



Community Development  
101 NW A Street  
Grants Pass, OR 97526  
(541) 450-6060  
Fax (541) 476-9218

# PLANNING APPLICATION FORM

**Property Address:** 1885 Hubbard Lane  
Grants Pass, OR 97527

**Assessor's Map & Tax Lot:**

36 \_06 \_26 \_BB Tax Lot(s) 3200/3400

- - - Tax Lot(s)

**Zoning:** GC

City: ☒ UGB: ☐

**Project Type:** (Please check all applicable)

- ☐ Site Plan Review: Minor or Major
  - ☐ Standard Architectural Review
  - ☐ Discretionary Arch. Review
  - ☐ Special Concept Plan
- ☐ Partition
- ☐ Property Line Adjustment
- ☐ Property Line Vacation
- ☐ Planned Unit Development
- ☐ Subdivision
- ☐ Final Subdivision or PUD Plat
- ☐ Variance
- ☐ Comp Plan/Zone Map Amendment
- ☐ Text Amendment
- ☒ Pre-Application
- ☐ Appeal / Sign Code Appeal
- ☐ Other: \_\_\_\_\_

**Size of Project** (# of units, lots, sq. ft., etc):  
2.12-Acres, 22 units

**Attachments:**

- ☐ (8) Folded Maps/Site Plan to scale
- ☐ (1) 8 1/2 x 11" reduced copy of site plan
- ☒ Electronic copy
- ☒ Written Narrative/Response to Criteria
- ☐ Power of Attorney
- ☐ Service Agreement
- ☐ Architectural Features
- ☐ Other: \_\_\_\_\_

**Description of Request**

(include name of project and proposed uses):  
1885 Hubbard Lane Multi-Family Development

**Property Owner:** Menne Family Trust

**Address:** PO Box 2333

Grants Pass, OR 97528

**Phone:** 305-433-1360

**Email:** keithmenne33@gmail.com

**Applicant:** Same as Owner

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Authorized Representative** (if different from applicant):

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Surveyor or Engineer** (if applicable):

Gerlitz Engineering Consultants - Justin Gerlitz P.E.

**Address:** 223 NE B Street, Grants Pass, OR 97526

**Phone:** 541-244-2617

**Email:** justin@gerlitzengineering.com

**CERTIFICATION:** I hereby certify that the information on this application is correct and that I own the property, or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

*Keith Menne*  
(Signature of owner or Attorney-in-Fact) \_\_\_\_\_ Date

(Signature of owner or Attorney-in-Fact) \_\_\_\_\_ Date

**(For Office Use)**

Date Application Received: 6-20-2025

Date Application Complete: 6-23-2025

Pre-App required? Y N Pre-App #

Fees Paid: \$474.75 Initials: smf

File Number(s): 001-00527-25



# HUBBARD MULTI-FAMILY DEVELOPMENT

Pre-Application Submittal



223 NE "B" Street  
Grants Pass, OR 97526  
541-244-2617  
[www.gerlitzengineering.com](http://www.gerlitzengineering.com)

Date Prepared:  
6/18/25

Prepared For:  
City of Grants Pass  
Community Development  
101 NW "A" Street  
Grants Pass, OR 97526

Prepared By:  
Eric Miller, EIT

Reviewed By:  
Justin Gerlitz, PE

Owner/Applicant:  
Menne Family Trust  
PO Box 2333  
Grants Pass, OR 97528

Project Address:  
1885 Hubbard Lane

Tax Map:  
36S-06W-26-BB  
TL 3200/3400





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## **Pre-Application Narrative**

Attached is the pre-application submittal for a 22-unit townhome development located at 1885 Hubbard Lane. At this time, the project will be constructed as a multi-family housing development intended as rental units.

### **Existing Conditions**

The 2.12-acre property (total of two parcels), zoned General Commercial, is currently vacant. The grade slopes toward Sand Creek which bisects the site. Existing vegetation consists of trees, grasses, and riparian plants along the stream corridor. The property has a single driveway approach on Hubbard Lane and adequate width for a second connection to Esther Lane.

Both roads are improved to City standards with water, sewer, and storm infrastructure within. In addition, all franchise utilities are in place.

### **Proposed Conditions**

The property will be improved with 22 townhome units spaced to fit the awkward lot configuration and stream setbacks. Shared two-way driveways will provide access through the development. This includes a full-sized hammerhead turnaround on the west side and a smaller turnaround to the east (due to setback limitations). 36 total parking spaces are proposed for tenant/guest parking. Adequate garbage disposal is provided through two masonry trash enclosures as shown.

