

March 7, 2002

TO: All Holders of the City of Salem Design Standards

EFFECTIVE DATE: April 1, 2002

SUBJECT: **DEVELOPMENT BULLETIN #42**

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 ON PUBLIC INFRASTRUCTURE CONSTRUCTION PLANS

PURPOSE: NOTICE OF CHANGE TO ALL DESIGN STANDARDS

Construction of public (i.e., water, sewer, storm, and street) infrastructure projects, as with any development projects, requires careful coordination of numerous potentially conflicting design issues. In past practice, a number of such design issues have been overlooked during the project design phase, which has resulted in numerous construction conflicts, omissions, and other related problems. In addition, newly adopted Council ordinances have resulted in new requirements for development. As a result, this bulletin summarizes and brings emphasis to new and overlooked pieces of the development design puzzle.

Erosion control, traffic control, franchise utilities, tree conservation, and specialized construction details must be addressed by design engineers during the plan approval process for public infrastructure projects as follows:

Erosion Control

In July 2001 City Council adopted a new Erosion Prevention and Sediment Control ordinance (Salem Revised Code [SRC] Chapter 75) that imposes plan submittal, permitting, construction, and performance requirements for new development. With limited exceptions, an Erosion Prevention and Sediment Control (EPSC) plan must be submitted as a separate sheet within a set of construction plans for public infrastructure projects. Please note that this EPSC requirement also applies to commercial, industrial, and multifamily residential building plans.

The EPSC plan shall contain methods and interim facilities to be constructed, used, operated, and maintained to prevent and control erosion from ground disturbing activities. The EPSC plan should be prepared using the techniques and methods contained and prescribed in the Erosion Prevention and Sediment Control Plans Technical Guidance Handbook, which is the reference for erosion prevention and sediment control design standards. For most projects, the EPSC plan should address phasing throughout the construction process. Alternate erosion prevention and sediment control techniques may be used as approved by the Public Works Director.

Construction Traffic Control Plan

Without proper design and implementation of construction traffic control plans, public infrastructure construction projects within the right-of-way can result in significant safety hazards and unnecessary inconvenience. The design engineer must adequately address all traffic control issues within the construction plans for public infrastructure projects. Such designs must conform to Part VI of the Manual on Uniform Traffic Control Devices (MUTCD) and the City of Salem Traffic Control Manual for Maintenance and Construction. Traffic control permits will be issued at the time of public construction permit issuance.

The level of detail required for traffic control varies with the size and complexity of a public infrastructure project. For example, closure of a single lane on a local street may require only a simple note on the plans. However, traffic control for a complete street closure, phased construction, or any closures on a major street will likely require extensive detail on a separate sheet within the construction plans. Construction traffic control plans must be submitted at least five working days prior to issuance of a street closure permit.

Franchise Utilities

Franchise utility construction plans must now be included within construction plans for public infrastructure projects. Franchise utility plans should include information that was typically submitted with franchise construction permits in the past. Potential conflicts include underground crossings, pedestal and vault locations, and other appurtenances. Franchise utility designs shall typically be submitted as a separate sheet within the plans.

Tree Planting and Conservation

In February 2000 City Council adopted a new Preservation of Trees and Vegetation ordinance (SRC Chapter 68) that regulates tree conservation. Design issues related to existing and proposed street trees in the proximity of public infrastructure must be addressed within the public infrastructure construction plans. Such issues may include protection or removal of existing trees, location and variety of proposed trees, or other tree-related information.

Construction Plan Requirements

Street construction plans for new internal street improvements may be prepared at a standard scale between 1"=20' to 1"=50'. However, all street construction plans for off-site, linking, boundary, or other street improvements are restricted to a scale of 1"=20' only.

All plans shall show all physical topographic features (i.e., existing utility poles, guy wires, valve boxes, utility pedestals, meter vaults, fire hydrants, mailboxes, driveways, fences, trees [all sizes] including drip line, shrubs and other landscaping, walls, signs, sidewalks, edges of pavement, curbs, striping, and signal loops). In addition, all plans shall show all other available survey information, (i.e., centerline and limits of right-of-way, property lines, easements, and bench marks).

Street cross-sections are optional for new internal streets for new development projects. However, cross-sections are required for off-site, linking, boundary, or other street improvements, typically at existing driveways, other critical areas, and at minimum 50-foot intervals. The horizontal scale of cross-sections shall match the scale as shown on the plans.

Project Coordination

If utility relocation is required, the developer is obligated to pay all costs required for such relocation. Such costs may include, but are not limited to, costs to neighboring property owners for easement acquisition, costs for City forces to assist in relocation of existing public facilities, or costs for other utility companies to perform relocation work.

If driveway reconstruction is required on private property, the affected property owner must sign a permit of entry form prior to plan approval. The permit of entry form must either have the limits of work shown on a map attached to the form or have the limits of work clearly described within the language of the form.

Offsite right-of-way or easement acquisition is often required as a condition of development. In order to expedite warranty deed or easement approval, the developer shall proceed in the following sequence when acquiring offsite rights-of-way or easements:

1. Prepare a right-of-way map showing existing rights-of-way and new rights-of-way or easements to be acquired. The map shall show all topographic features (see above) impacted by the improvement and pertinent property acquisitions.
2. Prepare a list of properties affected by the proposed improvements. For each property, include the owner name, mailing address, phone number, and tax lot number.
3. Prepare a letter explaining the project to affected property owners. Submit the letter to the City for approval. Upon City approval, send the notification letter to property owners including pertinent maps.
4. Prior to property owner signature, prepare each warranty deed or easement on City-approved forms and submit to the City for approval with the following attachments: (1) a title report and a recorded copy of the vested deed for each property; and (2) an 8½"x11" map at a readable standard scale with a title block showing the project name, project number (if applicable), project limits, and the right-of-way or easement dimensions and location.
5. Upon approval of forms by the City, negotiate with all property owners from whom rights-of-way or easements are required. Once signatures are acquired from each property owner, submit the form to the City for final approval.
6. Upon final approval of all required warranty deeds and easements, the developer shall record easement documents with the appropriate county. Construction plan approval may be delayed until the recorded documents are returned to the City.

Other Construction Details

Past practice has allowed for a number of specific design details to be addressed "in the field" without being shown on construction plans. Such practice often causes unforeseen complications, delays, or additional costs during construction that could have been easily avoided with complete designs. Therefore, design engineers should address unusual design issues with additional details on the construction plans where necessary. Although each project is unique, some examples of such details are as follows:

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- Location of chlorination tap assemblies.
- Thrust restraint designs.
- Bypass pumping.
- Top/toe of slopes, especially adjacent to right-of-way or neighboring properties.
- Construction phasing.
- Topographic features (i.e., trees) conflicting with proposed pipe alignments, whether in the right-of-way or an easement.

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

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Enclosure: Index to Development Bulletins