



Community Development Department

315 Kennel Ave/PO Box 248

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PUBLIC WORKS SITE PLAN REQUIREMENTS FOR RESIDENTIAL LOTS

Pursuant to Molalla Municipal Code (MMC) Chapters 12 and 13, a Public Works Right of Way Permit must be taken out along with the building permit, and any required fees and/or deposits (if applicable) must be paid at that time. Failure to do so will result in a **Stop Work** order placed at the site, and/or **denial of a Certificate of Occupancy**.

Along with the completed permit application, Public Works will require a right of way infrastructure plan on an 8-1/2" x 11" paper drawn to a standard scale, showing the following:

- A. The right-of-way (ROW) line at property frontage in relation to the building structure, including the location of the front property corners. This can be an extension of the site plan, if submitting a plot plan for a building permit.
- B. The curb line with the correct offset measurement from the ROW line.
- C. The location, width, and length of the sidewalk as well as the offset from ROW line to back of sidewalk. Do not assume (or expect the city to assume) that the length of the sidewalk is the same as the length of the ROW line, particularly on an irregular shaped lot.
- D. The location and dimension of the driveway from nearest property corner on the street frontage. Dimensions for the proposed driveway shall include the throat width and width of the wings.
- E. Location of the sanitary sewer lateral cleanout and box at the ROW line. Cleanouts shall not be installed in the driveway or sidewalk, unless approved by the Public Works Department authorized representative. All new lots in Molalla have laterals installed or installation will be required prior to connection of the building sewer. Clear of debris to a minimum of 3 inches below clean-out cap. Locate wire shall be accessible to Public Works crews.
- F. Location of the water meter and box at the ROW line. All new lots in Molalla have service lines installed or installation will be required prior to connection of the building domestic water. Locate wire shall be accessible to Public Works crews.
- G. Location of rain drains and connections through curb or lateral cleanout and box at the ROW line. Cleanouts shall not be installed in the driveway or sidewalk, unless approved by the Public Works Department authorized representative. The ability to connect to weep holes or lateral will vary from site to site. Public Works will not approve any method where drainage from a lot will flow onto an adjoining property. If you cannot gravity flow to the curb, lateral, or through an easement, then you must pump to the weep hole or lateral. All pumps must be stated on your plan. All new lots in Molalla have weep hole drains or laterals installed or installation will be required prior to connection of the building drain. Clear of debris to a minimum of 3 inches below clean-out cap. Locate wire shall be accessible to Public Works crews.

You may utilize the site plan that is required for your building permit, but it must include the above items. Public Works will review this plan for completeness and place an approval stamp once development and Public Works requirements are met. A copy of the stamped approved plan shall be always on site. You may not make any changes or deviations from the plan once approved unless you obtain and submit written permission from both the Molalla Public Works Department and the Clackamas County Building Department.