The low area of the property will be brought up to grade, providing additional buffering from the creek flows. The buildings will maintain a minimum 10-foot setback on Redwood Highway and Hubbard Lane, and a minimum 5-foot side yard setback to adjacent properties. Open space will be provided throughout the site, including trees, landscaping, and on-site walkways. The riparian area will be maintained and used as a site amenity.

A shared sanitary sewer service trunk line will run within the shared driveways, connecting individual building services to the mains in Hubbard Lane and Esther Lane. A master water meter will be utilized on each site of the creek, with sub-meters for individual tenants.

Stormwater management includes the collection of stormwater through a series of catch basins, directing runoff to two rain gardens in the middle of the site. The gardens will infiltrate the treatment storm volume while detaining the 25-year storm to pre-development conditions. An overflow structure will direct water to Sand Creek only during large storm events. Infiltration test results will be provided with the formal application.

### **Summary**

This project achieves the goal of increasing residential density and helps to close the gap in our local housing shortage. Due to its location on the edge of the City and limited access points, using the commercial property for multi-family residential purposes is the best use in this scenario. We look forward to your feedback and working with you through the planning and construction process.





0 100 200 Feet

JOSEPHINE COUNTY

$$1'' = 100'$$

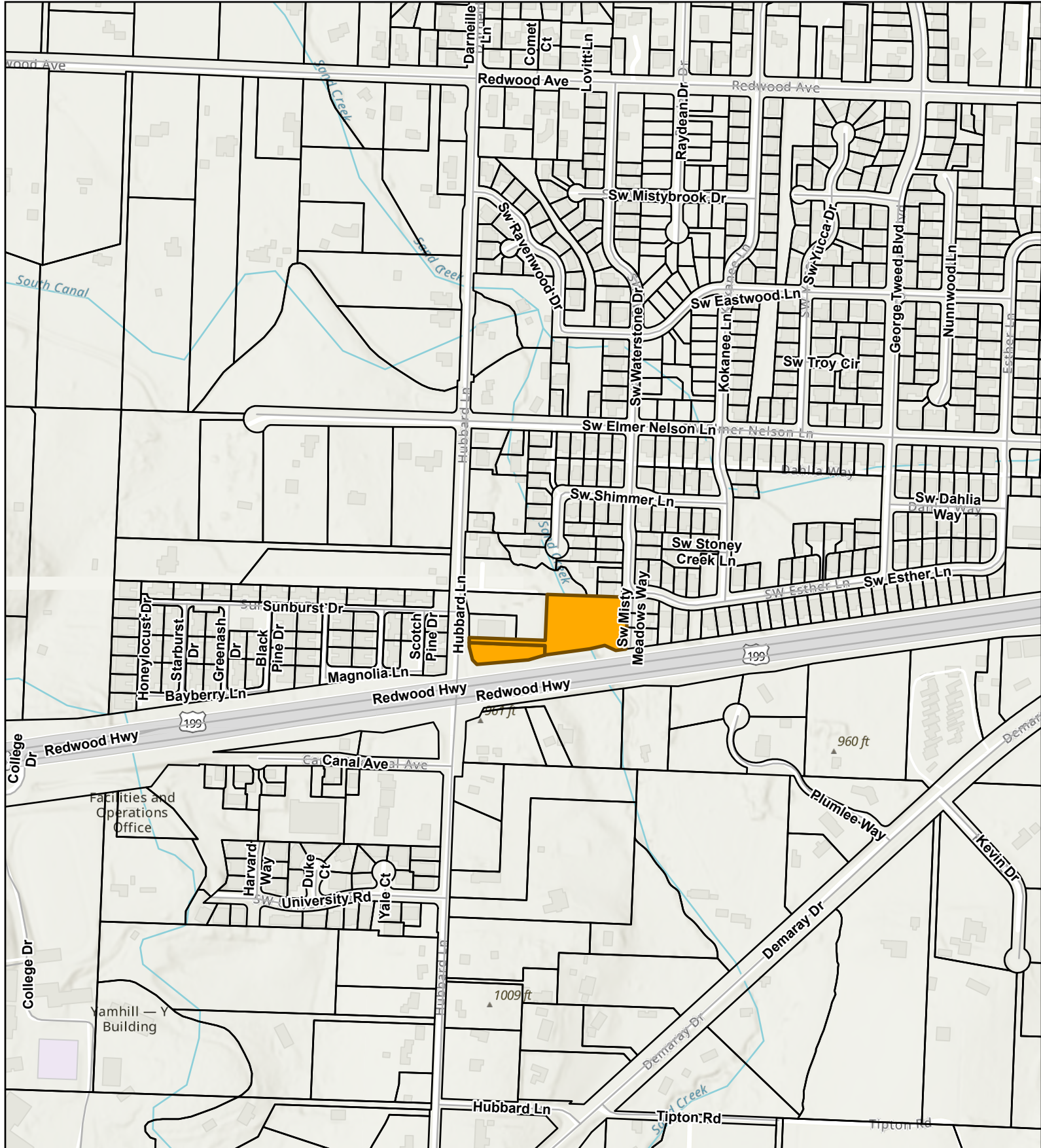
CANCELLED:  
100  
3000



36 06 26BB  
GRANTS PASS

## EXHIBIT 1







**VICINITY MAP**  
**1885 HUBBARD LN**  
**36-06-26-BB, TL 3200 & 3400**

0 290 580 1,160 Feet



 Tax Parcels  
 Subject Parcels

**EXHIBIT 2**

**City of Grants Pass**

Community Development  
Department

Planning Division

101 Northwest "A" Street

Grants Pass, OR 97526

Phone: (541) 450-6060

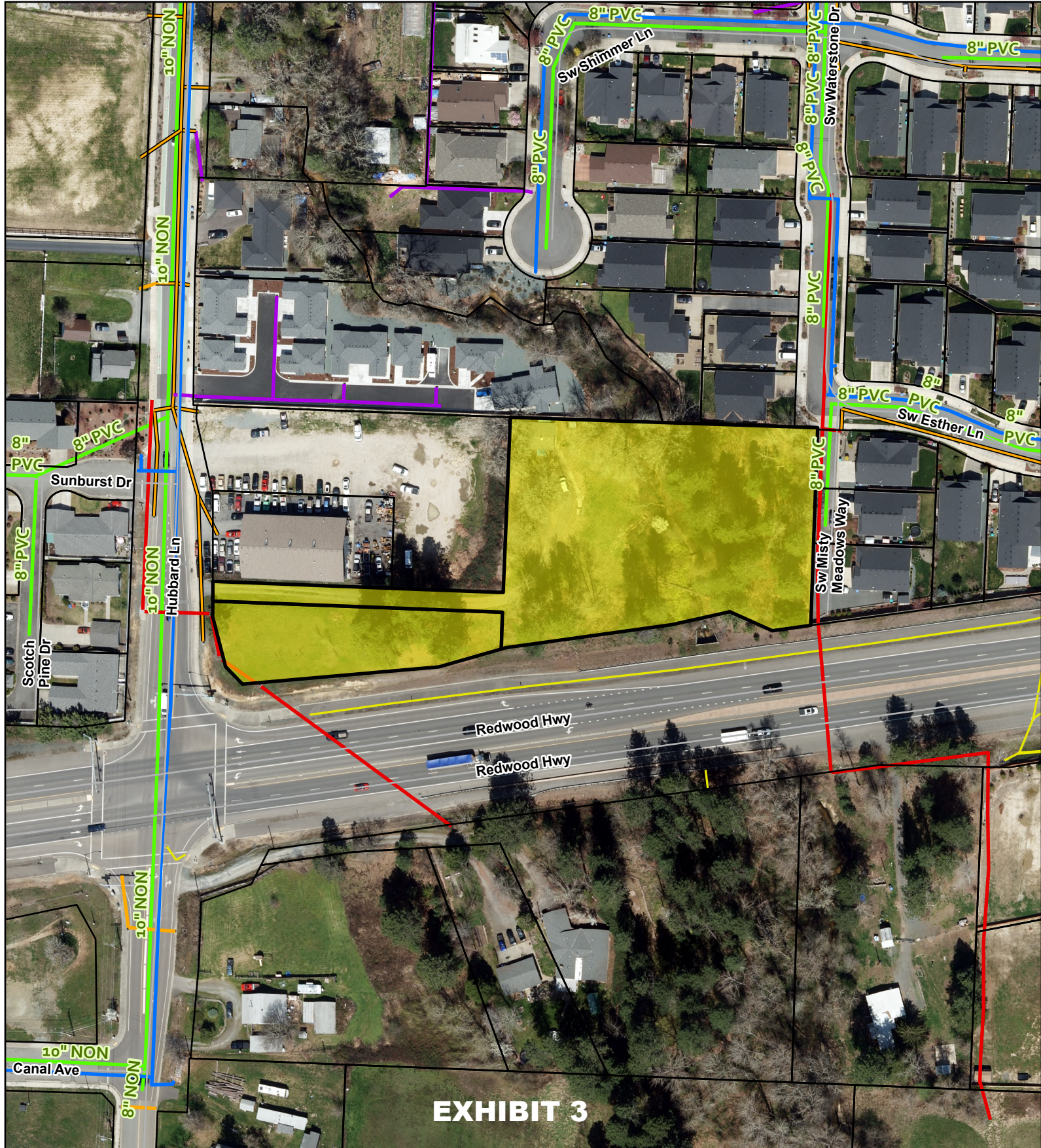
Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)

