



# YOUR PARTNERS IN DEVELOPMENT



## System Development Charges

These charges fund improvements to public infrastructure including treatment plants, conveyance systems and pump stations.

- Sanitary: \$6,085 per Dwelling Unit or Dwelling Unit Equivalent (calculated by fixture count for commercial and industrial uses)
- Storm: \$585 per ESU (ESU = 2,640 SF of impervious surface)

## Permitting, review and inspection fees

These fees are based on the scope and complexity of the project. All current fees are published in Rates and Charges; these are some of the most common:

| Activity  | Fee (effective 7/1/16)                            |
|---|---|
| Env. - Basic Site Certification                           | \$90  |
| Env. - Site Assessment Application & Base Review Fee      | \$650 due at submittal                            |
| Env. - Minor Encroachment or Allowed Use Fee              | \$650 in addition to Base Review Fee              |
| Env. - Site Assessment Application & Base Review Fee      | \$1,300 in addition to Base Review Fee            |
| Site Development - Plan Check Application Fee             | \$1,250   |
| Site Development - Plan Check Fee                         | 4% of the cost of construction                    |
| Inspection - Site Development                             | \$850 plus \$850 prorated per each ac. over ½ ac. |
| Inspection - Line Tap, Disconnection, or reconnection fee | \$145 per activity                                |
| Inspection - Erosion Control Fee (Non-SD)                 | \$425   |



**Pre-Design Meeting:** Any applicant or potential applicant is welcome to request an early consultation about your project, free of charge.

## Resources

Visit [cleanwaterservices.org/permits-development/resource-directory](http://cleanwaterservices.org/permits-development/resource-directory) for these and many other resources:

- Design and Construction Standards
- LIDA Handbook
- Pre-Design Meeting Request form
- Rates and Charges
- Review Status of your Permit Request

The CWS Development Services group is here to review your project in the most effective and efficient way, while protecting the Tualatin River Watershed. Our partners include municipalities, environmental organizations, and developers large and small.



**Clean Water Services**  
 DEVELOPMENT SERVICES  
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Everything we do at Clean Water Services (CWS) aims to protect public health while enhancing the natural environment of the Tualatin River Watershed. Combining science and nature, we work in partnership with others to safeguard the river's health and vitality, ensure the economic success of our region, and protect public health for more than 560,000 residents and businesses in urban Washington County.

The 80-mile-long Tualatin River is Washington County's only river and an important resource to the region. The river is used for regional drinking water supply, agriculture, recreation and wildlife habitat.

The Development Services team at CWS is responsible for reviewing private construction and development plans in a manner that:

- Supports smart community growth;
- Promotes cost effective investments in privately-financed public infrastructure;
- Ensures that projects meet requirements outlined in the Design and Construction Standards; and
- Protects public health and water quality in the Tualatin River watershed.

Our areas of jurisdiction include:

- Sanitary sewer connection, extension, or commercial/industrial change in usage
- Surface Water Management, including stormwater conveyance and water quality treatment
- Erosion Control on large and small construction sites
- Vegetated Corridors or setbacks from sensitive resources such as streams or wetlands

Please visit the website or contact staff with questions about:

- Your project or our process
- Easements
- System maps
- Low Impact Development Approaches (LIDA)
- Lateral Repairs
- Reimbursement Districts & Local Improvement Districts
- Connecting to the public storm or sanitary system



## Environmental Review

The first step with any project is the Environmental Review. CWS administers environmental regulations that apply throughout unincorporated Washington County and its 12 Cities. Our Environmental Review applies these regulations to the Vegetated Corridor preservation and enhancement associated with your project. When the Environmental Review is complete, the applicant receives a Service Provider Letter (SPL). The SPL is required for a complete Land Use application, which in turn is the path to site development and building permits.

- A **Sensitive Area Pre-Screen**, the optional first step in Environmental Review, is a no-cost review to determine if there are protected sensitive areas (stream, river or wetland) within 200 feet of the project site.
  - If no Sensitive Area exists, an SPL will be issued and no additional environmental review is necessary.
  - If a Sensitive Area does exist, or if more information is necessary to make a determination, a Site Certification or Site Assessment is required.

Sensitive Area Pre-Screen typically takes 1 to 5 business days.

- A **Site Certification** is typically for a single-family residence construction, or smaller projects such as an addition, deck, or retaining wall. Submittals require a site plan and project area photos. Site Certification typically takes up to 10 business days.
- A **Site Assessment** is common for commercial projects and more complex development projects. Submittals require a delineation report, natural resource assessment, existing condition figure, and proposed development figure. Site Assessment typically takes up to 15 business days.



A VEGETATED CORRIDOR IS THE BUFFER BETWEEN PROTECTED SENSITIVE AREA (STREAM, RIVER, OR WETLAND) AND THE ADJACENT DEVELOPMENT OR CONSTRUCTION PROJECT.

