

---

**City of Amity**  
**Yamhill County, Oregon**

**ENGINEERING POLICY**  
**Guidelines for Development**



**Effective: June 1, 2004**

**Resolution No. \_\_\_\_\_**

---

## 1.0 Applicability

- 1.1 This policy applies to applicants developing improvements that involve construction of public utility system improvements. Public utility improvements include improvements to the water, sewer, drainage, or transportation infrastructure within the City. Such improvements shall be designed by the applicant in accordance with this Policy, and upon approval and acceptance of the construction by the City, the improvements shall become City owned and maintained.
- 1.2 These standard specifications shall relate only to public works construction in the City and are not to be identified with building codes, zoning ordinances and other regulations for which procedures and standards have been established.

## 2.0 General

- 2.1 Applicants shall design and construct all required public works improvements to City Standards. These Standards include the latest version in effect at the time of application of the following list of documents: Water System Design Standards Manual, Sanitary Sewer Design Standards Manual, Transportation System Design Standards Manual and the Drainage System Design Standards Manual. The four manuals will collectively form the **City of Amity Infrastructure Design Standards Manual**. Copies of these Standards are available at the Public Works Office at City Hall for a nominal price. Designs must also conform to the current Water Master Plan, Wastewater Facility Plan and Wastewater Collection System Plan as determined by the City.
- 2.2 A Development Permit must be issued by the City prior to construction of any public works improvement. The Applicant must pay the current Permit Application Fee at the time of application.
- 2.3 Current Technical Plan Check and Inspection Fee shall be paid before approval of the final engineering plans for the required improvements. City approval of Applicant's construction documents and evidence of County and other agency approval must be obtained prior to the issuance of a Permit.
- 2.4 Applicant shall obtain all other necessary permits from Yamhill County, the Oregon Department of Environmental Quality (1200-C Erosion Control Permit if applicable), and other agencies as required.

## 3.0 Public Utility and Infrastructure Design Standards

- 3.1 Water System Design Standards
  - 3.1.1 Applicant shall provide water facilities for their development. This includes water mains, valves, fire hydrants, blow-offs, combination air valves, service laterals, meter boxes, pump stations, storage tanks, and other required appurtenances.

3.1.2 All required public water system improvements shall be designed and constructed in accordance with the latest City of Amity Water System Design Standards Manual.

### 3.2 Sewer System Design Standards

3.2.1 Applicant shall provide sewer facilities for their development. This includes sewer mains, manholes, clean-outs, service laterals, pump stations, and other required appurtenances.

3.2.2 All required public sanitary sewer system improvements shall be designed and constructed in accordance with the latest City of Amity Sanitary Sewer Design Standards Manual and according to DEQ requirements and guidelines.

### 3.3 Street and Drainage Design Standards

3.3.1 Applicant shall provide street and transportation facilities as well as drainage facilities for their development. This includes streets, sidewalks, signs, curb, gutter, catch basins, manholes, drainage piping, culverts, inlets, traffic control devices, and other required appurtenances.

3.3.2 All required public transportation and drainage system improvements shall be designed and constructed in accordance with the latest City of Amity Transportation System and Drainage System Design Standards Manuals and in accordance with County, State, and other requirements as appropriate.

## 4.0 Dedications and Easements

4.1 Applicant shall obtain and record all off-site easements required for the project before City approval of the construction plans. Permanent utility easements shall be granted to the City for future repair and maintenance of all public improvements. Applicant shall coordinate with City to determine adequate easement widths for utilities prior to finalizing easements. The minimum easement width (for piping improvements) is 15 feet. The actual width may be greater than the minimum as the required width shall be at least equal to the point where a theoretical 1:1 slope from the outside edge of the pipe zone would daylight. All costs for obtaining and recording easements created by private development shall be borne by the developer.

## 5.0 Applicant Engineering Requirements

5.1 Applicant shall retain a licensed Oregon Professional Engineer to design and prepare their construction plans and specifications. To avoid a conflict of interest, the Applicant's Engineer shall not be working as the City Engineer at the time of the application, plan check period, or construction period.

5.2 Applicant's Engineer shall obtain a copy of the City's Infrastructure Design Standards Manual and adhere to the design and engineering requirements, and standard details and specifications contained therein.

- 
- 5.3 Engineering Plans and Specifications for the work shall be prepared and submitted to the City for review. Plans and specifications must also be submitted and approved by DEQ and the Oregon Drinking Water Program (Health Division), as required and after approval by the City.
- 5.4 Applicant's Engineer shall submit a construction cost estimate for the public utilities to be provided. The costs for public utilities shall be complete and accurate. The cost estimate shall be submitted to the City along with the plans and specifications. The City Engineer will review the cost estimate for reasonableness and may require updates and modifications. Final plan approval will not be issued until an approved cost estimate is provided.
- 5.5 Applicant's Engineer will provide construction staking to facilitate the construction of the improvements to the proper line and grade.
- 5.6 Applicant's Engineer will provide construction observation and inspection during the project work as required to ensure plan compliance and allow accurate as-builts to be prepared. Daily inspection reports shall be turned in to the City on a weekly basis. Reports shall include date and time of arrival, weather conditions, description of construction activities, and all testing procedures and results. If inspection is significantly deficient, a stop-work order may be issued. Applicant's Engineer shall also provide a reasonable tentative schedule of construction progress.
- 5.7 Applicant's Engineer shall ensure that accurate markups are maintained during construction and shall prepare Record (As-Built) Drawings for the project. Record Drawings shall accurately show the locations and depths of the installed improvements with sufficient tie-out dimensions to permanent objects to allow easy location in the future. Each sheet of the drawings shall be stamped "As-Built". Drawings must be acceptable to the City and Applicant's Engineer shall correct any deficiencies noted by the City. As-Built elevations shall be within 0.1-foot of installed conditions. Horizontal dimensions shall be within 0.5-foot of installed conditions. Two (2) complete printed and signed Mylar sets of Record Drawings shall be delivered to the City upon project completion. An additional complete digital copy of the Record Drawings shall be provided to the City in AutoCAD format on a CD-ROM.
- 5.8 Following completion of construction, Applicant's Engineer shall submit (with the As-Built drawings) a letter certifying completion. The letter shall certify that the work was conducted in accordance with the approved plans and specifications and that the site and adjacent properties are stable with respect to settlement and subsidence, sloughing of cut and fill slopes, and proper erosion control measures have been placed.

## **6.0 Permit Issuance**

- 6.1 Applicant shall apply for a Permit at the Public Works Department at City Hall to initiate the plan review process. The Permit Application Fee shall be paid at the time of application. The Permit Application Fees are shown in the Fee Schedule.

- 
- 6.2 Applicant must provide evidence to the City of County approval showing the proposed project complies with all County planning, zoning, and other requirements. Evidence of any other permit or approval from other agencies as may be required by law shall also be obtained. Such evidence must be supplied to the City before a Permit will be issued. Preliminary plat approvals should be obtained prior to plan submission.
- 6.3 Applicant shall submit to the City, three (3) copies of detailed construction plans and specifications prepared by the Applicant's Engineer. The City will review the documents for compliance with City Standards and Master Plans following receipt of required Plan Check and Inspection Fee. If acceptable, one (1) copy will be returned to the Applicant with a notice of plan approval. If changes in the documents are required, City will return one (1) copy back to the Applicant with deficiencies noted. The Applicant will then correct the documents and resubmit three (3) corrected copies.
- 6.4 Applicant shall provide a construction performance bond or other written guarantee acceptable to the City in the amount of 100% of the construction cost. This bond shall guarantee materials and workmanship for a period of one (1) year following acceptance of the improvements by the City, and it shall ensure the satisfactory repair or replacement of any facility damaged during construction. Bond shall list City as the Obligee and the Developer as the Principal.
- 6.5 Applicant shall provide a copy of an insurance certificate showing that the Applicant or each of his/her contractors is covered by general commercial liability and property damage insurance in the amounts of not less than \$1,000,000/\$1,000,000 bodily injury liability/property damage with an aggregate limit of a least \$2,000,000. The policy shall include coverage for contractual liabilities. An insurance certificate shall also be provided showing that each contractor maintains an automobile liability insurance policy with combined single limits of at least \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. Both policies shall include a 30-day notice of cancellation clause and shall include endorsements naming as additional insured "The City of Amity", its officers, agents, and employees while acting within their official capacity as such.
- 6.6 Contractor shall submit a hold harmless statement which holds the City harmless from all liability and loss based upon or arising out of damage or injury caused by or in connection with the performance of construction.
- 6.7 The City reserves the right to waive Engineering review for very minor improvements for individual single family dwellings. Professional Engineer preparation of minor drawings may also be waived at the City's discretion.
- 6.8 A permit shall lapse if construction for which the permit was issued has not commenced within ninety (90) days of the date of issuance. To reinstate the permit, the Applicant shall submit a written request to the City stating reasons for failure to commence, provide a new construction commencement date, and pay a permit reinstatement fee. The City may impose additional conditions deemed necessary for the project at that time.

- 6.9 The Development Permit will be issued and construction may begin after the following steps have been completed satisfactorily:
- 6.9.1 Approval of the construction plans by the City with written notification of plan approval.
  - 6.9.2 Submittal of acceptable calculations and other supporting documents to the City Engineer (including progress schedule) when requested.
  - 6.9.3 Approval of the detailed cost estimate by the City.
  - 6.9.4 Approval of the performance security by the City.
  - 6.9.5 Receipt of Hold Harmless Statement.
  - 6.9.6 Approval of all legal documents, easements, and other documents as required by review comments.
  - 6.9.7 Submittal of written approval from Yamhill County for the subdivision, plat, streets, land use, etc. as may be applicable.
  - 6.9.8 Submittal of evidence of issuance/approval for any required erosion control permits and plans, or other permits as may be required.
  - 6.9.9 Receipt of required Engineering Plan Check and Inspection fees.
  - 6.9.10 Completion of all appeal periods such as land use approval or floodplain modification notices.

