



Early Grading (Post-Land Use) Permit Policy

The intent of issuing an early grading permit is to facilitate grading activity during the optimum time of year for grading operations. The City will review each early grading permit on an individual basis. An early grading permit or commercial site grading permit may be issued by the City of Happy Valley when the following minimum items have been completed.

1. **DEQ NPDES 1200-C Permit** - For sites over one acre, the grading and ESC plans approved by the City and DEQ for the NPDES 1200-C permit shall be the plans used for early grading permits. Any significant changes to either the grading plan or the ESC plan must be submitted and approved by the City prior to implementation.
2. **Wetland Permits (DSL)** - For sites with existing wetlands, DSL and Corp of Engineer's permits have been issued. DSL/USACE permits or letters of concurrence must be on file with the City prior to issuance of an early grading permit.
3. **Environmental Review Permits (ERP)** - For sites that have an ERP from the Planning Division, all ERP conditions of approval have been met.
4. **Tree Removal Permit** - For sites that require tree removal, a tree removal permit shall be issued from the City of Happy Valley. The tree removal/protection limits shall be identified at the site as specified on the plans and approved by City staff.
5. **Land Use Approval** – Land use conditions of approval have been issued through the land use process.
6. **Site Utility Restrictions** - For sites that have restrictive easements such as PGE or Williams Gas, no work is allowed within the easement without the written approval of the owner of the easement. The easement will need to be identified in the field and plans shall demonstrate how it will be protected during grading activities.
7. **Easements** - Any offsite easements that are necessary for construction have been recorded at the County and a copy provided to the City.
8. **Preliminary Plan Review (Engineering)** - The City Engineering Division has completed a preliminary plan review and is satisfied with the grading plan, erosion and sediment control plan, tree removal plan, and geotechnical report. Depending on the individual site, additional items may be required. Additional items may include preliminary design

for retaining walls regarding setbacks, slopes, maximum heights and zones of influence, slope stability, grading restrictions based on soil conditions, and horizontal and vertical street design.

9. **Retaining Walls** - Onsite retaining walls may be included as part of the early grading permit. If retaining walls are to be constructed as part of the early grading plans, the wall design review as well as the structural calculations and details shall be approved prior to the early grading permit issuance.
10. **Water Environment Services (WES)** - WES should have completed a preliminary plan review and be satisfied with the general location of the detention facilities and storm water discharge points. In some instances, this initial plan review requirement may be waived if the developer can demonstrate that the temporary stormwater facilities proposed with early grading will be sufficient for all runoff associated with early grading work.
11. **Early Grading Agreement** - A signed copy of the Early Grading Agreement for Development has been received by the City.
12. **Easements** - Any offsite easements that are necessary for construction have been recorded at the County and a copy provided to the City.
13. **Right of Way Permitting** - additional requirements include:
 - a. Projects with City frontage:
 - A Right of Way (ROW) fee.
 - A traffic control plan showing signage, truck access and any other uses of the City ROW.
 - b. Projects with County frontage:
 - A copy of the Right of Way Permit issued by the County provided to the City.
14. **Contractor Information** - All required contractor information as listed below has been submitted and approved:
 - a. Certification of Insurance naming the City as additional insured and certificate holder.
 - b. Endorsements on approved forms.
 - c. City of Happy Valley business license.

15. **Affidavit of Responsibility** – A completed Affidavit of Responsibility form from both the owner and contractor, which serves as an acknowledgement of the City’s general terms and conditions of the permit.
16. **Fees** - The following fees shall be paid:
 - a. Plan Review Deposit – See fee schedule
 - b. Early Grading Fee – See fee schedule
 - c. Grading and Erosion Control – Based on the Engineer’s estimate and area of disturbance.
17. **Performance Surety** - A cash deposit or performance bond is in place that covers 25% of the cost of grading improvements and on-site erosion sediment control measures. This amount is based on the Engineer’s estimate and will be determined by the City.
18. **Pre-Construction Conference** - Once all documents have been submitted and approved, a pre-construction conference is required which includes City staff, the developer, the engineer of record, and the contractor.

Conditions which apply to all early grading permits:

- A. **Construction Restrictions** - No pipes, public or private, hard surfaces or buildings are to be installed under the early grading permit. An exception may be made for subsurface perf pipe used as a cutoff trench if approved by Water Environmental Services prior to permit issuance.
- B. **Prior to Earthwork** - No work may begin until the Erosion Sediment Control measures and the tree protection fencing have been inspected and approved by the City of Happy Valley.
- C. **Permit Expiration** - The permit will remain open and surety in place until such time as the full site development permit has been issued or permanent erosion control has been established. If the permit expires prior to permanent erosion control measures being in place, the Developer may be subject to fines due to violations of the permit conditions and City code, or the City may exercise its authority and utilize the surety funds to protect the public right of way and adjacent properties.