CD Staff: sfrj

Date: 6/20/2025







**EXHIBIT 3**

# AERIAL UTILITY MAP 1885 HUBBARD LN 36-06-26-BB, TL 3200 & 3400

0 75 150 300 Feet



- Tax Parcels
- Subject Parcels
- Water Mains
  - Active
- Stormwater Gravity Mains
  - Active (City)
  - Active (County)
  - Active (GPID)
  - Active (Private)
  - Active (State)
- Sewer Gravity Mains
  - Active (City)

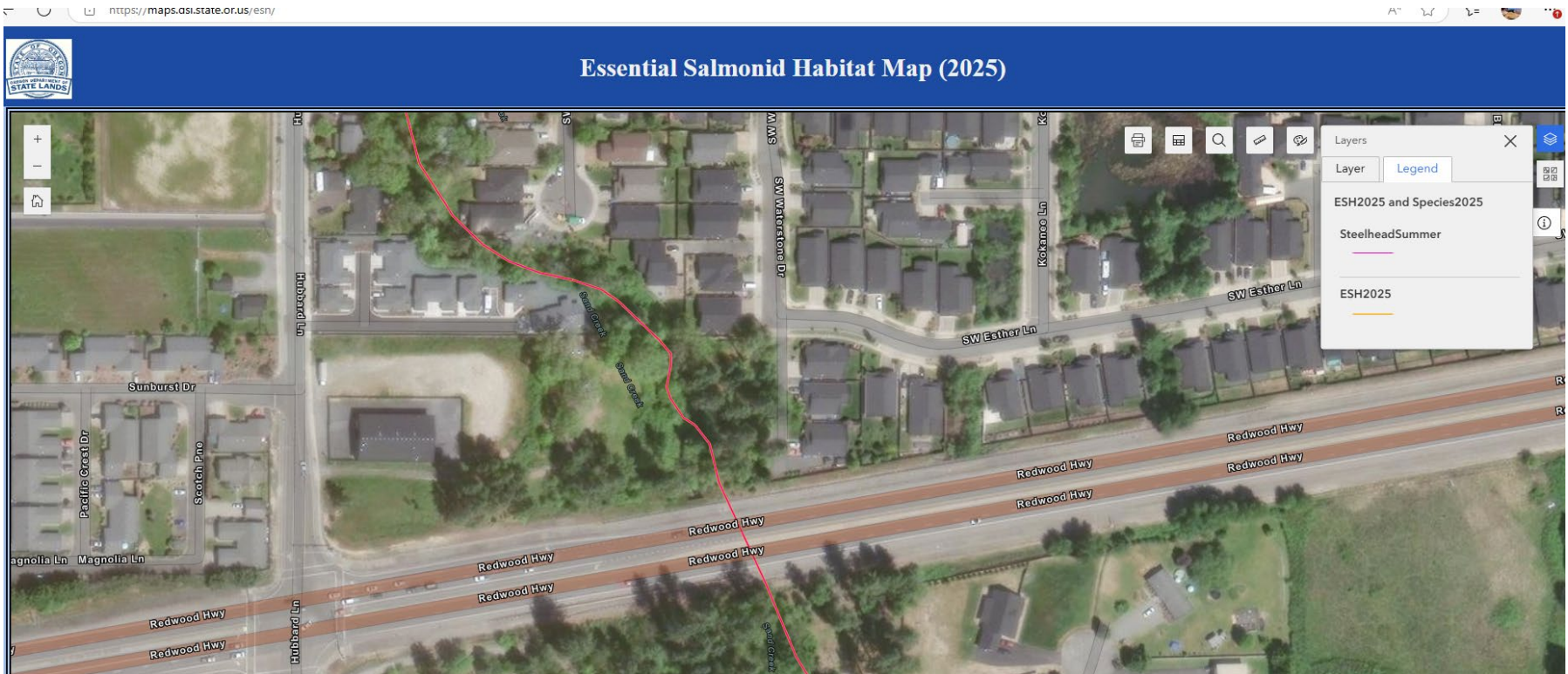
**City of Grants Pass**  
Community Development  
Department  
Planning Division  
101 Northwest "A" Street  
Grants Pass, OR 97526  
Phone: (541) 450-6060  
Web: [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



CD Staff: sfry Date: 6/20/2025

DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.





