

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of establishing the Public Works)
Land Development Engineering & Permits)
Practice for an access review self-certification)
program.)

ORDER No. 24-109

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, October 9, 2024.

WHEREAS, Public Works reviews all accesses to a property upon application for certain building permits to determine what improvements may be required to meet public safety standards; and

WHEREAS, to assist in the expeditious issuance of building permits a self-certification program has been developed for the review of accesses for use by property owners applying for certain building permits; now, therefore,


IT IS HEREBY ORDERED that the owner of a property applying for a qualifying building permit may conduct and submit an access self-certification per Exhibit A.

DATED at Salem, Oregon, this 9th day of October 2024.

MARION COUNTY BOARD OF COMMISSIONERS

Not Present At Meeting

Chair



Commissioner



Commissioner



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 10/9/2024

Department: Public Works

Title: Order establishing Land Development Engineering & Permits Practice for Access Review Self-Inspection

Management Update/Work Session Date: 8/20/2024 Audio/Visual aids [checkbox]

Time Required: 5 min Contact: Max Hepburn Phone: 503-566-4157

Requested Action: Adopt Board Order establishing a departmental practice for access review self-inspection procedures.

Issue, Description & Background: Public Works reviews all accesses to a property upon application for certain building permits to determine what improvements, if any, may be required to meet public safety standards. To speed up the permitting process, staff has developed a self-certification procedure by which property owners may evaluate and document compliance or non-compliance with certain Marion County access standards for submittal with qualifying building permit applications. A practice memorandum has been developed for Board consideration, which establishes the forms and procedures to be used by the Land Development Engineering & Permits section of Public Works as a part of this self-certification process.

Financial Impacts: None

Impacts to Department & External Agencies: None

List of attachments: Board Order establishing practice for Access Review Self-Inspection as described in Exhibit A

Presenter: Max Hepburn

Department Head Signature: Brian Nicholas Digitally signed by Brian Nicholas Date: 2024.09.19 15:35:37 -07'00'



Marion County

OREGON

LDEP Practice Memorandum:
Access Review Self-Inspection

PRACTICE MEMO #	<u>02</u>
ISSUE DATE	<u>10/9/24</u>
INITIALS	<u>MWH</u>

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RE: Access Review Self-Inspection

PRACTICE

A property owner applying for a qualifying building permit may complete and submit the enclosed Access Review Self-Inspection Form in accordance with the Access Review Self-Inspection Form Instructions.

BACKGROUND

Accesses (driveways) to a property are reviewed for conformance with County standards as a matter of public safety upon application for certain building permits. In an effort to promote the expedient issuance of building permits, this self-inspection practice has been developed to allow a property owner to review and document compliance with County standards in lieu of waiting for a Public Works employee to conduct a field review. Public Works staff will utilize the submitted information to determine what improvements, if any, may be required under an Access Permit in conjunction with the issuance of the subject building permit.

ATTACHMENTS

1. Access Review Self-Inspection Form Instructions
2. Access Review Self-Inspection Form



Access Review Self-Inspection Form Instructions

Applicability:

At this time, this access review self-inspection procedure is available only for access reviews associated with the following Building Permit applications within Marion County:

- A. New Single Family Dwelling on a lot with an existing access.
- B. Replacement of a Single Family Dwelling (Stick Built or Manufactured Dwelling).
- C. Personal Use Residential Accessory Structures (ADU, Shed, Shop, Pole Building).
- D. Personal Use Agricultural Exemptions.
- E. Properties that have applied for and obtained an Access Permit within 12 months.

What to Submit:

For each access to a property from a road under County jurisdiction, submit the following necessary documents:

1. Property Owner Signed and Dated Access Review Self-Inspection Form
2. Sight Distance Photos; To be taken at a height of 3.5 feet from the surface, 10-feet back measured from
A) face of curb if curbed; or B) edge of pavement if paved without curb; or C) gravel if not paved
 - a. One (1) photo looking left.
 - b. One (1) photo looking right.
 - c. One (1) photo looking straight out.
 - d. One (1) photo from across the road looking directly at the driveway.
3. If the property has multiple accesses: Aerial sketch/photo identifying accesses (i.e. 1, 2, 3 or A, B, C).
4. If rural access with culvert: Two (2) photos clearly showing each end of culvert.

How to Submit Documentation:

1. Visit the Oregon ePermitting website: <https://aca-oregon.accela.com/oregon/Default.aspx>
2. Click "Register" in the top right of the page and follow the steps to register for an account.
 - a. For step-by-step instructions please visit <https://www.oregon.gov/bcd/epermitting/howto/Pages/creating-account.aspx>
 - b. You are not required to enter payment information under Billing Information.
3. Upon registration return to the Oregon ePermitting website and click "login" found under the grey Resources icon.
4. Enter your account email and password and click the Login button.
5. Hover over the "Search" icon and click Public Works Permits
 - a. For step-by-step instructions, starting at step 2, please visit <https://www.oregon.gov/bcd/epermitting/howto/Pages/uploading-docs.aspx>
6. Using the fields provided search for your record. It is suggested to use either:
 - a. Permit/Application #. This will be similar to 555-22-000000-PW. Or;
 - b. Street Number and Street Name. Enter the address of your property in the Street Number From and Street Name fields.

7. Click the Search button on the bottom of the page. The system will pull up the record of interest.
 - a. If searching by address multiple records may appear. Click the record for your access review.
 - b. Clicking into a record will allow you to see the Project Description for the record.
8. Click the “Record Info/Schedule Inspections” menu and then click “Documents Upload/View” in the dropdown menu.
9. Click the “Add” button on the bottom left of the screen.
10. Click the “Add” button that appears in the File Upload window.
11. Using the Explorer window navigate to the required document on your computer, click the file name, and then click “Open”.
 - a. Note: Only one file can be uploaded at a time.
12. Click the “Continue” button.
13. The webpage will return to the Document Upload screen and ask for Type and Description for the document upload.
14. For Type and Description use the following for the associated document.

Document	Necessary When	Oregon ePermitting Type	Oregon ePermitting Description
Property Owner Signed and Dated Access Review Self-Inspection Form	Required for all	Driveway Agreement	Access Review Form
Photo looking left	Required for all	Photos	Left Out of Driveway
Photo looking right	Required for all	Photos	Right Out of Driveway
Photo looking straight out	Required for all	Photos	Straight Out of Driveway
Photo from across the road looking directly at the driveway	Required for all	Photos	Across from Driveway
Aerial sketch/photo identifying accesses	If property has multiple accesses	Photos	Aerial
Photo Showing Culvert End - Left	If access has culvert	Photos	Culvert Left
Photo Showing Culvert End - Right	If access has culvert	Photos	Culvert Right

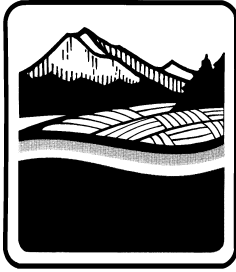
15. Click the “Save” button.
16. Repeat for all necessary documents listed under “What to Submit”.
17. Within five (5) business days of receipt of all necessary documents LDEP staff will acknowledge receipt of the submittal via an email to that email address provided on the form. The acknowledgment will:
 - a. Approve the Access Review Self-Inspection Form submittal, or;
 - b. Request additional information, or;
 - c. Provide an estimate of the additional time necessary to review the submittal.

Please note that failure to upload all necessary documents or follow the required Type and Description may cause a delay in the review and/or approval of a submittal.

Alternatively, if Oregon ePermitting is unavailable, documentation may be submitted via email to MCLDEP@co.marion.or.us. Documents submitted via email will need to be named or otherwise clearly identified to align with the “Oregon ePermitting Description” column in step 14 above. County email file size limits may require multiple emails be sent.

Questions:

Please email us at MCLDEP@co.marion.or.us or call us at (503) 584-7714. We are happy to assist with any questions you may have about this process.



Access Review Self-Inspection Form

Property Information:			
Property Full Address or Parcel Number: _____			
Review Record # or Permit # obtained within last 12 months:		555- _____ - _____	-PW
Owner Full Name:	_____	Owner Mailing Address:	_____
Owner E-mail:	_____	Owner Primary Phone:	_____
Total Number of Accesses to County jurisdiction roads:*		_____	Form is for Access #: _____
Access Type:	<input type="checkbox"/> Rural <input type="checkbox"/> Urban	Applicability (see Instructions):	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E

* If there is more than one access to a property, an aerial sketch/photo identifying the accesses is required.

Access Details:			
Use of Access:	<input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Other, explain: _____		
Access Width (see below for Access Type details):	_____ ft _____ in	Road Access is from:	_____
Rural: Measure over the culvert or 10 feet back from the roadway surface, whichever is further from the road. Urban: Measure between bottom of concrete wings.			
Posted Speed of the Road Access is from. If unposted the speed is determined by ORS 811.105 :	_____ mph		
Sight Distance	Left: <input type="checkbox"/> Unobstructed <input type="checkbox"/> Limited, explain: _____		
Looking Out:	Right: <input type="checkbox"/> Unobstructed <input type="checkbox"/> Limited, explain: _____		
Distance to nearest accesses and/or intersections on same side of road (measured center-to-center):	<input type="checkbox"/> North or <input type="checkbox"/> West:	_____ feet	
	<input type="checkbox"/> South or <input type="checkbox"/> East:	_____ feet	
Rural Accesses Only – See Driveway Access to Non-curbed (Turnpike) Street Standard Detail:			
Slope from Road:	<input type="checkbox"/> Up <input type="checkbox"/> Down	Surface Material:	<input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Other, explain: _____
Culvert Under Access? ^α	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Culvert Inside Diameter:	_____ inches
If yes, Culvert Material:	<input type="checkbox"/> Concrete <input type="checkbox"/> Corrugated HDPE N-12 <input type="checkbox"/> Ductile Iron <input type="checkbox"/> Other, explain: _____		

^α If a culvert exists under an access, photos clearly showing both ends of the culvert are required.

Photo Checklist:			
Sight Distance Photos Required for all:		Additional Photos as Necessary (see footnotes above):	
<input type="checkbox"/> Looking Left	<input type="checkbox"/> Looking Right	<input type="checkbox"/> *Aerial Sketch/Photo Identifying Accesses (if multiple)	
<input type="checkbox"/> Looking Straight Out	<input type="checkbox"/> Across the Road	<input type="checkbox"/> ^α Two (2) Culvert End Photos (if culvert exists under access)	

Sight Distance Photos are to be taken at a height of 3.5 feet from the surface, and 10 feet back from:

A) face of curb if road is curbed; or B) edge of pavement if road is paved, no curb; or C) gravel if road is not paved.

I attest that the information above is true and accurate to the best of my knowledge and the associated documents submitted represent true and accurate conditions at the time of submittal. I understand that any information submitted that is either found to be inaccurate, incomplete, or not in conformance with the requirements outlined may delay the issuance of the associated building permit or agricultural exemption.

Property Owner Signature

Date