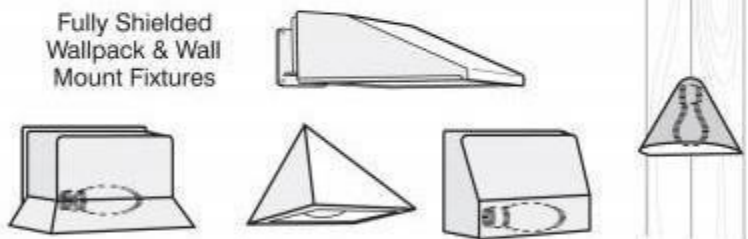
Drop-Lens Canopy
Fixtures

Acceptable

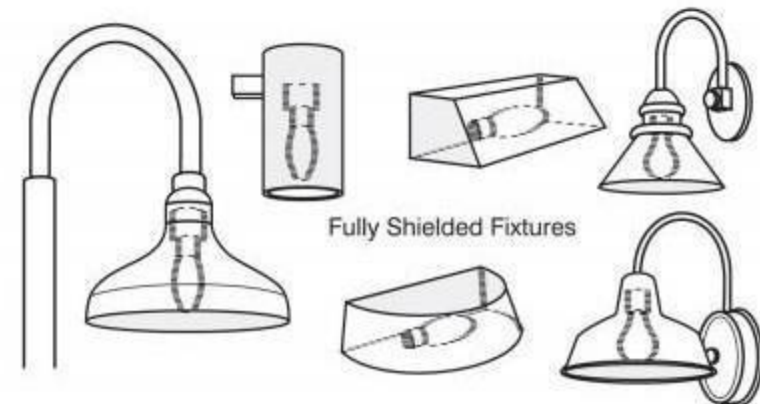
Fixtures that shield the light source to minimize glare and light trespass
and to facilitate better vision at night



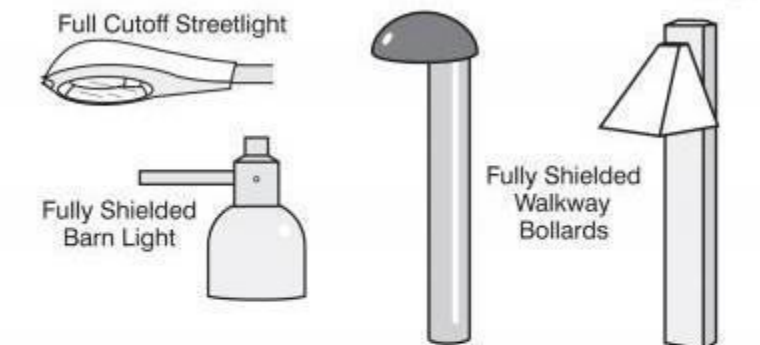
Full Cutoff Fixtures



Fully Shielded
Wallpack & Wall
Mount Fixtures



Fully Shielded Fixtures



Full Cutoff Streetlight

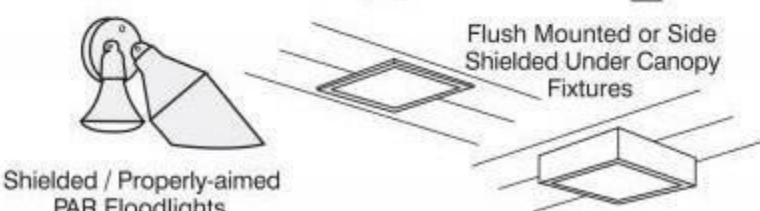
Fully Shielded
Barn Light

Fully Shielded
Walkway
Bollards



Fully Shielded
Decorative
Fixtures

Fully Shielded
'Period' Style
Fixtures



Shielded / Properly-aimed
PAR Floodlights

Flush Mounted or Side
Shielded Under Canopy
Fixtures

Circle lighting fixture(s) to be used and sign here:

Illustrations by Bob Crelin © 2005. Rendered for the Town of Southampton, NY. Used with permission.



Clatsop County

Community Development

800 Exchange Street, Suite 100, Astoria, Oregon 97103

Phone 503 325-8611 Fax 503 338-3606

comdev@clatsopcounty.gov www.clatsopcounty.gov

Grading, Drainage & Erosion Control Plan Review

Fee: \$150 for First ½ Hour; \$100 per additional hour - Permit # _____

Required for land disturbing activities that include any of the following conditions or project components:

- | | |
|--|---|
| <input type="checkbox"/> Steep Slopes >20% within the disturbed area | <input type="checkbox"/> Proposed Slopes >3:1 and >6 feet in height of fill |
| <input type="checkbox"/> Retaining Walls >30 inches | <input type="checkbox"/> Any Commercial/Industrial Development |
| <input type="checkbox"/> Removal/Fill >30 cubic yards, either imported, removed or relocated on site. | |
| <input type="checkbox"/> Wetland Fill >50 cubic yards require a permit from the Oregon Department of State Lands. | |
| <input type="checkbox"/> > 3,000 square feet of disturbed area. <input type="checkbox"/> >one (1) acre of disturbed area requires a 1200-C permit from Oregon DEQ. | |
| <input type="checkbox"/> Any new, realigned or relocated roads/culverts for any proposed development. <input type="checkbox"/> Road Approach Permit # _____ | |
| Proximity to Sensitive areas: <input type="checkbox"/> Wellheads within 100 feet <input type="checkbox"/> Septic drain fields (primary & reserve) within 10 feet | |
| <input type="checkbox"/> Streams within 50 feet <input type="checkbox"/> Wetlands, mapped or known within 50 feet | |

Erosion Control Schedule of activities:

Maximum of _____ CY removed from _____

Maximum of _____ CY fill/gravel placed on _____

☐ Property owner ☐ Builder/Contractor/Developer is responsible for placement, monitoring and maintenance of temporary and permanent erosion control measures.

