

PUBLIC INFRASTRUCTURE PERMIT

PERMIT GUIDELINES

Description

A Public Infrastructure Permit is required when an approved development includes conditions for public infrastructure improvements, which may include any of the following: new public streets; half or full street improvements; curbs & sidewalks; ADA ramps; public sanitary, storm, and water line size increases, additions, and/or extensions; public or regional water quality facilities; Option 'C' (City-owned) street lights; traffic signals; street signs; street trees; striping; safety improvements; and other improvements as required.

Permit Application Requirements

- A completed and signed Public Infrastructure Permit Application Form
- One electronic (.pdf) copy of a complete set of construction drawings on CD
 - Plans are to be to scale unless otherwise specified
 - Coversheet must include:
 - Vicinity Map
 - The proposed name of development
 - Developer's name and address
 - Owner's name and address
 - Engineer's name and address
 - Land Use Authority Case File Number
 - Tax map and lot information
 - Total square footage of new and existing impervious surface within proposed public right-of-way
 - Index of plan sheets
 - Submittal of the complete plan set through the Project Dox electronic plan review system (requires City authorization) may substitute for submittal of plans on CD.
- One set of storm/sanitary/water quality calculations
- Copy of land use approval from City of Hillsboro Planning Department
- Engineer's Estimate of Probable Construction Costs
- Service Provider Letter from Clean Water Services
- Downstream analysis (if applicable)

Fees

Please review the current City of Hillsboro fee schedule for Public Infrastructure Permits [here](#).

City/Agency Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro Public Works permitting staff will review the application packet for completeness. Once determined complete, the permit application review process typically follows the steps below:

- Initial City review of the complete plan set takes up to 14 days.
 - If the City reviewer identifies necessary revisions to the construction plans, the plan set will be returned to the applicant. Following resubmittal of the revised construction plan, a review of the updated plan set takes up to seven days.

- Following City acceptance of the construction plans, the plan set is forwarded to Clean Water Services (CWS) for review and issuance of the Storm Water Connection Permit Authorization. The CWS review takes up to 21 days.
 - If the CWS reviewer identifies necessary revisions to the construction plans, the plan set will be returned to the applicant. Following resubmittal of the revised construction plan, a CWS review of the updated plan set takes up to 14 days.

Inspections

It is likely that an applicant's first encounter with the City Inspector will be at the pre-construction meeting. At this stage the proposed project, construction and inspection schedule, and project-specific requirements will be discussed. Based on the types of public infrastructure authorized under the permit, a number of different pre-construction, mid-stage testing (such as base rock compaction), and final inspections will be included on the permit document. No less than 24 hours before the permitted work will begin, the applicant or their licensed contractor must schedule a pre-inspection with a City inspector to review the project work plan and ensure the project preparation and traffic control features, as necessary, have been correctly installed. No more than 24 hours after the permitted work has been completed, the applicant or their licensed contractor must schedule a post-construction inspection with a City inspector to ensure the work has been done in compliance with City Design & Construction Standards.

For further questions please contact:
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