## Development Review

The size and scope of the project will determine its level of review, and its location will determine its lead reviewer. If your project is in Beaverton, Cornelius, Forest Grove, Hillsboro, Sherwood, Tigard or Tualatin, please contact the City directly. If your project is in Banks, Durham, Gaston, King City, North Plains or unincorporated Washington County, you will be working directly with CWS on your development review. Projects must comply with CWS Design and Construction Standards, whether the review is led by CWS or a member City.

**Limited Development Review** determines if minor development activities require District permits or conflict with public sanitary or storm pipes and associated easements. This review is typical for small projects such as single family residential construction and remodels, deck additions and grading, and demolition of structures. The submittal requirements include a Site Plan with limits of ground disturbance, new and modified impervious areas, existing and proposed laterals, and location of any existing public utilities or easements.

Limited Development Review typically takes 1 to 5 business days.

**Site Development Review** is required for projects that include the construction or modification of sanitary sewer, storm sewer, or water quality and quantity facilities. This review is typical for subdivisions, partitions, and commercial or industrial development and redevelopment. The submittal requirements include stamped Engineering Plans.

Site Development Review timeline: The target review of the initial submittal is 15 business days, and target for resubmittals is 10 business days.



## Projects that require CWS review or permits

All human-induced changes to improved or unimproved real property, including:

- Land division, including subdivisions, and lot line adjustments
- New or modified connection to the sanitary or stormwater system
- Extension of the sanitary or storm water system
- New Construction and Redevelopment
- Building remodels (exceptions below)
- Grading, excavation, or earthwork disturbing 500 square feet or more
- Paving and roadway construction
- Clearing in or near natural resource sensitive areas or vegetated corridors
- Tenant improvement or commercial remodel affecting plumbing fixture counts

## Exceptions

No CWS review is required for a project that meets all of these criteria:

- Project does not require a Land Use decision
- Project does not change the building footprint or increase the amount of impervious surface
- Project does not result in ground disturbance of 500 square feet or more
- Project does not change the plumbing fixture count or projected sanitary use.

## Relationship to County

CWS is a special service district responsible for sanitary sewer service and storm and surface water management throughout urban Washington County. We maintain a close working relationship with Washington County government, but we are a separately managed and financed public utility. Independent project review and permits from Washington County may be required.



## Relationship to Cities

CWS jurisdictional boundaries include 12 cities. We have an intergovernmental agreement with each city to allocate responsibilities and share resources. The review and permitting process for each project will depend on where the project is located, and is shown in the table below:

|                       | ENVIRONMENTAL REVIEW                            | DEVELOPMENT REVIEW                               |  |                 |
|-----------------------|---|--|--|-----------------|
|                       | Sensitive areas and protected natural resources | Sanitary connection, disconnection, or extension | Surface water mangmnt, storm connection, disconnection, or extension | Erosion Control |
| Unincorporated County | 👉   | 👉  | 👉  | 👉               |
| Beaverton             | 👉   | 🏠  | 🏠  | 🏠               |
| Tigard                | 👉   | 🏠  | 🏠  | 🏠               |
| Tualatin              | 👉   | 🏠  | 🏠  | 🏠               |
| Hillsboro             | 👉   | 🏠  | 🏠  | 🏠               |
| Forest Grove          | 👉   | 🏠  | 🏠  | 🏠               |
| Sherwood              | 👉   | 🏠  | 🏠  | 🏠               |
| Cornelius             | 👉   | 🏠  | 🏠  | 🏠               |
| King City             | 👉   | 👉  | 👉  | 👉               |
| Banks                 | 👉   | 👉  | 👉  | 👉               |
| Gaston                | N/A   | 👉  | 👉  | 👉               |
| Durham                | 👉   | 👉  | 👉  | 👉               |
| North Plains          | 👉   | 👉  | 👉  | 👉               |

👉 = Clean Water Services    🏠 = City

## Surface Water Treatment

All new developments require water quality treatment, as does any redevelopment that results in a disturbance of more than 1,000 square feet of existing impervious. Options include:

- Standard swale, minimum of 100 feet long
- Low-Impact Development Approach (LIDA) facility, sized at 6 percent of the impervious area, up to 15,000 square feet contributing drainage area per facility
- Regional or neighborhood treatment in a new or existing facility
- Mechanical treatment (limited and specific circumstances)
- Fee-in-lieu (limited and specific circumstances)

## Erosion Control

Erosion control (EC) plans are necessary for all projects that require a permit. EC templates are posted on the CWS website, and the level of detail required and type of permit depend on the project area of disturbance.

CWS acts as an agent of the Department of Environmental Quality (DEQ) and only one application to CWS is necessary to obtain both agency permits.

| Project Area of Disturbance | Permit Required  |
|-----------------------------|--|
| < 500 square feet (SF)      | No EC permit typically required; depends on results of Sensitive Area Pre-Screen |
| 500 SF – 1 acre             | CWS EC permit only   |
| 1 acre – 5 acre             | CWS EC permit & DEQ 1200 CN permit   |
| > 5 acres                   | CWS EC permit & DEQ 1200 C permit  |