All land clearing, construction, or development involving the movement of earth shall conform to the plan as approved by the Clatsop County Engineer on permit # _____

All transport or materials is via (list roads) _____

All activities will be completed by date: _____

All Contractors/Builders/Developers must sign this application. Representatives of public agencies, corporations, trusts, etc. must provide documentation of signing authority.

CONTRACTOR(s): _____

Mail Address: _____ City/State/Zip _____

Contact Phone: _____ Email: _____

Signature: _____ Date: _____

BUILDER/DEVELOPER(s): _____

Mail Address: _____ City/State/Zip _____

Contact Phone: _____ Email: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Property Description – Map ID: _____ Site Address: _____

Project Description: _____

Zoning: _____ Overlay District(s): _____

Plan Elements

A. Site Map drawn to scale and depicting accurate size and distances for the following elements:

1. A scale and north arrow.
2. The location of the development site in relation to the property boundaries.
3. The location of all internal or adjacent roadways and access easements.
4. The location and size of all existing and proposed structures >200 square ft.
5. The location of any lakes, rivers, streams, wetlands, channels, ditches or other watercourses on or near the development site.
6. The direction of surface water flow.

B. Erosion Control Plan containing the following elements:

1. A scale and north arrow.
2. The location of existing vegetation adjacent to any watercourse.
3. Areas where vegetative cover will be retained and the type and location of measures taken to protect vegetation from damage.
4. Areas where vegetative cover will be removed and the location of temporary and permanent erosion control measures to be used including, but not limited to: silt fencing, straw bales, graveling, mulching, seeding, and sodding.
5. Indication of slope steepness, by degree, percentage or ratio. Include gradient of surface water flow.
6. The general slope or terrain characteristics of adjacent property.
7. Location of the construction access driveway(s) and vehicle parking area(s).
8. Location of soil/fill stockpiles.
9. Location of existing and proposed buildings, including locations of downspouts.

Public Works Reviewer Signature: _____

Name: _____ Date: _____

☐ Approved

☐ Approved with Conditions

☐ Denied

Inspection Required prior to Building Codes Final: ☐ YES ☐ NO



Clatsop County Community Development
800 Exchange Street, Suite 100
Astoria, Oregon 97103
Phone 503 325-8611 Fax 503 338-3606
comdev@clatsopcounty.gov www.clatsopcounty.gov

New Address Application – Fee \$225

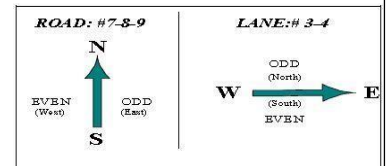
Owner Name: _____ Map ID: _____

Access Permit #: ODOT _____ Clatsop County _____ Access Street Name: _____

Cross Street _____ Fire Dept _____ School _____

Water _____ Sewer _____ Power _____ Gas _____

Provide a statement indicating the driveway is complete or a detailed description of how the driveway is marked in the field.
Failure to provide this information may result in the delay of your address assignment.



OFFICE USE ONLY: NEW ADDRESS: _____

Beginning Address: _____ Distance (+/_): _____

Final: _____ Comments: _____

Road Name Application – Fee \$265

☐ Third house to be constructed on a private road or driveway, **OR**

☐ New Subdivision. Name: _____

Names are limited to fifteen (15) characters and a total of three words excluding the suffix (Rd, Ln)

Choice 1: _____

Choice 2: _____

Choice 3: _____

(Office Use Only)

☐☐☐

The road suffix is assigned based on the direction the road generally travels. Select one.

☐ **Lane (LN)** West-East

☐ **Road (RD)** South-North

The following suffixes have specific criteria that must be met in order to be assigned, please consult with county planning staff to determine if your road qualifies for these designations: **Court (CT)** **Drive (DR)** **Loop (LP)**

A road name can only be assigned with a majority agreement of the affected property owners. If an agreement cannot be reached, the name will be selected by Clatsop County.

All new road names are subject to approval by the following: Clatsop County Surveyor, Clatsop County Sheriff. Clatsop County Planning Department and Astoria PSAP 911

******ROAD NAME ONLY******

AFFECTED PROPERTY OWNERS

Authorization from a majority of property owners must be included. Attach additional sheets if necessary.

1. Name(s): _____

Address: _____

Phone & Email: _____

Map ID: _____

Comments: _____

I/We agree with the proposed name change.

Owner Signature(s): _____

2. Name(s): _____

Address: _____

Phone: _____

Map ID: _____

Comments: _____

I/We agree with the proposed name change.

Owner Signature(s): _____

3. Name(s): _____

Address: _____

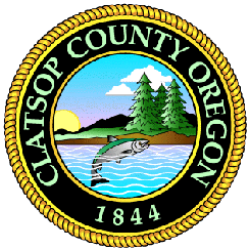
Phone: _____

Map ID: _____

Comments: _____

I/We agree with the proposed name change.

Owner Signature(s): _____



Clatsop County Public Works

Permit No. _____

1100 Olney Avenue

Astoria, Oregon 97103

Phone 503 325-8631 Fax 503 325-9312

roads@clatsopcounty.gov www.clatsopcounty.gov

Application & Permit to Construct Approach Road

Applicant Name: _____

Applicant, declares that he/she is the owner or lessee of the real property adjoining the highway at the location described herein and has the lawful authority to apply for this permit. When approved, the application is subject to the terms and provisions contained herein and attached hereto.

Road Name: _____ **Map ID:** _____

Side of Road: North ☐ South ☐ East ☐ West ☐

Between/Near Landmarks: _____

Provide Sketch Below and/or Attach Map

Applicant Signature: _____ Date: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Your signed permit will be mailed to you. Please allow two (2) weeks for processing.

