



CITY OF HOOD RIVER

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DEVELOPMENT REVIEW PROCESS & CONSTRUCTION SITE/RIGHT-OF-WAY PERMIT

Engineering reviews by the City Engineer are generally required for all projects under the jurisdiction of the City that involve the:

1. Construction of public facilities,
2. Work within public right-of-way,
3. Construction of private facilities discharging to public facilities,
4. Construction of facilities, including grading, that may have an impact on stormwater runoff or downstream water quality,
5. Dedication of public right-of-way,
6. Construction and removal of retaining walls or structures located within or impacting the right-of-way,
7. Demolition of significant surfaces or structures located within or impacting the right-of-way,
8. Placement or removal of trees in the right-of-way,
9. Repaving existing public and commercial parking lots.
10. Installation or alteration of signs (freestanding and affixed).

A Construction Site/Right-of-Way Permit is required when one or more of the following apply:

1. Any work in the public right-of-way (including temporary use of City owned property).
2. Construction site preparation including, but not limited to, excavation, rock removal, rock crushing, earth moving, fill, or other similar activities.
3. Planting, pruning, and/or tree removal in the public right-of-way.
4. Imported fill (borrow) or excavation will exceed 50 cubic yards, including asphalt or concrete surface removal. (Note: a separate stormwater report/design is required when 250 cubic yards or more is excavated/filled).
5. Excavation or fill will result in elevation changes exceeding two feet (2') on any portion of the site excluding landscaping on developed property, for which a permit is not otherwise required under the Engineering Standards.
6. One (1) acre or more of land will be disturbed or when a DEQ 1200-C permit is required.
7. 3,000 square feet, or more, of new impervious surface will be added to the site (i.e. new parking lots, structures, or other impervious surfaces that individually or in combination replace 3,000 square feet, or more, of existing pervious surface).
8. A combination of 6,000 square feet, or more, of impervious area will be added and/or reconstructed (i.e. 4,000 square foot of existing building reconstructed with the addition of a new 2,000 square foot parking lot, structure, or other impervious surface OR reconstruction of 6,000 square feet, or more, of existing impervious surface).
9. Infrastructure will be constructed and dedicated to the City.
10. Site will be converted to a use that is a potentially significant source of water or air pollution (e.g. reconstruction of a neighborhood grocery into a gas station).
11. Construction and removal of retaining walls located within or impacting the right-of-way,
12. Demolition of significant surfaces or structures located within or impacting the right-of-way.

A site plan shall be submitted with the Construction Site/Right-of-Way Permit Application. Small projects require a Sketch Plan, larger projects require a Detailed Engineering Plan.

Sketch Plan

The following projects require a Sketch Plan:

1. Curb cuts – driveway approach
2. Sidewalk construction
3. Excavation for purpose of installing utility service lines only
4. Landscaping within the public right-of-way
5. Tree planting, pruning, and/or removal in the public right-of-way
6. Grading for construction of one single family dwelling that does not result in elevation changes exceeding two feet (2') on any portion of the site or require a stormwater management plan

Sketch Plan Submittal Requirements:

- Adequate detail to allow confirmation that calculations meet design criteria in the Engineering Standards.
- North arrow, bar scale, and narrative scale on each sheet (Horizontal 1" = 20' Vertical 1" = 2')
- Tax Lot number, property description, and property lines with dimensions
- Existing and proposed easement(s) of record
- Dimensions that clearly define lengths of driveways, distances between buildings or structures, lengths of buried or overhead utilities, lengths of street cuts, distances between all utilities, sizes of utility lines or structures, widths and lengths of driveways and ramps
- Building locations
- Existing and proposed structures, roads, curbs, gutters, sidewalks, and driveways within 50 feet of property lines
- Existing and proposed buried utility lines such as water, sewer, storm, power, phone, gas, cable, etc.
- Existing and proposed clean outs, fire hydrants, service boxes, valves, tee's, hand boxes, utility poles, pole anchors, cross walks, mail boxes, signs, bike racks, utility splice boxes, transformers or vaults
- Depiction of proposed work
- All impacts to existing trees and/or vegetation within public rights of way
- Proposed contours when the cuts or fills have the potential to impact surrounding properties or when grading is an integral part of the stormwater drainage for the site. Use two foot (2') contour intervals unless otherwise approved. Indicate direction of stormwater flows. Contours may be approximate as long as the conditions of item five (5) above are not exceeded
- Estimated cost of the proposed work when cuts in existing city streets are involved. Submitted separately from Sketch Plan
- Any other requirements necessary to show that the proposed work is consistent with the requirements of these Engineering Standards as determined by the City Engineer

Detailed Engineering Plan

For all projects not listed in the requirements of a Sketch Plan, a Detailed Engineering Plan is required. Please refer to Chapter 4 of the Engineering Standards for additional details.

Pertinent Documents (<https://cityofhoodriver.gov/>)

- City of Hood River Engineering Standards
- City of Hood River Municipal Code
- City of Hood River Transportation System Plan
- I-84 Exit 62 & 63/64 Interchange Area Management Plans