



City of Canby
Planning Department
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CHECKLIST

PRE-CONSTRUCTION CONFERENCE –

Prior to construction this stage is critical to finalizing construction plans, gaining utility providers' approval, and final approval of plans.

Instructions to Applicant:

- Please follow the instructions on this checklist. All required application submittals detailed below must also be submitted in **ELECTRONIC** format on a CD, flash drive, via email to: PlanningApps@ci.canby.or.us, or by requesting a link to our FTP site or by sending us a link to your FTP site.

Pre-Construction Conference–Instructions

The Pre-Construction Conference process is critical in finalizing construction plans, gaining utility provider approval, and it also ensures everyone involved in the project is working from a single approved set of plans. In addition, approved construction plans are required before building permits can be issued.

Construction plans must include detailed drawings of all site and utility work in the public right-of-way and all other components of a project including or affecting public utility provision.

Required application submittals must include the following:

APPLICANTS PREPARATION LIST:

- Prepare the set of construction plans for your project.
- Submit 2 (two) paper copy sets of proposed construction plans to the Canby Planning office at 111 NW 2nd Ave, Canby, OR 97013 by mail, in person, or by courier.
- Submit an **electronic** copy of your proposed construction plans on a CD, thumb drive, via email to PlanningApps@ci.canby.or.us or by requesting a link to our FTP site or by sending us a link to your FTP site.
- The Planner will review your drawings and determine if any changes are needed.
- Once any needed changes are made, we will route your proposed construction drawings to the Public Works Office Specialist (503-266-0798) who will schedule the Pre-Construction Conference, and route the drawings to all utility/service providers who need to receive copies of your plans.
- You will receive utility/service provider comments usually within a period of 10 days. If any clarifications are needed, contact the appropriate provider directly.

AT THE MEETING:

- Bring 1 (one) set of revised plans in hard copy to the Pre-Construction Conference. Make sure to address each provider's comments on your plans and be prepared to explain what changes have been made.
- If no further changes are needed, your plans could be signed at the meeting. Typically, though, a few final changes are needed.

SIGNATURES:

- You are responsible for the final set of plans and getting all needed signatures on one set of plans. The Signature Block to place on your plans for signatures is attached.
- Once all signatures are obtained in the Signature Block, make enough paper copies of the complete set and deliver to each provider who has signed the drawings for their records.

INSPECTIONS:

- Information on these procedures will be provided at the Pre-Construction Conference.

MODIFICATIONS:

- Changes are sometimes needed or desired after approved is gained. Applicants and/or utility providers must inform the Planner of any proposed changes that could affect the project's approved site plans, elevations, or conditions of approval. A formal Modification Application may be required.

STORM WATER FACILITIES:

- A copy of all materials submitted to DEQ for approval of storm water facilities must be submitted with this application.