Section Below to be Completed by the Public Works Department

Site Distance Adequate: Yes ☐ No ☐ If no, explain: _____

Culvert Required: Yes ☐ No ☐ Size _____ Type _____ Length _____

Rock Required: Yes ☐ No ☐ Size _____ Amount _____

The county will install the above culvert: Yes ☐ No ☐ For a prepaid fee of \$ _____

Special Comments _____

Permit Approved: _____ Date _____

Construction Approved: _____ Date _____

When construction is approved, provide copy to Clatsop County Building Codes

COUNTY COMMENTS AND/OR CONDITIONS

Special Comments: _____

Permit Approved By: _____ Date: _____



Clatsop County Public Works

1100 Olney Avenue

Astoria, Oregon 97103

Phone 503 325-8631 Fax 503 325-9312

roads@clatsopcounty.gov www.clatsopcounty.gov

Permit No. _____

Application & Permit to Occupy or Perform Operations Upon a County or Public Road

Applicant Name: _____

Applicant Address: _____

City _____ State _____ ZIP _____ Phone _____

Email Address: _____

Contractor Name: _____

Road Name: _____

Side of Road or Angle of Crossing: _____

Facility Depth (Minimum 30"): _____

Distance from Edge of Pavement: _____

Method of Compaction: _____

Type and Size of Compaction Equipment: _____

Size and Type of Pipe: _____

Type of Cable: _____

Certificate of Insurance: On File Attached To Follow

Description and Location of Operations and/or Facilities

Attach Plans if Applicable

Signature: _____ Date: _____

COUNTY COMMENTS AND/OR CONDITIONS

Special Comments: _____

Permit Approved By: _____ Date: _____

Section 1. Authority. This chapter is adopted under the authority granted by ORS 374.310 and the County Home Rule Charter.

- A. All authority contained in ORS 374.305-374.325, relating to County roads applies to any facility within a Public right-of-way.
- B. The Director or the Directors designee is given the authority to issue all permits provided for in this chapter and to make all decisions necessarily related to those permits.

Section 2. Definitions. As used in this chapter:

- A. Approach permit means a permit allowing construction or alteration of a private driveway, approach road or other facility that provides ingress to or egress from a Public road.
- B. County road means a public road under the jurisdiction of the County that has been designated as a County road.
- C. Facility includes all roads, driveways, utilities, fences, ditches, culverts, structures, signs, landscapes and other items of a diverse nature that may be placed within or upon a Public right-of-way.
- D. Local access road means a public road that is not a County road, state highway or federal road.
- E. Public road means a road over which the public has a right-of way that is a matter of public record.
- F. Director means the Director of Public Works as being responsible for administration of County road activities and includes those individuals designated by the Director to carry out the purposes of this chapter.
- G. Driveway includes all private roads that connect to a public road and provide ingress to or egress from property.
- H. Right-of-way means land, property, or an interest therein, usually in a strip, acquired for or devoted to road purposes.
- I. Road means the entire right-of-way of any public or private way that provides ingress to or egress from property by means of vehicles or other means or that provides travel between places by means of vehicles. Road includes, but is not limited to:
 - A. Ways described as streets, highways, throughways or alleys;
 - B. Road related structures that are in a right-of-way, such as tunnels, culverts or similar structures; and
 - C. Structures that provide for continuity of the right-of-way, such as bridges.
- J. Road encroachment permit means a permit allowing facilities to be placed within a Public road right-of-way. The permit shall state whether the permitted use is temporary or permanent.
- K. Roadway means the portion of a road, including shoulders, for vehicular use.
- L. Traveled Way means that portion of the right-of-way, exclusive of the shoulders, designed and intended for vehicular travel.
- M. Tree Removal Permit means a permit allowing the alteration or removal of trees located within a county right-of-way.

Sections 3. Interpretation. This chapter should be construed to ensure the safe use of public roads, to preserve the structural integrity of public roads and to allocate the cost of private development upon private developers and not upon County government. Nothing in this chapter should be interpreted as implying a right or privilege to place, build, enlarge or otherwise work on any facility in the right-of-way of a public road.

Section 4. Work in Right-of-Ways; Permit Required; Conditions. Except as provided in this chapter, no person other than County agents or employees shall place, build, enlarge or otherwise work on any facility in the right-of-way of a public road without first obtaining a Road Encroachment Permit from the Director. This applies to all work, including, but not limited to, the following:

- A. Constructing, grading, surfacing or providing drainage facilities for a private driveway or approach road;
- B. Pipelines, irrigation lines, sewer lines, underground cables, overhead wires and utility poles;
- C. Signs, billboards, symbols, notices, advertisements or directional guides;
- D. Sidewalks, curbs, gutters, retaining walls, meters, inlet basins, fences and ornamental objects;
- E. Planting of trees or other vegetation.

Section 5. Exceptions to Certain Requirements; Interpretation. A permit is not required for utilizing lawfully installed facilities as intended when installed, providing the work does not involve excavation. This exception includes the following:

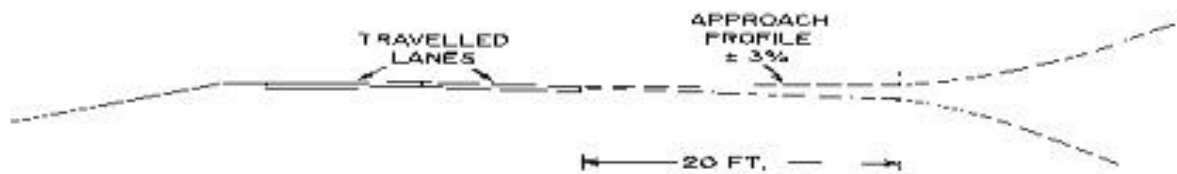
- A. Inspection and cleaning of sewer and storm water facilities;
- B. Inserting cables in existing conduits or making service connections within a terminal structure; and
- C. Utilization that is expressly acknowledged by prior permit provisions.

