

Utility Permit Submittal Requirements

- Plan: Submit a plan that illustrates the work in the right-of-way. The plan should specify the method of underground installation and illustrate all permanent above-ground appurtenances. Work that triggers ADA curb ramp installation or upgrades requires compliance with county [ADA requirements](#).
- Traffic control plan (TCP): Required if work will impact the flow or safety of users of the transportation system. A good resource for developing TCPs is the [Oregon Temporary Traffic Control Handbook \(OTTCH\)](#). Lane closures, road closures, and signal turn-off/turn-ons require custom traffic control plans. In most cases, standard plans from this document are sufficient. If you are proposing to close a sidewalk, view our [ADA web page](#), to learn about the requirements to maintain pedestrian access during construction.
- Certificate of Insurance: Required when contractors are working, but not when utility providers are working. The certificate of insurance must name Clackamas County as an additional insured.
- Erosion Control Plan: An erosion control plan that meets the requirements of Section 470 of the County [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 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: A surface water management plan and report that meet the requirements of Chapter 4 of the County [Roadway Standards](#) are 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, County 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 should be familiar with and are required to comply with Oregon Drainage law.

- 5G/Small Cell Application:
 - Evidence of land use approval, as applicable.
 - For location on existing traffic signal appurtenances or illumination poles, written authorization or agreement from the owner of those structures.
 - Plans illustrating the proposed installation that is compliant with the standards of Roadway Standards Section 715. Plans for new structures shall include the right-of-way, public utility easements, location of edge of pavement, curbs, sidewalks, landscape strips, curb ramps, driveways, and other structures within the vicinity of the proposed installation.
 - Provide dimensions of all above ground structures.
 - Structural engineering calculations for any modifications to county-owned infrastructure.
 - Photographs illustrating the existing site conditions that will be impacted.
 - An RF certification report per Roadway Standards Section 715.9.

The review period for 5G/small cell applications is up to 60 days on existing structures and up to 90 days on new structures following receipt of a complete application.