

# Entrance Permit Submittal Requirements

- Plan: You can use this [example site plan](#) and template, then convert it to a PDF format. This plan must show all of the items listed below (where relevant).
  - North direction arrow
  - Existing, new driveway locations drawn and labeled (i.e. “ex. d/w” or “new d/w”), driveways that are being extended from an existing driveway (labeled the same) and location of adjacent streets
  - Proposed, existing and replacement structures drawn and labeled (i.e. “ex pole barn,” “new residence” or “replacement dwelling”)
  - Location of the septic tank, drainfield, and drainfield replacement area. (If you don’t know the location of your septic system or your driveway is over or within 10 feet of the septic system, contact the [Septic and Onsite Wastewater Program](#).)
  - Approximate ground slope and direction of the slope
  - Location of all property lines
  - Position of all creeks, streams, ponds, springs, or other drainage-ways
- Erosion Control Plan:

If your project is inside the Water Environment Services (WES) District or the Oak Lodge Water Services (OLWS) District, contact the district to coordinate your erosion control plan.

If your project is outside the WES and OLWS districts, an erosion control plan that meets the requirements of Section 470 of the [Roadway Standards](#) is required when construction disturbs between 800 square feet and one acre (DEQ 1200-C permit required over 1 acre) and:

  - The disturbance is located within the urban growth boundary (UGB); or
  - The disturbance is located outside the UGB and occurs within:
    - 25 feet of a property line, drainage area, pond, or surface water management facility on slopes less than equal to 10%;
    - 50 feet of a property line, drainage area, pond, or surface water management facility on slopes exceeding 10%; or
    - 100 feet of a property line, drainage area, pond, or surface water management facility on slopes exceeding 25%;
  - The disturbance is located within 100 feet of a stream, creek, wetland, or other sensitive area; or
  - When DEQ determines that a 1200-C permit is not required but the disturbance is over 1 acre.

If construction disturbs between 800 square feet and one acre but does not meet the above thresholds, the county will condition the project to comply with the general erosion control requirements.

If construction disturbs less than 800 square feet or if the disturbance is not construction-related, there are no erosion control requirements.

- **Surface Water Management Plan:**

If your project is inside the WES District or the OLWS District, contact the district to submit your surface water management plan.

If your project is outside the WES and OLWS districts, a surface water management plan and report that meets the requirements of Chapter 4 of the County [Roadway Standards](#) is required when:

- The project is replacing or increasing impervious surface by 5,000 square feet or more within the UGB;
- The project is replacing or increasing impervious surface by 10,000 square feet or more outside the UGB. If replacing or increasing impervious surface outside the UGB and acreage can be used as a best management practice (BMP) for surface water management per County Roadway Standards 420.2, staff will provide guidance to address stormwater impacts as part of your permit issuance.
- A stormwater plan is required when new or replaced impervious surface is proposed within 50 feet of a perennial stream, creek, wetland, or lake, and within 10 feet of a property line.

If none of the above criteria are met, there are no stormwater requirements to address.

As with all projects that may affect drainage, property owners are expected to be familiar with and are required to comply with Oregon Drainage law.

- [Design Modification form.](#)

- Provide if access is proposed to a roadway classified as a collector or arterial when access exists or is available to a local or connector road. Check your roadway classification in the [Urban area](#) or [Rural Area](#).
- Provide if second or more access is proposed to a roadway classified as a collector or arterial.