D. Other activities approved in writing by the Director.

Section 6. Signs, Billboards, Symbols, Notices, Advertisements or Directional Guides. Trees, vegetation, permanent signs, billboards, symbols, notices, advertisements or directional guides shall not be allowed in a county right-of-way unless allowed by law, designed to facilitate traffic safety and located without causing unreasonable risk to the traveling public. Temporary signs, notices, or directional guides may be allowed for a period not exceeding seven (7) consecutive days if in the opinion of the Director the sign, notice, or directional guide will facilitate the safe and efficient use of the public road.

Section 7. General Requirements for Approach Permits. Except as otherwise provided in this chapter, no person shall construct or alter a private driveway, approach road or other facility providing ingress to or egress from a public road without first obtaining an Approach Permit. The general requirements of this permit include but are not limited to the following:

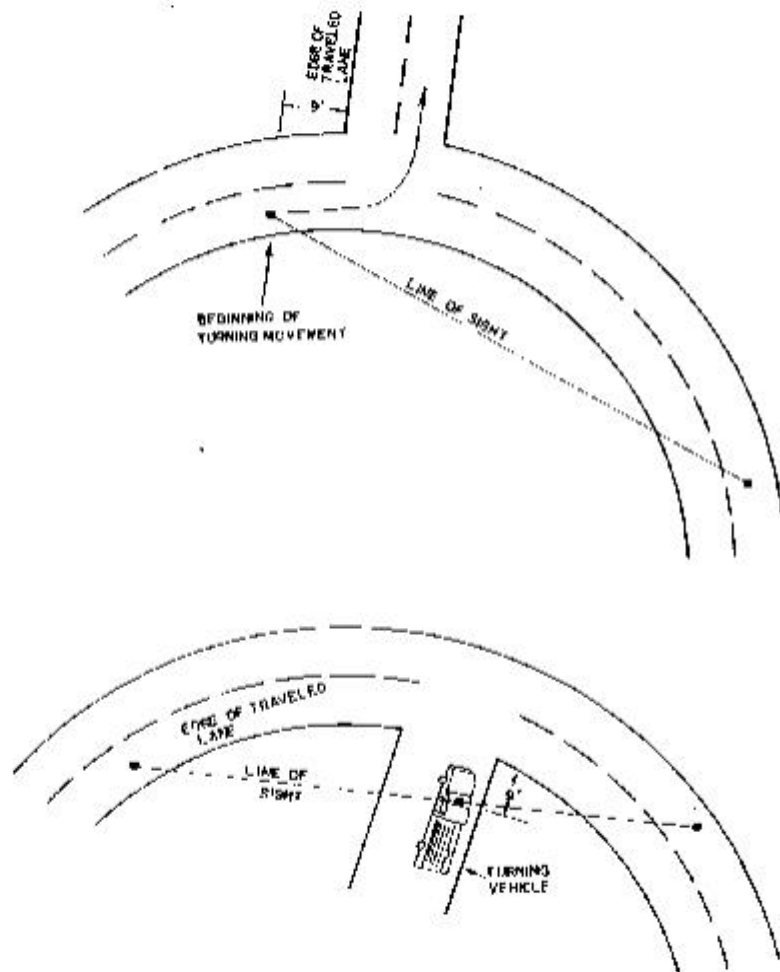
- A. The applicant must be the owner or lessee of the real property abutting the road and have the authority to apply for this permit.
- B. Construction or use of the proposed approach road may not be prohibited by law, agreement or by any permit or license issued by a governmental agency.
- C. The holder of the permit must construct the approach so as not to interfere with normal road maintenance operations.
- D. The profile of the approach centerline shall not exceed + or - 3% from the edge of the traveled surface for a distance of 20 feet, as follows:



- E. An approach permit may be denied when, in the opinion of the Director, lack of adequate sight distance or multiple intersecting approaches would create traffic safety hazard. The applicant may be required to remove brush, widen cut banks, relocate the proposed approach or otherwise satisfy sight distance requirements and ensure that those distances are maintained. The minimum recommended sight distances for the estimated speed of the traffic (not necessarily the posted speed) are given below. The sight distance should be measured from the height of the driver's eye or approximately forty-five inches.

Speed (mph)	Minimum Sight Distance (ft.)
25	180
30	200
35	250
40	325
45	400
50	475
55	550

Sight distance shall be measured from the center of the traveled lane from a point where the turning vehicle begins its turn (9 feet behind the edge of the traveled lane) to the center of the traveled lane of which the turning vehicle may enter or cross, measured at a height above each spot of 42 inches as follows:



- F. The driveway or approach road shall as near as practicable intersect the public road at right angles.
- G. Failure to construct any approach in conformance with these provisions, permit conditions or with plans submitted by the applicant may result in cancellation of the permit and removal of the partially constructed approach at the applicant's sole expense.
- H. Proper barricades and warning signs must be maintained at all times during construction by the holder of this permit to ensure the safety of the motoring public.
- I. The public road is to be restored to its original or to a better condition. All excess rock or dirt is to be removed from the traveled portion of the road by brooming or washing, as directed. Final clean-up is to be completed within one week after the approach is constructed.
- J. The entire cost of maintaining the road approach from the outside edge of the roadway to the right-of-way line shall be the responsibility of the applicant.
- K. The maximum width for a driveway in residential and resource lands shall be twenty-four (24) feet. The maximum width for a driveway in industrial and commercial lands shall be thirty (30) feet except driveways for service stations and trucking businesses may be up to forty (40) feet in width. In no case shall the traveled way of any driveway be less than twelve (12) feet.
- L. The minimum distance between driveways shall be twenty-five feet (25) measured from the nearest edges of the traveled ways.

Section 8. Change in Use of Approach Road; Permit Required. A change in the manner of using an approach road that connects to or intersects a public road requires a new approach permit. A changed use includes, but is not limited to:

- A. Any physical change requiring excavation, placing of an embankment, a culvert extension, construction of head walls and repair or alteration of any existing lawfully installed facility pertinent to a driveway or approach road;
- B. Any substantial change in the type or number of vehicles that were anticipated in the approval of the latest existing permit on file for a driveway or approach road; and

- C. Any other change in the approach road or its use, which the Director finds, may adversely affect the public's safety or the public's interest in the County road in the absence of limitations or conditions.