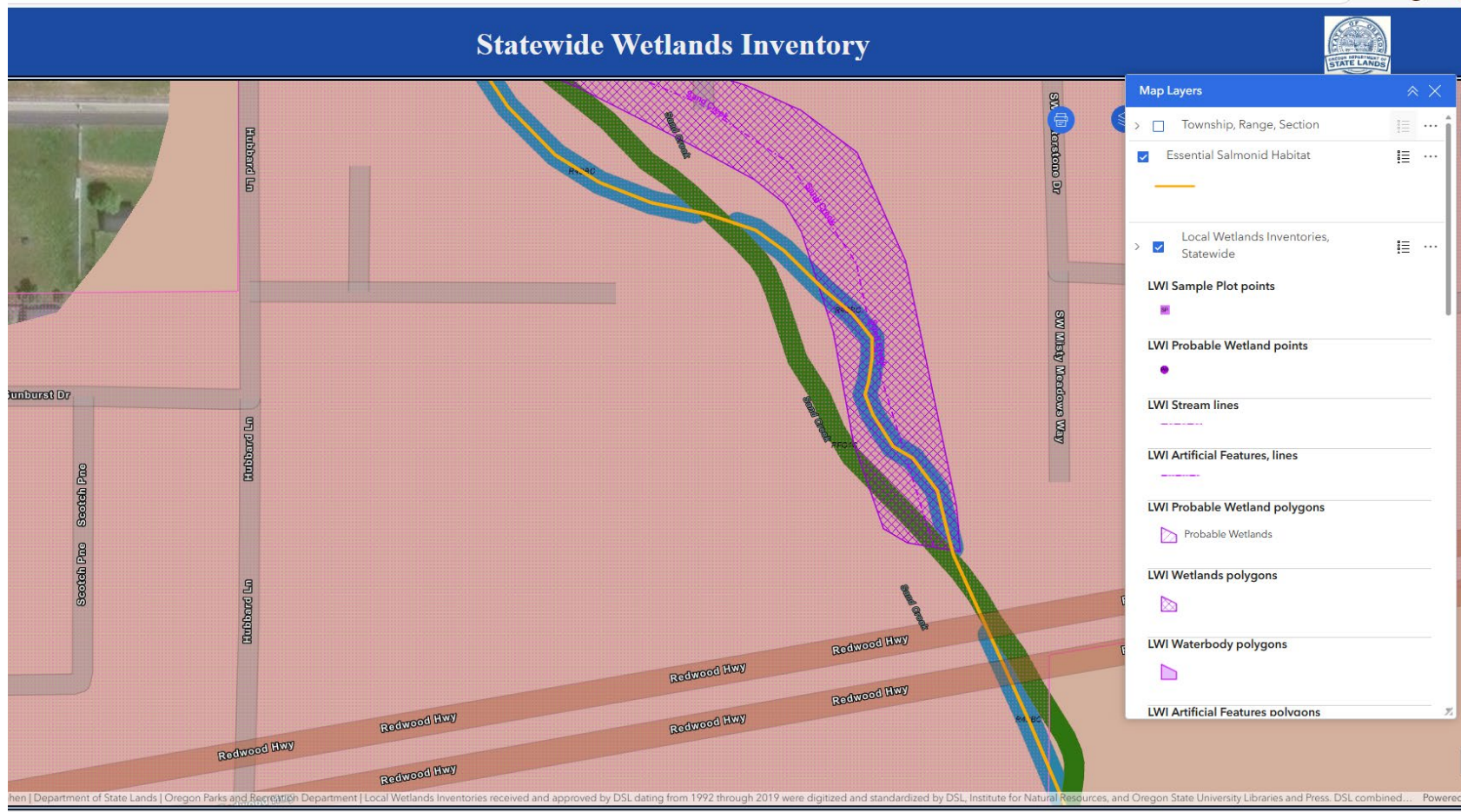
[ESH2025\\_April](#) – Accessed 6/25/25

Sand Creek is listed by DSL and ODFW as Essential Salmon Habitat for Summer Steelhead.

The ESH designation protects the streams where salmonid species lay eggs and where young fish grow before traveling to the ocean.

The Department of State Lands maintains Oregon's official ESH map. The map uses scientific data from the Oregon Department of Fish and Wildlife to identify areas that are critical for salmonids to thrive and require a permit to remove or fill any material.

