

June 7, 1996

TO: All Holders of the City of Salem Design Standards

EFFECTIVE DATE: August 1, 1996

SUBJECT: **DEVELOPMENT BULLETIN #25**

The following information is distributed as a public service to the Salem development community of engineers, architects, contractors, builders, and developers to make them aware of any changes in the City permit and plan approval process, design standards, or construction standards which may have an impact on their operations:

ADDITIONAL INFORMATION REQUIRED WITH APPLICATIONS FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS

**PURPOSE: NOTICE OF CHANGE IN PLANS-INTAKE PROCEDURE FOR
COMMERCIAL AND INDUSTRIAL BUILDING PLANS**

Due to the increased complexity of commercial and industrial building plans reviews, the Public Works Department will require additional information from developers to be able to process building plan reviews. This information must be provided as a part of the initial submittal package, effective August 1, 1996.

Due to an unacceptable increase in the number of customer complaints regarding long review times, it has become necessary to require additional information before the City can accept plans for review. Although staff has attempted for over a year to gather the necessary information from applicants during the course of the review, that has caused excessive delays in processing the permits. We are committed to keeping our review time at a minimum, but that requires that the applicant provide the necessary information with the initial review package.

The following information must be known and provided by the applicant:

- 1) The number of new vehicle trips per day to be generated by the proposed development, certified by one of the City traffic engineers.
- 2) Information on the existing street on all frontages of the parcel. The applicant must show on the submitted site plan the following:
 - The type and width of the existing street improvement. (Is it a fully-improved street, with curbs, gutter, and sidewalk? Is it a turnpike street? What is the pavement width? What is the condition of the pavement?)
 - The width of the existing right-of-way.

The purposes for these requirements follows:

- 1) As a result of actions taken by the U.S. Supreme Court, the City's adopted policy on right-of-way dedication now requires an individual determination of the traffic impacts of each new development. This is to ensure that any additional right-of-way required is proportional to the impact created by the development. The number of new vehicle trips per day created is the key piece of information needed for staff to be able to determine if any additional right-of-way dedication will be required with the building permit. Without this information, staff cannot issue a building permit. Our experience over the last year has been that it can be very time-consuming to arrive at a final traffic determination, so it is more appropriate for the developer to contact the City's Traffic Engineering staff ahead of time to determine this number. This will greatly speed the actual review of the plans once they are submitted.

The City Traffic Engineer will provide the applicant with a written determination to include in the building plans submittal package. Without this determination, commercial and industrial building plans will not be accepted for review.

- 2) Effective January 1, 1996, the new Code requirements for construction of street improvements with building permits went into effect. (For more information, see Development Bulletin #24, issued October 26, 1995.) Basically, this Code requires that each development be responsible for improving the street frontages of the parcel to certain minimum standards. If the existing street does not meet those standards, then as a part of the building permit approval, the developer is required to make those improvements. To do so requires public construction permits and preparation of street improvement plans by an engineer. Review of those public construction plans is done separately from building permits and can take twenty or more days. By Code, we cannot issue the building permits until the public improvements have been approved and either constructed or guaranteed through an improvement agreement.

One of the more frequent complaints we have received in this process is from developers who were unaware that they would have to improve the street until after their building plans had been submitted and their budgets and construction schedules established. The delays and extra expense incurred can be considerable. A developer should be aware of the existing street conditions and the basic improvement requirements, and plan and budget accordingly. In order to accomplish this, we will require that the basic information about the condition of the existing street be noted on the building plans. If the information is not provided, plans will not be accepted for review.

We recognize that as regulations become more complex, development becomes more difficult and expensive. This affects us as well as you. Our job is to provide you the best customer service we can with the least amount of staff, keeping both our review times and our fees at the lowest possible levels. To do this requires your cooperation in providing us the necessary information about your project. In simplest terms, every hour we spend on your plans costs you money, and every delay impacts your project. We are committed to reducing both.

For more information, please contact the Public Works Department Permit Application Center, at (503) 588-6211 or (503) 588-6292 (TTY).

Tim Gerling, P.E.
Chief Development Services Engineer