Section 9. Alteration and Removal of Vegetation in County Road Rights-of-Way.

- A. All trees within a County road right-of-way are subject to the County's control, and no tree may be altered or removed without a permit from the County. The permit requirement does not apply to public utilities or the County while exercising their rights within the right-of-way. In issuing a permit, the County shall have the authority to impose such conditions as it deems necessary to the public's safety and convenience.
- B. The County has and claims the right to remove or alter any tree, or remove any other vegetation, situated entirely within the County road right-of-way if, in the judgment of the Director, such removal is necessary to the use or improvement of the road or related facilities or for the public's safety.
- C. If the Director finds that a tree to be removed may have marketable or ornamental value to the owner of the land abutting the half of the right-of-way on which the tree is situated, the County shall first send notice to the abutting owner, giving the owner thirty (30) days within which to secure a permit to alter or remove the tree or other vegetation. If within that period of time the tree or other vegetation is not removed or altered to the extent necessary to the public safety and convenience as found by the Director, the County may remove or alter the tree or vegetation and, if it is a merchantable tree, retain it to defray the cost of removal. For purposes of giving notice under this subsection, the owner according to the Assessor's records of the property abutting the half of the right-of-way within which the tree is situated shall be deemed the tree owner. If the Director or his or her designate determines that an emergency exists which may affect the public safety, no notice shall be required prior to the removal of the tree or vegetation.

Section 10. Review of Permit Applications. After a completed application with the required fee has been submitted, the Director shall review the application and shall issue a permit if the proposal complies with the provisions of this chapter and State law. The Director may impose additional written conditions on a permit after finding that such conditions are necessary to the public interest in the safe use of the road or the preservation of public improvements or adjoining property. The Director shall prepare appropriate forms to assist the applicant in providing the information necessary for the application review. If the applicant disagrees with the Director's interpretation of the regulations, with the Director's decision to deny the permit, or with the conditions imposed by the Director, or if the Director finds that the proposal raises problems of public safety or problems having to do with the public use or protection of the road, which problems are not addressed in the regulations, then either may refer the application to the Board of County Commissioners, which Board shall, within thirty (30) days, afford them an opportunity to be publicly heard and make its final decision in the matter. If the Board finds that the proposal creates a problem to public interests in the road that cannot be solved by the application of the regulations or of adequate conditions, the Board shall deny the application.

Section 11. Permit Fees and Classifications. Permit fees shall be established by resolution of the Board of Commissioners and shall be paid at the time of application.

Section 12. Allocation of Costs.

- A. The entire cost of installing, maintaining, repairing, operating, or using the facility and any expense incident to a facility or operation authorized by a permit shall be paid by the applicant.
- B. The applicant shall reimburse the County for any reasonable and necessary expenses that the County may incur in connection with the facilities or operations authorized by the permit. The reimbursement of the County shall be made by the applicant within ten (10) days after receiving a statement from the Director.

Section 13. Liability and Control.

- A. The applicant shall indemnify and hold harmless the County and its agents against all damages, claims and expenses resulting from any injury to or death of any person or from the loss of, or damages to property when such damage, claim or expense arises out of the construction, installation, maintenance, repair, removal, relocation, operation, or use of the facility covered by the permit, or out of any operation authorized by the permit.
- B. The County, its officers, or employees shall not be held responsible or liable for injury or damage that may occur to facilities covered by the permit or any connection thereto by reason of road maintenance and construction operations or resulting from motorist or road user operations or road contractor or permittee operations.
- C. The applicant shall employ methods in performing the operations authorized by the permit that the Director may require in order to properly protect the public from injury and the road from damage.

- D. During any operations, the applicant shall maintain such flag persons, signs, lights, flares, barricades, and other safety devices during work and non-work hours as required by the Director.
- E. The applicant shall minimize interference with or interruption of traffic upon any Public road. Except in emergencies, there shall be no interference with or interruption of traffic upon and along the road until a plan for the satisfactory handling of traffic has been prepared by the permit holder and approved by the Director. The applicant shall notify the Director of any emergency as soon as possible.
- F. All traffic control and safety devices used for the protection of the work areas shall conform to the current provisions of the Oregon Manual on Uniform Traffic Control Devices, Technical Bulletin No. 28".
- G. To ensure compliance with the terms and conditions of the permit, the County reserves the right to inspect actions taken under a permit at any time and to require the applicant to correct all deviations from the permit.
- H. Any supervision and control exercised by the Director shall in no way relieve the applicant of any duty or responsibility to the general public, nor shall such supervision and control relieve the applicant from any liability for loss, damage, or injury to persons or property.
- I. Notice must be given to the Director at least two (2) working days prior to commencement of actual construction under a permit.

Section 14. Insurance and Bond.

- A. Unless waived in writing by the Director, the applicant or his contractor shall obtain and carry, for the period of time required for the complete installation of the facilities authorized by the permit, including the repair and restoration of the road facilities, and also during such future period of time when operations are performed involving the repair, relocation, or removal of said facilities authorized by permit, a liability and property damage insurance policy providing coverage against any claim or suit for property damage, person injury, or death resulting from any activities of the applicant, agents, or contractors in connection with the construction, installation, repair, or removal of facilities authorized by the permit and the repair and restoration of the road facilities. The policy shall also include as named insured, the County, its officers, agents, and employees except as to claims against the applicant, for personal injury to any officers, agents, and employees of the County or damages to any County property. The policy shall provide coverage in the following amounts: \$50,000 for property damage resulting from any single occurrence; and \$100,000 for the death or injury of any person, subject to a limit of \$500,000 for injuries or death resulting from any single occurrence. The policy shall be by an insurance company duly authorized and licensed to do business in the State of Oregon. A copy of the policy shall be submitted to the Director and approved by him before any work is commenced under this permit.
- B. When requested in writing by the Director, the applicant or his contractor, shall furnish for the period of time required for the complete installation of the facilities authorized by this permit, including the repair and restoration of the road facilities, and also during such future periods of time when operations are performed involving the repair, relocation, or removal of said facilities authorized by the permit, a bond or cash deposit in the amount specified in the special provisions of the permit. If a bond is furnished, it must be written by a surety company duly qualified and licensed to do business in Oregon and in a form satisfactory to the Director. No work shall be commenced under the permit until security has been submitted to and approved by the Director.

