

Grading and Erosion Control Permit Guidelines for Submittal

The Grading and Erosion Control Permit is required for any site work that will disturb 500 square feet or more, or that will occur under the following circumstances:

- The amount of excavation, fill, or combination thereof exceeds 20 cubic yards
- The slope of the site is greater than 20%
- A Grading and Erosion Control Permit is required as a Condition of Approval on a land use approval

If area of disturbance is 1 acre or greater:

- For an Oregon DEQ 1200-CN Permit submittal (project disturbance area is 1 acre to 4.99 acres), one electronic (.pdf) copy of a complete set of construction drawings on CD must be submitted to the City of Hillsboro Public Works Department - Engineering Division. The submittal must include all of the items in the [CWS/DEQ 1200-CN ESC Plan Checklist](#).
- For an Oregon DEQ 1200-C Permit submittal (project disturbance area is 5 acres or greater), one electronic (.pdf) copy of a complete set of construction drawings on CD must be submitted to the City of Hillsboro Public Works Department - Engineering Division. The submittal must include all of the items in the [CWS/DEQ 1200-CN ESC Plan Checklist](#).

Permit Application Requirements

- A completed and signed Application
- Plans are to be uploaded into the ProjectDox system once you receive an invite to upload.
- Plans are to be to scale unless otherwise specified
- Coversheet must include:
 - ✓ Vicinity Map
 - ✓ The proposed name of development
 - ✓ Developer's name and address
 - ✓ Owner's name and address
 - ✓ Engineer's name and address
 - ✓ Land Use Authority Case File Number
 - ✓ Tax map and lot information
 - ✓ Total square footage of new and existing impervious surface within proposed public right-of-way
 - ✓ Index of plan sheets
- Submittal of the complete plan set through the Project Dox electronic plan review system (requires City authorization) may substitute for submittal of plans on CD.
- Copy of land use approval from City of Hillsboro Planning Division
- Service Provider Letter from Clean Water Services



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City/Agency Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro staff will review the application packet for completeness. Once determined complete, the permit application review process typically follows the steps below:

- Initial City review of the complete plan set takes up to 14 day and 7-days for each resubmittal as needed.
- Following City acceptance of the construction plans, the plan set is forwarded to Clean Water Services (CWS) for review and issuance of the Storm Water Connection Permit Authorization. The CWS review takes up to 21 days.
 - If the CWS reviewer identifies necessary revisions to the construction plans, the plan set will be returned to the applicant. Following resubmittal of the revised construction plan, a CWS review of the updated plan set takes up to 21 days.
 - If the project is a DEQ 1200-C submittal, then CWS will route the DEQ 1200C packet to DEQ for processing. This process takes an additional 21-days.

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits
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