

## **PERMITS REQUIRING SITE PLAN APPROVAL/ FLOODPLAIN DEVELOPMENT APPROVAL SHALL FOLLOW THIS PROCESS:**

- SUBMIT A COMPLETED APPLICATION AND THE REQUIRED FEE ALONG WITH-
  - FIVE (5) SETS OF PLANS. PLANS MUST INCLUDE: SITE PLAN, FLOOR PLAN, ELEVATIONS, GRADING AND DRAINAGE PLAN, SEDIMENT AND EROSION CONTROL PLAN AND A LANDSCAPE /PLANTING PLAN; ALSO INCLUDE IF APPLICABLE, A PRE CONSTRUCTION ELEVATION CERTIFICATE (FLOODPLAIN) AND/OR A GEO-TECHNICAL EVALUATION.
  - PLANS WILL BE CIRCULATED TO THE PLANNING DEPARTMENT; THE PUBLIC WORKS DEPARTMENT AND THE FLOODPLAIN ADMINISTRATOR.
  - ONCE APPROVALS HAVE BEEN OBTAINED, THE CITY WILL CONTACT THE APPLICANT TO PICK UP THREE (3) SETS OF APPROVED SITE PLANS TO TAKE TO THE JACKSON COUNTY BUILDING DEPARTMENT.
  - APPLICANT CAN NOW SUBMIT THE APPROVED SITE PLANS ALONG WITH BUILDING (STRUCTURAL) PLANS TO THE JACKSON COUNTY BUILDING DEPARTMENT FOR APPROVAL.
  - JACKSON COUNTY WILL NOTIFY THE APPLICANT WHEN THE PERMIT IS READY TO ISSUE.
  - APPLICANT WILL CONTACT JACKSON COUNTY TO PREFORM BUILDING INSPECTIONS AS REQUIRED.
  - APPLICANT WILL CONTACT THE CITY OF SHADY COVE FOR ANY REQUIRED FLOODPLAIN INSPECTIONS.
  - APPLICANT WILL CONTACT THE CITY OF SHADY COVE FOR ANY SEWER INSPECTIONS.

ALL PERMITS FOR **PLUMBING** (INCLUDING BACKFLOW DEVICES), **MECHANICAL** AND **ELECTRICAL** WILL ALSO BE ISSUED BY JACKSON COUNTY.

PERMITS FOR PLUMBING, MECHANICAL AND ELECTRICAL, IF LOCATED IN THE FLOODPLAIN, REQUIRE **PRIOR** APPROVAL FROM THE CITY OF SHADY COVE FLOODPLAIN MANAGER.

**\*\* ALL PERMITS IN THE SPECIAL FLOOD HAZARD AREA (SFHA) REQUIRE APPROVAL BY THE SHADY COVE FLOODPLAIN ADMINISTRATOR PRIOR TO ISSUANCE BY JACKSON COUNTY\*\***

If you have any questions about our process, City of Shady Cove staff members are available 8:00-noon and 1-5 p.m. at 541-878-8204 or email: [loisd@bds.bz](mailto:loisd@bds.bz).