Section 15. Effective Period of Permit.

- A. Any construction, alteration or repair allowed by a permit must be completed within six (6) months of issuance or the permit will lapse. Upon completion of construction, a permit is effective indefinitely unless a specific period is stated in the permit.
- B. Failure of the applicant to comply with the terms of a permit after a ten (10) day written notice from the Director shall be sufficient cause for cancellation of a permit.
- C. The permit, the privileges granted, and the obligations of the permit holder created thereby shall be binding upon the successors and assigns of the permit holder. Permit holders shall give the Director written notice of assignment or transfer.

Section 16. Construction and Location Details.

- A. The applicant shall submit with any application the following:
-

- (1) Drawings or sketches showing in detail and to scale the location of the proposed facility or operation with respect to existing and planned road improvements, the traveled way, the right-of-way lines, and where applicable, the access control lines and approved access points;
 - (2) The details of the attachment method if facilities are to be attached to a road structure;
 - (3) Pressure pipelines data, if applicable, as set forth below:
 - a. Design pressure of pipe;
 - b. Normal operating pressure; and
 - c. Maximum operating pressure.
- B. The applicant's completed facility shall be in conformance with the information required by this ordinance and the applicants permit unless written permission is obtained from the Director to modify during installation. When a modification is approved, applicant shall furnish the Director four sets of as constructed drawings or sketches.
- C. All work in connection with the facility authorized by the permit shall be done in a neat and workmanlike manner to the satisfaction of the Director, and construction shall conform to the rules of the Oregon Public Utility Commission, the Oregon Board of Health, or other governmental agencies having regulatory authority over the facility. If the above agencies do not prescribe standards that provide the degree of protection substantially equal to the following industry codes, then the appropriate industry codes shall apply:
1. United States of America Standards Institute, 10 East 40th Street, New York, NY 10016:
 - a. USAS B 31.1.0; Current Issue; Power Piping Systems;
 - b. USAS B 31.3; Current Issue; Petroleum Refinery Piping;
 - c. USAS B 31.4; Current Issue; Liquid Petroleum Transportation Piping Systems;
 - d. USAS B 31.8; Current Issue; Gas Transmission and Distribution Piping Systems.
 2. American Petroleum Institute, 1271 Avenue of the Americas, New York, NY 10020: API RP1102; Current Issue; Recommended Practice for Liquid Petroleum Pipelines Crossing Railroads and Highways.
 3. American Water Works Association, 2 Park Avenue, New York, NY 10016: AWWA Standards and Specifications; Current Issue.
 4. National Bureau of Standards, U.S. Department of Commerce, or sale by Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20401:
 - a. National Electric Safety Code; Current Issue;
 - b. Safety Rules for the Installation and Maintenance of Electric Supply and Communication Lines; Current Issue.
- D. Corrugated metal pipe and concrete pipe used as a conduit or casing pipe or a gravity flow carrier pipe shall, as a minimum, conform to requirements of the current issue of State of Oregon, Standard Specifications for Highway Construction. Smooth iron or steel pipe used as a conduit or casing pipe shall be the standard type used for pressure pipe.
- E. No trench shall be excavated with a top width in excess of twenty-four (24) inches more than the outside diameter of the pipe, conduit, or cable to be installed unless permission is obtained from the Director.
- F. The backfilling of all trenches and tunnels must be accomplished immediately after the facility authorized by the permit has been placed therein and must be well tamped and fully compacted so as to allow the least possible amount of subsequent settlement.
- G. All debris, refuse, and waste of all kinds which may have accumulated upon the road right-of-way by reason of the operations of the applicant shall be removed immediately upon completion of the said operations, and the road right-of-way restored to the condition it was prior to construction.
- H. Unless permission is obtained from the Director to open cut for pipeline or conduit which crosses under the surfaced portion of the road and shoulders, road or street connections, road approaches, or driveways, the permit holder shall tunnel, jack, bore or drive under the surface in accordance with the following provisions:
1. Trenching shall be no nearer the toe of the fill slope in fill sections or the point where the outer edges of the surfacing meets the sub-grade and a minimum of 4 feet from the edge of the pavement.
 2. Tunneling shall be by an approved method that supports the surrounding materials to prevent caving or settlement. Areas around the installed pipe or conduit shall be backfilled with moist sand, granular material, or cement grout filling all voids and packed in place with mechanical tampers or other approved devices. Lagging, bulk heading, and timbering shall be removed as the backfilling progresses.

