

## Appendix A. Water Bureau Submittal requirements for development & utility permit review applications

### Definitions:

Development permit – work driven by development permit on private property.

Utility permit – work on utility service facilities in the right of way

Submittal requirements for utility connections in the right of way, and/or work impacting or connecting to the public water system.

### A. Requirements for development permits:

- 1) Development proposals must include right-of-way (ROW) utility plan information showing the following utilities and infrastructure:
  - a) The entire street (property line to opposite curb) running along the full length of the property frontage, including right-of-way lines, curb, and easements, existing and proposed; show existing curb on the opposite side of the street.
  - b) Proposed frontage improvements within that area including but not limited to:
    - i) existing and proposed driveways and curb cuts
    - ii) existing and proposed street trees
    - iii) ADA ramps
    - iv) Planting strips
    - v) signage
    - vi) stormwater facilities
    - vii) vaults
  - c) Utilities: existing and proposed, including water mains, meters, service lines, valves, hydrants, gas lines, underground and overhead power and communication cable lines, power poles, guy wires/anchors, electrical vaults and conduits, sewer mains and laterals, stormwater management infrastructure, telecommunications, and any other utilities in the right of way. Research existing utilities using the 811 One-Call Oregon Utility Notification Center locate service.
  - d) Identify required premises-isolation backflow protection. Premises-isolation backflow is typically installed on private property at the property line on the centerline of the water service. See Portland Water Bureau “Backflow Assembly Installation Requirements”.  
<https://www.portland.gov/water/backflow-prevention/backflow-assembly-installation-requirements>

- 2) Potholing: See Section D for when potholing is required.
- 3) Site plan
  - a) Make sure the plan is to scale
    - i) Include a scale bar. Preferred utility scales are 1": 5' or 1": 10'.
  - b) Uses labels throughout
    - i) Label street names and identify whether private or public for all streets,
  - c) Is clearly readable
    - i) Include a legend showing all symbols and line types; use different symbols and line types for existing versus proposed.

B. Water Bureau Requirements for utility/street opening permits:

Utility permits, or street opening permits are governed by City Administrative Rule TRN 10.19. In addition to the City requirements, the Water Bureau requires all utility or street opening permit applications must include right-of-way (ROW) utility plan information showing the following utilities and infrastructure using the 811 One-Call Oregon Utility Notification Center utility locate service:

1. All existing water infrastructure in all areas of the proposed work: water mains, service lines, valves, vaults, and hydrant runs and include a profile showing adequate clearances (if the proposed utility will cross a water main, service, or hydrant at any point), following the standard separation requirements in Appendix D.
2. A profile showing adequate clearances (if the proposed utility will cross a water main, service, or hydrant run at any point).
3. Potholing: See Section D for when potholing is required.

C. Requirements for submittals for deep excavations:

See Appendix B for deep vault requirements

1. Requirements for submittals for all excavations that may impact water infrastructure (excluding deep vaults as defined in Appendix B) are outlined in the City of Portland PWB Guidelines for Utility Protection requirements:

<https://www.portlandoregon.gov/water/article/415225>

D. Potholing Requirements:

Based upon risk to the public water system, potholing for depth and or location shall be required at the applicant's expense where standard horizontal or vertical clearance cannot clearly be met under the following conditions. Survey may also be required on the main.

1. Proposed perpendicular crossings with less than 24 inches vertical separation, skin to skin, from water mains 12 inches diameter and greater.
2. Proposed utilities with less than 5 feet horizontal separation, skin to skin, from water mains 12 inches diameter and greater.
3. Potholing in the Public right of way requires a PBOT utility/street opening permit. Submit utility/street opening permits according to City Administrative Rule TRN-10.19 Utility Permits in the Right-of-Way:  
<https://www.portlandoregon.gov/citycode/article/692262>
4. Work with Portland Water Bureau to address confidentiality needs for all main 12 inches diameter and greater on publicly accessible plans.