#### EXHIBIT 4



[LWI\\_SWI\\_2\(3\)](#) – Accessed 6/25/25

The State of Oregon Local Wetland Inventory indicates a wetland area may be present on the eastern edge of the property.

Per the state website, [Oregon Department of State Lands : Inventories and Maps : Projects In Wetlands and Waters : State of Oregon](#), the following steps are required when the map suggests the presence of wetlands:

1. If the SWI or LWI maps indicate there may be wetlands or waters, or soils that suggest the presence of wetlands or waters, the Department of State Lands can make a [free preliminary determination](#), as capacity allows, of whether these resources may be present on your site and if a removal-fill permit may be needed.
2. If DSL staff determine wetlands or waters may be present, you will need to work with a professional consultant to [delineate the boundaries](#) of these resources.

## EXHIBIT 4



GPID Comments

**001-00527-25- Hubbard Multi Family Development- GPID will need a 15 ' easement over pipe**

**001-000526-25 Edson Commercial Development: GPID has no comments on this projects.**

Thank you

*Debbie Tarr  
Grants Pass Irrigation District  
District Manager*

Phone 541-916-4495  
Mobile 541-659-2268  
Web [www.gpid.com](http://www.gpid.com)  
Email [gis@gpid.com](mailto:gis@gpid.com)  
200 Fruitdale Drive  
Grants Pass, OR 97527

Hubbard Lane: There are still two Reimbursement Districts that are active as listed below:

**36-06-26-BB-003200**

**1885 Hubbard Lane**

Ordinance No. 5553, Recording No. 2012-5100, Finalized by Ordinance No. 14-5605, Recording No. 2014-3425, Amended by Ordinance No. 16-5703, Recording No. 2016-15574 for the Hubbard Lane Street Improvements RD – Assessment amount of **\$12,109.60 + 1.31% interest from 11/16/2016** due and payable at the application for a building permit for a new facility or the expansion of 50% of the square footage of a building.

Ordinance No. 5537, Finalized by Ordinance No. 5542, Recording No. 2011-7770, Amended by Ordinance No. 16-5702, Recording No. 2016-15575, for the Hubbard Lane Waterline Extension RD – Assessment amount of **\$3,601.13 + 1.31% interest from 11/16/2016** due and payable at the application for a water service.

**36-06-26-BB-003400**

**\*Hubbard Lane**

Ordinance No. 5553, Recording No. 2012-5100, Finalized by Ordinance No. 14-5605, Recording No. 2014-3425, Amended by Ordinance No. 16-5703, Recording No. 2016-15574 for the Hubbard Lane Street Improvements RD – Assessment amount of **\$11,887.02 + 1.31% interest from 11/16/2016** due and payable at the application for a building permit for a new facility or the expansion of 50% of the square footage of a building.

Ordinance No. 5537, Finalized by Ordinance No. 5542, Recording No. 2011-7770, Amended by Ordinance No. 16-5702, Recording No. 2016-15575, for the Hubbard Lane Waterline Extension RD – Assessment amount of **\$3,746.06 + 1.31% interest from 11/16/2016** due and payable at the application for a water service.



## Public Works Staff Report

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**To:** Planning Division, City of Grants Pass

**Date:** July 17, 2025

**From:** Michael Thornton, P.E., Thornton Engineering

**Project Name:** Hubbard Multi-Family Development

**Application Type:** Pre-Application Conference

**Location:** 1885 Hubbard Lane

**Map & Tax Lot Numbers:** 36-06-26-BB, TL 3200 & 3400

**File Number:** 001-00527-25

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### Project Evaluation Purpose

This staff report evaluates public infrastructure requirements associated with the proposed 22-unit Hubbard Multi-Family residential development. Public Works review addresses street access, sanitary sewer, water service, and stormwater management consistent with applicable City standards.

### Site Plan Assumptions

- Zoned General Commercial (GC).
- Proposed development includes 22 multi-family dwelling units on a single parcel.
- Existing frontage improvements along Hubbard Lane meet City standards.
- Site improvements include internal drives, parking areas, and utility extensions.
- Existing municipal utilities are located adjacent or near the property frontage on Hubbard Lane.

### 1. Street and Access Improvements

- a. Frontage improvements along Hubbard Lane and Esther Lane currently exist and meet City standards; no additional frontage improvements are required, except as required for proposed access.
- b. Driveway access points shall comply with the minimum spacing and sight distance requirements of Article 27 of the Development Code. However, Public Works acknowledges that due to the specific lot configuration and internal access limitations of the Hubbard Multi-Family development, strict conformance with the minimum driveway separation standard may not be feasible. Accordingly, the approving authority may need to grant relief or a variance from this requirement to accommodate safe and practical access solutions consistent with the intent of the Code.
- c. Internal access drives and parking areas shall be designed and constructed to meet City standards.
- d. Driveway access points shall comply with sight distance and spacing requirements of Article 27.
- e. Sidewalks shall provide continuous, ADA-compliant pedestrian access along all internal drives.
- f. An Encroachment Permit Application is required for any work within existing public rights-of-way.

### 2. Stormwater Management

- a. Submit a stormwater management plan in compliance with the 2023 Grants Pass Stormwater Management Manual (SWMM).

- b. Stormwater quality treatment is required for all new impervious surfaces associated with the development.
- c. Post-development peak runoff rates must not exceed pre-development levels through flow control measures.
- d. At least one infiltration test is required to support stormwater design.
- e. Stormwater facilities must be located outside public rights-of-way and utility easements.
- f. A Temporary Erosion and Sediment Control (TESC) Plan is required for earth disturbances exceeding 7,000 square feet.
- g. A 1200-C permit from DEQ is required if total disturbance exceeds one acre.
- h. Storm drainage design must prevent discharge into irrigation ditches or canals per City policy.

### **3. Sanitary Sewer**

- a. Public sanitary sewer mains are available adjacent to the site and shall be extended or connected as needed.
- b. Sewer construction must comply with the Grants Pass Sanitary Sewer Standards and Specifications.
- c. A minimum 6-inch sewer lateral may serve the entire development if it is contained within a single parcel.
- d. Cleanouts at property lines are recommended, subject to Building Official approval.
- e. Sewer line separation from other utilities must meet City standards.

### **4. Water System**

- a. Public water mains are available near the site and shall be extended or connected as needed.
- b. A master water meter may serve the entire development.
- c. Fire hydrants must be spaced and located in accordance with applicable Fire and Life Safety standards.
- d. Reduced pressure (RP) backflow assemblies shall be installed where appropriate.
- e. The City may require hydraulic modeling to verify domestic and fire flow adequacy.
- f. Any existing wells serving the property must comply with Section 28.052 and 28.053 of the Development Code, including fees for fire protection if applicable.

### **5. Permit Requirements and Coordination**

- a. An Encroachment Permit Application is required for any construction within existing public rights-of-way, including Hubbard Lane.
- b. A Developer-Installed Improvement Application must be submitted for all new public infrastructure improvements, including internal drives and utilities.
- c. Construction and utility plans must be submitted to Public Works for review and approval prior to issuance of any construction permits.



Oregon Department of Transportation Comments

Project: 001-00527-25 Hubbard Lane multi-dwelling project

Received by email July 2, 2025

- I. A separated multi-use is in place which satisfies frontage improvement recommendations.
- II. The applicant will need to obtain ODOT approval of drainage calculations, showing the proposal will not adversely affect state facilities.
- III. The applicant will need to apply for a Misc/Utility permit for any work within the State ROW. If the work requires ANY ground disturbance within the ROW then a 30 day cultural resource notification must be made by the applicant. Please allow up to 30 days for the permitting process. Contact Beau Appling at (541) 613-8555 for more information.
- IV. Any new signage visible from Redwood Highway will require ODOT approval.
- V. Redwood Highway has access control, and no new direct access will be permitted.

Best regards,

Micah

**Micah Horowitz** | Senior Transportation Planner

ODOT Region 3 | Southwest Oregon (Coos, Curry, Douglas, Jackson & Josephine Counties)

c: 541.603.8431 | e: [micah.horowitz@odot.oregon.gov](mailto:micah.horowitz@odot.oregon.gov)



### Site Plan Review

Date of Review: July 8, 2025

Permit Number: 001-00527-25

Map/Tax Lot: 36-06-26-BB, TL 3200 & 3400

Address of Project: 1885 Hubbard Ln.

Planner: Donna Rupp/Mark Trinidad

#### Comments:

1. Development accessed off of Hubbard Ln exceeds 400 feet from a fire hydrant and too narrow for fire department access.
  - a. 507.5.1 Where required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.
  - b. D103.1 Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1)
2. Access off of Esther Ln does not meet approved area for turning around fire apparatus.
  - a. D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.
3. No parking signs shall be posed on both sides of the fire department access and turn-a-round.
  - a. 503.3 Marking. Where required by the fire code official, approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.
4. Number of developments exceeded that allowed per the GPDC.
  - a. 27.123 (12)(b) A private street serving five to ten dwelling units may use a minimum 22 foot wide private street, with a curb and 4 foot sidewalk along one side only, and no planter strip.

