



# Public Facilities Improvement (PFI) Permit

## PROJECT INFORMATION

Project name: \_\_\_\_\_

Location: \_\_\_\_\_

Land Use Number: \_\_\_\_\_

Is this a Capital Improvement Project (CIP)?  Yes  No

Is this permit associated with a Capital Improvement Project?  Yes  No

CIP PFI permit # \_\_\_\_\_

TYPES OF WORK	
•	<b>TYPE 1</b> – Franchise Utility Work performed by NWN, PGE, or utility agency. Small cell infrastructure.
•	<b>TYPE 2</b> – ROW Sidewalk/Driveway/Utility Work performed for the purpose of: <ul style="list-style-type: none"> <li>• Sidewalk/Curb installation or repair</li> <li>• Driveway approach installation and repair</li> <li>• Sanitary/Storm/Water lateral service installation and main line tap</li> <li>• Private Stormwater Management Facilities</li> </ul>
•	<b>TYPE 3</b> – Work performed with/without land use approval which includes any of the following: <ul style="list-style-type: none"> <li>• Subdivisions and Partitions</li> <li>• Water Infrastructure</li> <li>• Street Widening</li> <li>• Sanitary/ Storm Sewer Infrastructure</li> </ul>
•	<b>TYPE 4</b> – Tigard Triangle

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTRACTOR INFORMATION Same as applicant

Name: \_\_\_\_\_ CCB Number: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## ENGINEER INFORMATION

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### STAFF USE ONLY

Case No: \_\_\_\_\_ Permit fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Notified by: \_\_\_\_\_ Date: \_\_\_\_\_

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**ADDITIONAL INFORMATION**

Estimated value of work is required (if over \$5,000): \$ \_\_\_\_\_ (within the public right-of-way)

Is work related to a LAND USE DECISION?  Yes  No Case number: \_\_\_\_\_

**APPLICANTS**

**NOTE:** Person specified as “Applicant” shall be designated “Permittee” and shall provide financial assurance for work, if required by the city pursuant to TMC 15.04.140.

\* With the exception of a utility operating pursuant to a valid franchise or license with the City of Tigard, when the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner. The owner must sign this application in the space provided or submit a written authorization with this application. Franchised or Licensed Utilities are not required to obtain the owner’s signature on the application.

I, the applicant, certify that:

- To the best of my knowledge, all the information provided within this application package is complete and accurate.
- The above request does not violate any recorded deed restrictions that may be attached to or imposed upon the subject property.
- If the application is granted, I will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.

\_\_\_\_\_  
Applicant’s or authorized agent’s signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner's signature (if required)

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

## DEVELOPMENT ENGINEERING FEES

### INITIAL PFI PERMIT FEE

**Part 1:** Required submittal fee is 7% of the Engineer's Estimate of Cost. See below for calculations. Minimum of \$300.  
**2% intake Fee + 5% permit release Fee**

### NET PFI PERMIT FEE

**Part 2:** All non-water system improvements Engineer's Estimate of Cost X 7% (less the initial PFI Permit Intake Fee).

### WATER CONSTRUCTION FEE

**Part 3:** All public water system improvements Engineer's Estimate of Cost X 12%.

#### FOR STAFF USE ONLY

### TYPE 1 – 4: DETAILED SUBMITTAL REQUIREMENTS

#### TYPE 1 & 2 - Must include a sketch showing:

- Dimensions
- Street Name
- Site Address
- Traffic Control Plan

#### TYPE 3 & 4 - Must provide electronic plans on City of Tigard PFI title block (sized 22 x 34) and an electronic version of all submittal items. The plans must that include:

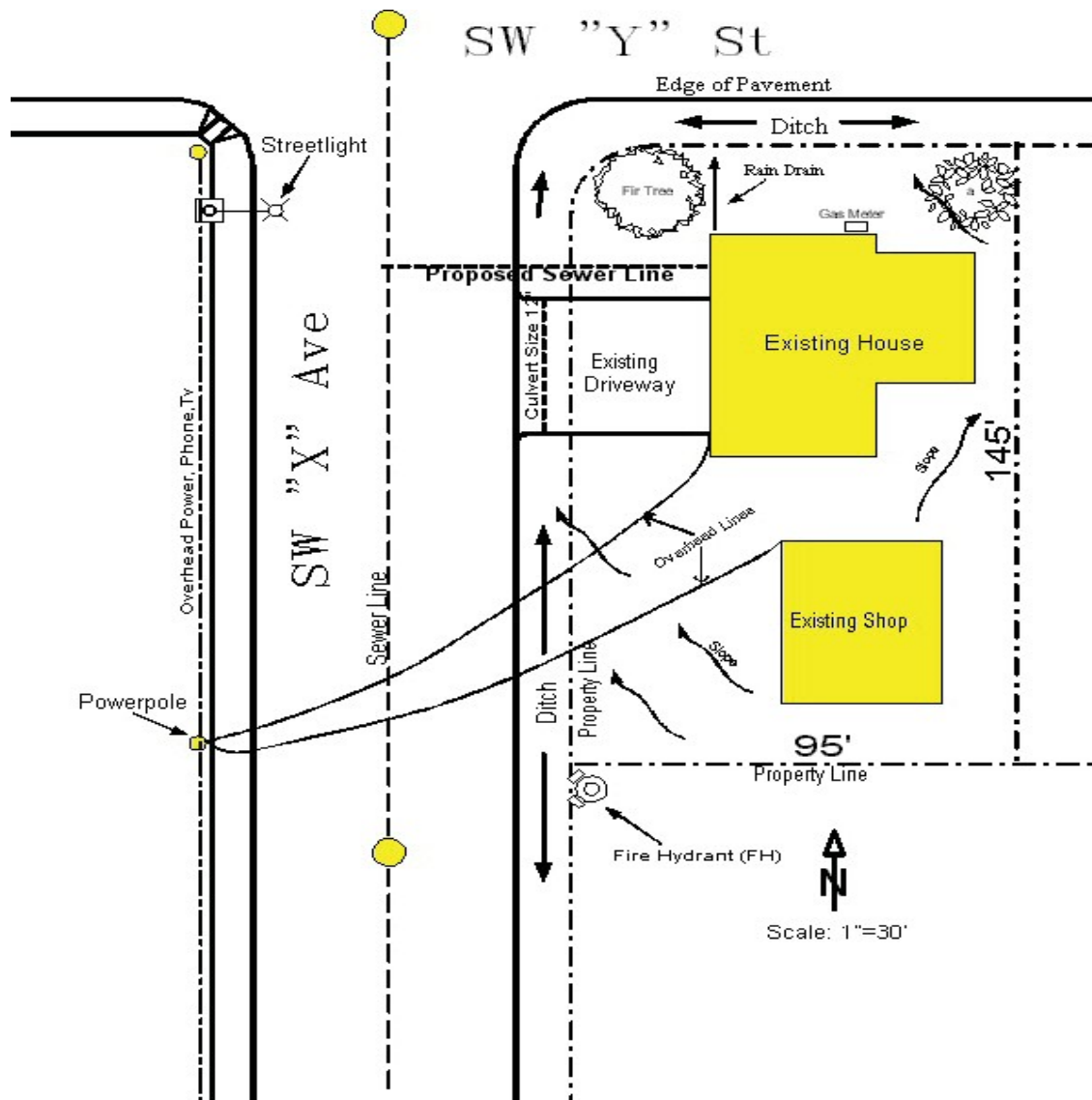
- Cover – Site, Vicinity, Abbreviation, Legend
- Tigard General Notes: Stormwater, Sanitary Sewer, Water, etc.
- Street (Plan, Profile)
- Water, Storm and Sanitary (Plan, Profile)
- Water Quality Facilities
- Grading
- Landscaping/Tree Plan
- Composite Utility Plan (Electrical, Phone, Gas, Storm, Sanitary, Water, Signage, Street Lights, etc.)
- Details
- Traffic Sight Distance
- Signing and Striping
- Street Light Plan and Photometric
- Sheet Label (project Land Use name, revision and plan log block, dates, and sheet numbers.)
- Engineer's Construction Estimate
- Engineer's Seal w/" Preliminary not for Construction" note on all sheets.

#### *Additional Submittals (as applicable)*

- Traffic Report
- Stormwater Drainage Calculations
- Geotechnical Report
- Preliminary Access Report (Sight Distance)
- Proposed Plat
- Pathway Design
- Water Provider Approval

### PERMIT SUBMITTALS:

- Type 1 & 2: Send applications and documents to [rowpermits@tigard-or.gov](mailto:rowpermits@tigard-or.gov)
- Type 3 & 4: Send application **ONLY** to [rowpermits@tigard-or.gov](mailto:rowpermits@tigard-or.gov). An FTP link will be emailed to applicant to upload documents by the next business day (Note: Tigard is closed on Fridays).



TYPE 1 AND TYPE 2: MINIUM SKETCH REQUIREMENTS (Put N/A if not applicable)		
____ North arrow	____ Property lines & dimensions	____ Existing utilities locations (sewer, storm, water)
____ Street & street names	____ All existing structures	
____ Proposed work	____ Existing curb or edge of pavement	____ Utility & street light poles
____ Existing S/W or D/W apron	____ Slope of property	____ Trees