3. Jacking, driving, or boring shall be by a method approved by the Director which will hold disturbances of surrounding material to a minimum. Sluicing and jetting is not permitted. Voids or displacement outside the outside perimeter of the pipe, conduit, or cable where greater than 0.1 foot, shall be filled with sand or cement grout packed in place.
- I. When permission is granted to open cut the surfaced portion of the road, the following provisions shall be followed:
 1. Trench edges in paved areas shall be sawn or cut to neat lines by methods satisfactory to the Director to a depth sufficient to permit removal of pavement without damage to pavement to be left in place. Pavement within the cutting limits, together with all other excavated material, shall be removed and disposed of outside road right-of-way.
 2. No more than half of the traveled way shall be trenched at one time. The opened half shall be completely backfilled before opening the other half.
 3. Closure of intersecting streets, road approaches, or other access points will not be permitted. Upon trenching across such facilities, steel running plates, planks, or other satisfactory methods shall be used to provide for traffic to enter or leave the road or adjacent property.
 4. No more than 300 feet of trench longitudinally along the road shall be open at one time and no trench shall be left in open condition overnight.
 5. Immediately after a facility authorized by a permit has been placed in a trench outside of a roadway, the trench shall be backfilled with compacted granular material which cannot be ribboned out between the finger and thumb, and which is free from humus, organic matter, vegetable matter, frozen material, clods, sticks and debris, and contains no stones having a dimension greater than three inches.
 6. Immediately after a facility authorized by a permit has been placed in a trench within a roadway, the trench shall be backfilled with a flowable fill material or controlled density fill (CDF). This material shall be placed to an elevation that will allow placing the following foundation material and wearing surface:
 - a. Where original surface was asphalt concrete or bituminous treatment or mix:
 - (i) Wearing surface: Asphalt concrete placed to a compacted thickness of four inches or the thickness of the removed pavement, whichever is greater;
 - (ii) Foundation material: Either 1-0 inch or 3/4-0 inch aggregate placed to a compacted thickness of eight (8) inches or the thickness of the removed stone base, whichever is greater.
 - b. Where original surface was crushed rock or gravel: either 1-0 inch or 3/4-0 inch aggregate placed to a total compacted thickness of four inches or the thickness of the removed stone base and wearing surface, whichever is greater.
 - c. All materials in subparagraphs a. and b. of this paragraph, and their placement, shall conform to the requirements of the current Oregon State Highway Standard Specifications for Highway Construction.
 7. For a period of one year following the patching of the paved surface, the applicant shall be responsible for the condition of pavement patches and, during that time, shall, upon request of the Director, repair to the Director's satisfaction any patches which become settled, cracked, broken, or otherwise faulty.
- J. Unless permission is obtained from the Director, direct burial of cable placed by the ploughing method shall be limited to a minimum of four feet outside the surfaced portion of the road.
- K. Standard warning signs for buried power or communications cable and for pipelines carrying gas or flammable liquids shall be placed at each crossing under the road and at intervals along longitudinal installations as required by current PUC order, or as specified by the Director:
 1. Signs shall be offset as near the right-of-way as practical; and
 2. Signs for installations located within the roadbed may be placed behind existing guardrail.
- L. Pole line locations over the roadway shall have a minimum height of the lowest wire at 20 feet; locations parallel and not on the traveled portion, the minimum height of the lowest wire shall be 18 feet. Poles shall be located not less than 12 feet from the edge of pavement on paved-surfaced roads, or not less than 8 feet from the shoulder on gravel-surfaced roads. Wherever possible, poles shall be located along the tangent sections of roads and on the short curve radius side of curves. Poles to be located on the long radius side of curves will require additional approval by the Director and will be subject to special conditions.
- M. Pedestals installed as part of a buried cable installation are to be located one foot from the right-of-way line unless permission is obtained from the Director to locate elsewhere. In no case shall the pedestals be located within the

road maintenance operating area, including mowing operations, or nearer the pavement edge than any official highway sign in the same general location.

- N. The buried cable or pipe depths shown on the permit form represents the distance from the top of the surface or ground line to the top of the cable or pipe.

Section 17. Adoption of State Standards. To the extent that standards have not otherwise been adopted by the county, the county adopts, pursuant to ORS 368.205, as standard specifications for construction, improvement and repair to public roads, the standard specifications for highway construction adopted by the Oregon Department of Transportation.

Section 18. Removal, Relocation and Repair.

- A. Permits issued under this chapter are subject to modification by the County including removal, relocation, or repair of any facility covered by the permit at the sole cost of the applicant.
- B. Upon receiving written notice from the Director to remove, relocate, or repair a facility, the applicant shall, within thirty (30) days, make arrangements for the work to be done at the permit holder's cost, in accordance with the notice and instructions received from the Director. Before commencing this work, the permit holder shall furnish such insurance and post such bond as required by the Director.
- C. Should the permit holder fail to remove, relocate, or repair the facility, the Director may remove, relocate, or repair it and submit a statement of costs for the work to the permit holder. Upon receiving the statement, the permit holder shall pay to the County the full amount of removal, relocation, or repair costs. The applicant, in obtaining a permit, also agrees to pay statutory court costs, disbursements, and attorney fees if an action must be commenced to obtain costs billed pursuant to this section.

Section 19. Other Agencies. Nothing in a permit issued pursuant to this chapter is intended to grant rights or imply approval in areas not falling within the authority and jurisdiction of the Director. It is the responsibility of the applicant to determine the need for and to obtain such licenses, permits, or other form of approval that may be otherwise required by Clatsop County or by state agencies, federal agencies, cities, utility companies, and railroads.

Section 20. Violations; Removal or Correction of Installations; Prosecution.

- A. If any person fails to obtain a permit or to comply with the appropriate regulations or permit conditions, the Director may remove or correct the installation and recover the cost from the person responsible.
- B. In addition, any person who violates or fails to comply with any of the provisions of this chapter may be prosecuted as provided in Chapter 38, Clatsop County Code of Regulations. A separate offense may be deemed committed each day during or on which such unlawful condition is maintained or continued after citation or notice of violation has been given
- C. The decision to enforce any permit requirement or condition is not a ministerial act but rather a decision left to the discretion of the Director.



RESIDENTIAL SUBMITTAL REQUIREMENTS/CHECKLIST

Clatsop County Building Code Division
800 Exchange St, Ste 100 Astoria Oregon 97103
Phone: 503-338-3697 Fax: 503-338-3666
Email: buildingdivision@clatsopcounty.gov

Initial each line item to verify requirements are met. The submittal will not be accepted without this completed checklist. Plan review fee is required at time of submittal.

