

CITY OF SILVERTON Public Works

306 S. Water St. | Silverton, Oregon 97381



April 5, 2024

To: All residents, builders, contractors, performing new building construction along City of Silverton public rights-of-way.

RE: Public Works Permit and Site Plan required when taking out a building permit for new construction.

Pursuant to all sections of Article 3.4 of the Silverton Development Code, a Public Works Improvement Permit must be taken out along with the building permit and any required fees and/or deposits (if applicable) must be paid at that time. Failure to do so will result in a Stop Work order placed at the site, and/or denial of a Certificate of Occupancy.

Along with the completed Public Works permit application, we will require a right of way infrastructure plan on an 8-1/2" x 11" paper drawn to a standard scale, showing the following:

- a. The ROW line at property frontage in relation to the building structure which includes location of all right-of-way property corners. This can be an extension of the site plan, if submitting a plot plan for a building permit. Also, any public utility easements must be shown.
- b. The curb line (if existing, otherwise edge of roadway) with the correct offset measurement from the ROW line.
- c. The location of the sidewalk and its dimensions, as well as the offset from ROW line to back of sidewalk, width and length of sidewalk and width of planter strip (if it is a property line sidewalk). Do not assume (or expect the city to assume) that the length of the sidewalk is the same as the length of the ROW line, particularly on an irregularly shaped lot.
- d. The location dimensions from nearest property corner of the driveway on the street frontage with dimensions for the proposed throat-to-throat width, and the width of the wings.

e. Location at the ROW line of the sanitary sewer lateral cleanout and box. All new lots in Silverton either have these installed or will be required to install these.

f. Location at the ROW line of the water meter/box. All new lots in Silverton either have these installed or will be required to install these.

g. Location of where rain drains will be placed in relation to the street, and any other legally proposed lot drainage. We will not approve any method where drainage from your lot will flow on to an adjoining property. If you cannot get gravity flow to the street or through an easement, then you must pump; and this must be stated on your plan. Some developed lots in Silverton have storm sewer service laterals already installed and their locations can be verified with Silverton Public Works.

You may utilize the site plan that is required for your building permit, but it must include the above items. You may also draw your own plan including the above requirements. The plan and permit application can be emailed to the Public Works Department or Building Department. We will review this plan for completeness and put an approval stamp on it. When we approve your plan, we will give or email a copy to you (if you provide an email address). The plan with the stamped approval must be always on your site and it is highly advised that you give copies of stamped plans to your contractors/subcontractors. You may not make any changes or deviations from the plan once approved, unless you obtain and submit written permission from the City of Silverton Public Works Director.

To conclude, we will not approve or issue a public works permit without the above requirements met. We thank you in advance for your cooperation. If you have further questions regarding this matter, please contact the Public Works Engineering Department at 503-873-8679.