



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

Sewer Capacity Analysis Request Form

The City of Molalla is in the process of upgrading its wastewater treatment plant. Until the upgrade is operational (expected in 2024-2025) any proposal requiring DEQ approval of sewer plans under Oregon Administrative Rule 340-52 will be required to obtain a certificate of capacity from the City prior to submitting their land use or permit application.

Sewer Capacity Analysis Process Overview

Step 1. Submit this form and the base fee to Molalla Planning.

Upon submittal, City Staff will review the form for all required information and may contact you or your Engineer if additional information is required. Base fee = \$150 application review/processing + \$3,500 capacity analysis.

Step 2. Engineering Review Performed.

The City Engineer uses this form to analyze sewer system capacity.

Step 3. If the City Engineer Determines Sufficient Capacity **Does** Exist.

The City Engineer will complete a certificate of capacity for the applicant to submit to DEQ with their sewer system plans during Civil Review. The certificate will be retained by City Staff until your land use application is submitted. If the costs of review exceed the \$3,500 analysis fee, the overage will be invoiced to the applicant and is due with Site Design Review submittal. **GO – you may proceed to step 4.**

Step 3. If the City Engineer Determines Sufficient Capacity **Does Not** Exist.

The City will refund the \$3,500 analysis fee to the applicant and the proposal will not be approvable until after the upgrade to the wastewater treatment plant is operational. **STOP – your proposal cannot be approved.**

*Note – In some circumstances the applicant may be able to submit a modified proposal with less impact to the wastewater system.

Step 4. Completion.

The certificate will be attached to your land use application submittal package. Upon approval of your land use, city staff will relinquish the Certificate of Capacity to you for submission to DEQ.

Important Information for Applicants

A. Your certificate of capacity may become void if: 1) You have not applied for your land use/permitting approval (as applicable) within 90-days of the date the certificate of capacity is approved, or 2) Your land use/permitting application is denied, or 3) your land use or permitting approval expires.

B. Additional information may be sought by the City of Molalla as needed to complete the capacity analysis. It is the applicant's responsibility to provide any information necessary to complete the analysis.

Application Submissions Must Include:

1. One (1) Hard Copy of this Form
2. Application Fee – \$3,650 Deposit

Process questions may be directed to the Planning Dept:

Phone: (503) 759-0205

Email: communityplanner@cityofmolalla.com

Applicant information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner Information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Property Information

Site address: _____

Zoning district: _____ Overlay: _____ Tax lot # _____

Tax Account Number(s): _____ T: _____ R: _____ S: _____

Property dimensions: _____ Property acreage: _____

Surrounding property uses; North: _____ South: _____

East: _____ West: _____

Topography: _____

Project Information

Description of Proposal: _____

Describe all existing buildings or structures on property: _____

Prior Use: _____

Current Use: _____

Proposed Use: _____

City Utilities Impacted: ___ Water ___ Sewer ___ Stormwater ___ None

Site Plan(s) and Documents Required

1. Ownership documents if different than Clackamas County CMAP property information.
2. Provide All Easements, Covenants, Conditions, Restrictions, and Encumbrances on the property – Attach to this form.
3. Provide Elevation profiles meeting architectural standards of MCC 17-3.2.030 (D)
4. If your project is subservient to a prior project(s) please provide:
 - Planning File Number(s): _____
 - Subdivision name/date approved: _____
 - Special Planning Permits (attach): ___ Conditional Use ___ Variance Other: _____
 - Planning Conditions of Approval (attach)
5. Site/Plot Plan
Plot Plan Requirements
 - Applicant’s name and address.
 - Legal description of the property (Township, Range, Section and Tax Lot).
 - SITE PLAN MUST INCLUDE DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES, PROPERTY LINES, SETBACKS, AND DRIVEWAYS.
 - Direction of North.
 - Driveway location and location of adjacent streets.
 - Proposed and existing structures.
 - Location of any existing wells on the property.
 - Walkways, patios, patio slabs, and mechanical units (e.g. air conditioning unit)
 - Location of existing and proposed utility connections.
 - Approximate ground slope and direction of the slope.
 - Property Lines.
 - Position of all creeks, streams, ponds, springs, or other drainageways.
 - Relative elevations (1) At lot corners or construction area, and (2) At building site.
 - Existing and proposed easements.
 - All streets abutting the property.
 - All existing and proposed site features must be included and labeled as such.
 - You must also indicate what is proposed to remain and what is proposed to be removed.

Applicant Signature: _____ Date: _____

Owner Signature(s): _____ Date: _____

PLOT PLAN

Notes: _____