I. General

- ☐ Electronic File types shall be in .PDF format and unlocked to allow mark-ups. Locked plans will not be accepted
- ☐ Plan orientation of all pages in landscape format
- ☐ Completed permit application and this checklist must be uploaded with submittal
- ☐ Moisture, Lighting, and Energy Measure forms completed and uploaded with submittal

II. Site Plan

- ☐ Site plan is legible and drawn to scale, (ex. $\frac{1}{4}" = 1'$) with North arrow indicated
- ☐ Orientation of footprint matches floor plan. Mirrored or flipped plans are not accepted
- ☐ Property line locations with existing easements indicated
- ☐ Locations of utilities indicated. Sewer, water, power, gas, septic tank and drain field
- ☐ Existing and proposed structures shown with dimensions to other buildings and property lines

III. Plans

- ☐ Plans are legible and drawn to scale (ex. $\frac{1}{4}" = 1'$)
- ☐ Energy measures shown on plan details, i.e. floor, wall, and ceiling R-values
- ☐ Footing/Foundation plan shown with all structural elements including hold-downs
- ☐ Building elevation views from all four directions. Show building height from finished grade to peak of highest point of roof. Building sites with $>4'$ elevation changes must be indicated on elevation drawings. Where all cripple wall segments along a braced wall line do not exceed 48 inches in height, the cripple walls shall be permitted to be redesignated as a first-story wall for purposes of determining wall bracing requirements. Where any cripple wall segment in a braced wall line exceeds 48 inches in height, the entire cripple wall shall be counted as an additional story. If the cripple walls are redesignated, the stories above the redesignated story shall be counted as the second and third stories, respectively
- ☐ Typical cross sections for living and garage space
- ☐ Engineering details when required, must be included on all appropriate plan sheets
- ☐ Indicate location of all heat sources and water heaters. Indicate natural gas, propane, or electric
- ☐ Floor framing. If engineered components are proposed, include layout from manufacturer. Include size, type, and spacing of all floor joists and supporting beams with cross referenced design calculations
- ☐ Roof framing. If trusses are proposed include stamped truss details and layout. Include size, type, and spacing of all rafters. Trusses shall be designed at 135 mph wind speed



RESIDENTIAL SUBMITTAL REQUIREMENTS/CHECKLIST

Clatsop County Building Code Division
800 Exchange St, Ste 100 Astoria Oregon 97103
Phone: 503-338-3697 Fax: 503-338-3666
Email: buildingdivision@clatsopcounty.gov

Beam calculations with all beams sized, identified and cross referenced on the plans

___ Lateral wall bracing per ORSC R602.10 or provide engineered design. Indicate Braced Wall Method

___ used. All Braced Wall Lines (BWL) and Braced Wall Panels (BWP) must be shown on the plans.¹

The plans must clearly show which edition of the ORSC was used. (2008, 2017, or 2021) Plans will be reviewed to the 2021 ORSC unless otherwise indicated on the plan documents. The 2008 and 2017 ORSC provisions will not be accepted as of October 1, 2021.

All construction drawings that have been developed electronically must be submitted electronically. All plans will be reviewed and returned electronically.

Hand drawn plans are accepted when drawn on minimum 11 x 17 paper and to scale. (Ex. $\frac{1}{4}" = 1'$) Hand drawn plans will be scanned, reviewed, and returned electronically. Paper copies of approved hand drawn plans are available upon request.

By signing, I acknowledge that all information contained in this checklist is true to the best of my knowledge. I also acknowledge that missing or incomplete information may be cause for rejection of this submittal or cause unnecessary delays in the plan review process.

Builder, Builder's Agent, or Property Owner

Signature _____

Print _____

Date _____

Phone _____

Email _____

¹ Wall bracing requirements have existed in building codes for nearly 100 years and have evolved immensely through numerous code revisions. Early code amendments provided the designer with prescriptive options to avoid unnecessary costs of engineering. The 2003 Oregon Residential Specialty Code contained only five pages dedicated to prescriptive wall bracing. After six code cycles the number of pages dedicated to wall bracing has exploded to roughly 45 pages containing detailed design requirements. The 2021 ORSC contains provisions for prescriptive braced wall lines, braced wall panels, foundation and connection (top and bottom) requirements. Unless your designer is extremely well prepared, it is highly recommended that you consult a licensed engineer to prepare the lateral wall bracing design for this submittal. A missing, incomplete, or incorrect lateral wall bracing design will cause your project to be delayed.



Structural Permit Application

Community Development Building Codes Division

800 Exchange St, Ste. 100

Astoria, OR 97103

Ph: (503) 338-3697 Fax: (503) 338-3666

buildingdivision@clatsopcounty.gov

DEPARTMENT USE ONLY

Permit #

Date Received:

DEQ APPROVAL ☐ YES ☐ NO
FLOOD PLAIN ☐ YES ☐ NO
GHO ☐ YES ☐ NO

This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

TYPE OF WORK

☐ New Construction ☐ Demolition
☐ Addition/Remodel Alteration ☐ Other

CATEGORY OF CONSTRUCTION

☐ 1 & 2 Family Dwelling ☐ Commercial/Industrial
☐ Accessory Building ☐ Multi-family

JOB SITE INFORMATION AND LOCATION

Property Owner:

Job site address:

City:

PROPERTY OWNER'S INSTALLATION

Name:

Address:

Email:

Ph: ()

This installation is being made on residential or farm property owned by me or a member of my immediate family.

Owner's
Signature:

CONTRACTOR'S INSTALLATION

Business Name:

Address:

City/State:

Ph: ()

Email:

CCB#

Signature:

RESIDENTIAL USE REQUIRED DATA

Permit fees* are based on the value / Square Footage of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation of Project:
\$

Description of Work:

Number. of bedrooms:

Number of bathrooms:

Total number of floors:

New dwelling area: square feet

Garage/carport area: square feet

Covered porch area: square feet

Deck area: square feet

Other structure area: square feet

COMMERCIAL USE REQUIRED DATA

Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation
of Project: \$

DESCRIPTION OF WORK:

Existing building area:
square feet

New building area:
square feet

Number of stories:

Type of construction:

Occupancy groups:

Existing: New: