

# APPLICATION SUBMITTAL REQUIREMENTS

## Geologic Permit Application Checklist

All persons proposing development, construction, or site clearing (including tree removal) within a geologic hazard area as defined in the Newport Municipal Code (NMC) § 14.21.020 shall obtain a Geologic Permit. The Geologic Permit may be applied for prior to or in conjunction with a building permit, grading permit, or any other permit required by the City.

The following information must be submitted with a City of Newport Land Use application for Geologic Permit:

1. A current 18" x 24" Lincoln County Assessor's tax map(s) showing the subject property and the notification area. The notification area is all properties within 200 feet of the subject property (*Lincoln County Assessor's office is located in Lincoln County Courthouse at 225 W Olive St, Newport*); and
2. A list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within the notification area described in #1 above; and
3. A site plan that illustrates areas of disturbance, ground topography (contours), roads and driveways, an outline of wooded or naturally vegetated areas, watercourses, erosion control measures, and trees with a diameter of at least 8 inches dbh (diameter breast height) proposed for removal; and
4. An estimate of depths and the extent of all proposed excavation and fill work; and
5. The Site plan should identify in which hazard zone the parcel or lot upon which development is to occur is located. In cases where properties are mapped with more than one hazard zone, a certified engineering geologist shall identify the hazard zone(s) within which development is proposed; and
6. A Geologic Report prepared by a certified engineering geologist, establishing that the site is suitable for the proposed development. The report must include a detailed site plan showing any existing and proposed site development and/or must reference the proposed development/building plans. The report is only valid for the development plan addressed in the report; and

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- ☐7. An engineering report, prepared by a licensed civil engineer, geotechnical engineer, or certified engineering geologist (to the extent qualified), must be provided if engineering remediation is anticipated to make the site suitable for the proposed development.
  
- ☐8. Fee of \$244.00.

## **Geologic Report Guidelines.**

“Guidelines for Preparing Engineering Geologic Reports in Oregon” (Oregon State Board of Geologist Examiners).

“Geological Report Guidelines for New Development on Oceanfront Properties,” (Oregon Coastal Management Program of the Department of Land Conservation and Development).

**Erosion Control Measures.** In addition to completing a Geologic Report, a certified engineering geologist shall address the following standards.

- A. Stripping of vegetation, grading, or other soil disturbance shall be done in a manner which will minimize soil erosion, stabilize the soil as quickly as practicable, and expose the smallest practical area at any one time during construction;
- B. Development plans shall minimize cut or fill operations so as to prevent off-site impacts;
- C. Temporary vegetation and/or mulching shall be used to protect exposed critical areas during development;
- D. Permanent plantings and any required structural erosion control and drainage measures shall be installed as soon as practical;
- E. Provisions shall be made to effectively accommodate increased runoff caused by altered soil and surface conditions during and after development. The rate of surface water runoff shall be structurally retarded where necessary;
- F. Provisions shall be made to prevent surface water from damaging the cut face of excavations or the sloping surface of fills by installation of temporary or permanent drainage across or above such areas, or by other suitable stabilization measures such as mulching, seeding, planting, or armoring with rolled erosion control products, stone, or other similar methods;
- G. All drainage provisions shall be designed to adequately carry existing and potential surface runoff from the twenty year frequency storm to suitable drainageways such as storm drains, natural watercourses, or drainage swales. In no case shall runoff be directed in such a way that it significantly decreases the stability of known landslides or areas identified as unstable slopes prone to earth movement, either by erosion or increase of groundwater pressure.
- H. Where drainage swales are used to divert surface waters, they shall be vegetated or protected as necessary to prevent offsite erosion and sediment transport;
- I. Erosion and sediment control devices shall be required where necessary to prevent polluting discharges from occurring. Control devices and measures which may be required include, but are not limited to:

- (1) Energy absorbing devices to reduce runoff water velocity;
  - (2) Sedimentation controls such as sediment or debris basins. Any trapped materials shall be removed to an approved disposal site on an approved schedule;
  - (3) Dispersal of water runoff from developed areas over large undisturbed areas;
- J. Disposed spoil material or stockpiled topsoil shall be prevented from eroding into streams or drainageways by applying mulch or other protective covering; or by location at a sufficient distance from streams or drainageways; or by other sediment reduction measures; and
- K. Such non-erosion pollution associated with construction such as pesticides, fertilizers, petrochemicals, solid wastes, construction chemicals, or wastewaters shall be prevented from leaving the construction site through proper handling, disposal, site monitoring and clean-up activities.

**Storm water Retention Facilities Requirement.** For structures, driveways, parking areas, or other impervious surfaces in areas of 12% slope or greater, the release rate and sedimentation of storm water shall be controlled by the use of retention facilities as specified by the City Engineer. The retention facilities shall be designed for storms having a 20 year recurrence frequency. Storm waters shall be directed into a drainage with adequate capacity so as not to flood adjacent or downstream property.

**Certification of Compliance.** No development requiring a Geologic Report shall receive final approval (e.g. final inspection, certificate of occupancy, etc.) until the City receives a written statement by a certified engineering geologist indicating that all performance, mitigation, and monitoring measures contained in the report have been satisfied. If mitigation measures involve engineering solutions prepared by a licensed professional engineer, then the City must also receive an additional written statement of compliance by the design engineer.

**Please note:** This checklist is only an identification of the items needed for the City to accept the application for the geologic permit as complete. For more information on the geologic permit application and process, please consult Newport Municipal Code (NMC) § 14.21.001 (Geologic Hazards Overlay).