## **7.0 City Engineering Plan Check and Inspection**

- 7.1 The initial Plan Check and Inspection Fee deposit is based on a percentage of the City-approved estimated construction cost of the public facilities to be constructed. Applicant's Engineer shall prepare a detailed cost estimate that includes all such facilities that are a part of the project. City Engineer will review the cost estimate and modifications may be required before approval of the cost estimate. The cost estimate shall be submitted along with the plans and specifications.
- 7.2 Fees are required to enable the City to thoroughly review the Applicant's plans and specifications to ensure that constructed improvements meet City Standards and comply with the planning efforts of the City. This is required when improvements are constructed that will become permanently owned and maintained by the City.
- 7.3 Periodic inspection of the construction by City representatives shall be required. No concrete shall be poured, asphalt placed, or pipe backfilled without such inspections being made and approvals given. A tentative schedule for inspection shall be established when the permit is issued. The permit holder shall give the City a minimum of 2 working days advance notice before inspections fall due. It

shall be the permit holder's responsibility to obtain City inspections and approvals before covering work.

- 7.4 The Plan Check and Inspection Fee deposit will initially be set at 5% of the construction cost with a minimum fee as stated in the Fee Schedule. Half of the fee is due upon submission of the final plans for approval and the other half is due upon approval of the final plans.
- 7.5 The final total fee will be determined by the level of effort required by the City in reviewing plans and providing inspections. Should the Applicant have well prepared plans and specifications that require little or no changes, and Applicant provides suitable inspection such that extensive inspection by the City is not required, the initial deposit may not be fully used and the remaining balance will be returned to the Applicant. Should review and inspection required by the City exceed the initial deposit fee; the Applicant will be required to pay an additional deposit before work can continue. In all cases, the total fee will cover the City's actual expenses for Engineering plan review and inspection.

## **8.0 Project Acceptance**

- 8.1 The City shall provide the permit holder a letter formally accepting the improvements for City ownership, operation and maintenance subject to the usual exception as to the 1-year guarantee on materials and workmanship, when the following conditions are met:
- 1) Construction is complete.
  - 2) The City has inspected the finished work and found it acceptable.
  - 3) The permit holder's Engineer submits a certificate of completion.
  - 4) The permit holder's Engineer submits "as-built" Record Drawings according to the requirements herein.
  - 5) Copies of satisfactory passage of water line leakage tests, hydrostatic tests, air tests, deflection tests, and other quality control tests have been furnished to the City.
  - 6) The permit holder furnishes the City with a copy of a non-lien affidavit certifying that all bills in connection with the work have been paid in full.
  - 7) Satisfactory provisions have been made in the form of recorded plats or easements to ensure the City's access to the public works facilities for purposes of operation and maintenance.
  - 8) City furnished copy of legal release from any claims of injury or property damage relating to the project.

---

## **9.0 Improvement Agreement**

- 9.1 If a developer desires to defer construction of a portion of the public works improvements to be constructed, and if such deferral is determined by the City to have no adverse effect on the City's interests, the developer shall enter into an improvement agreement with the City. Said improvement agreement shall set forth completion dates for the items of work to be deferred, and it shall constitute an assurance that all improvements will be made in a timely manner. The City Council may impose conditions of approval of such deferments.

## **10.0 Other Conditions**

- 10.1 Issuance of a permit or acceptance of completed work does not guarantee that other City facilities will be expanded, enlarged, or altered in response to any increased demand or system loading that occurs because of the work covered under the permit.
- 10.2 The City retains the right to terminate public (City) utility service or connections to such service at any time the Applicant or Applicant's Engineer or agent fails to comply with the provisions of the City Standards, this document, or other associated permits and approvals.
- 10.3 The City, nor the City Engineer, assumes responsibility or liability for the Applicant or Applicants Engineer recommendations or engineering design.
- 10.4 Plan approval means that the plans have been reviewed for reasonableness and compliance with the minimum City standards. This approval does not supercede those standards unless specifically verified in writing by the City. Plan approval does not relieve the Applicant's Engineer from responsibility for errors, omissions, or deficiencies in the plans.
- 10.5 It is intended that the City will provide only spot inspections to satisfy themselves that work is proceeding according to approvals and that adequate inspection is being provided by the Applicant's Engineer. Responsibility for ensuring compliance with approved plans and specifications lies with the Applicant. Should the City feel that inadequate inspection is being provided; the City may issue a stop-work order, or may provide a City representative to inspect the work more regularly. Should additional City inspection be required beyond the normal spot inspections, the Applicant fees for inspection may increase. Applicant's Engineer shall provide a tentative construction schedule to allow City to plan spot inspection dates and times.