

October 1, 1998

TO: All Holders of the City of Salem Design Standards and
Practicing Surveyors in Salem

EFFECTIVE DATE: July 1, 1998

SUBJECT: **DEVELOPMENT BULLETIN #29**

The following information is distributed as a public service to the Salem development community of engineers, surveyors, 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:

DEPOSIT REQUIRED BEFORE PLAT CHECKING SERVICES BEGIN

PURPOSE: NOTICE OF CHANGE IN THE TIME OF COLLECTION OF PLAT CHECK CHARGES

To provide funds to draw against while the work is being performed, the City needs to collect a deposit for plat checking before checking work begins. In the past the City has collected fees for this service after checking was completed but before final approval of the plat. There have been some instances where developers have withdrawn their plats during the checking process, thus causing charges for work already performed to be uncollectible. These uncollectible charges are eventually analyzed with other time and material charges and result in higher fees for all users of the plat checking service.

In an effort to ensure that plat checking fees reflect the true time and material charges, beginning July 1, 1998, plat checking services will not be initiated until estimated fees for the service have been collected.

As in the past, the City will continue to recap the total charges before a plat is released and collect any overages to the estimate.

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

Karl D. Goertzen, P.E.
City Engineer

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