Below are general comments for consideration.

1. ORS 368.039 allows road standards adopted by local government to supersede standards in the fire codes and requires consultation with the



Grants Pass Department of Public Safety  
101 NW A St.  
Grants Pass, OR 97526  
541-450-6204



local fire agency. If the roads serving the structure(s) is not covered in article 27 of the Grants Pass Development code (GPDC), it will be required to meet the requirements of the Oregon Fire Code (OFC).

- a. **503.1.1 Buildings and facilities.** Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.
- b. **503.2.1 Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).
- c. **503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.
- d. **503.3 Marking.** Where required by the fire code official, approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.
- e. **D102.1 Access and loading.** Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds (34 050 kg).
- f. **D103.1 Access road width with a hydrant.** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).
- g. **D103.4 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.
- h. **D103.6 Signs.** Where required by the fire code official, fire apparatus access roads shall be marked with permanent "NO

\*OFC = Oregon Fire Code, OSSC = Oregon Structural Specialty Code, GPDC = Grants Pass Development Code, GPMC = Grants Pass Municipal Code

Grants Pass Department of Public Safety  
101 NW A St.  
Grants Pass, OR 97526  
541-450-6204



PARKING—FIRE LANE” signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

- i. **D103.6.1 Roads 20 to 26 feet in width.** Fire lane signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).
- j. **D103.6.2 Roads more than 26 feet in width.** Fire lane signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm)
- k. **D106.1 Projects having more than 100 dwelling units.** Multiple-family residential projects having more than 100 dwelling units shall be equipped throughout with two separate and approved fire apparatus access roads.
- l. **D106.2 Projects having more than 200 dwelling units.** Multiple-family residential projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system.
- m. **D106.3 Remoteness.** Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.
- n. **D107.1 One- or two-family dwelling residential developments.** Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads.
- o. **D107.2 Remoteness.** Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.
- p. **507.5.1 Where required.** Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the

\*OFC = Oregon Fire Code, OSSC = Oregon Structural Specialty Code, GPDC = Grants Pass Development Code, GPMC = Grants Pass Municipal Code

Grants Pass Department of Public Safety  
101 NW A St.  
Grants Pass, OR 97526  
541-450-6204



exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Submitted By:

DC  
Joseph D.  
Hyatt

Digitally signed  
by DC Joseph D.  
Hyatt  
Date: 2025.07.08  
09:13:57 -07'00'

\*OFC = Oregon Fire Code, OSSC = Oregon Structural Specialty Code, GPDC = Grants Pass Development Code, GPMC = Grants Pass Municipal Code

EXHIBIT 9



Land Use Decision & Hearing Schedule

App Rec'd by 10 a.m. <sup>(1)</sup> on Friday	Site Plan Review Date	120-day Deadline	Type I Procedure <sup>(2)</sup> Director's Decision (Type I-C: public notice required)			Type II Procedure Public Mediation Meeting Hearings Officer			Type III Procedure Planning Commission Hearing				Type IV Legislative Procedure Planning Commission & City Council Hearing							
			Notice Mailed	Final Decision	MHLD Final Decision	Notice Mailed	Report Available	Public Meeting	Public Notice Sign Posted <sup>(3)</sup>	Notice Mailed	Report Available	Public Hearing	DLCD Notice Date	Public Notice Sign Posted <sup>(3)</sup>	PC Notice Mailed	PC Report Available	PC Hearing	CC Notice Mailed	CC Report Available	CC Hearing
04/25/25	05/06/25	08/23/25	04/30/25	05/23/25	06/27/25	05/07/25	05/21/25	05/28/25	05/12/25	05/21/25	06/04/25	06/11/25	05/09/25	05/26/25	06/04/25	06/18/25	06/25/25	07/16/25	07/28/25	08/06/25
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05/23/25	06/03/25	09/20/25	05/28/25	06/20/25	07/25/25	06/04/25	06/18/25	06/25/25	06/09/25	06/18/25	07/02/25	07/09/25	06/06/25	06/23/25	07/02/25	07/16/25	07/23/25	08/13/25	08/25/25	09/03/25
05/30/25	06/10/25	09/27/25	06/04/25	06/27/25	08/01/25	06/11/25	06/25/25	07/02/25	06/09/25	06/18/25	07/02/25	07/09/25	06/06/25	06/23/25	07/02/25	07/16/25	07/23/25	08/13/25	08/25/25	09/03/25
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(1) Incomplete applications may be delayed      (2) Except Type I-D Procedures      (3) Applicant responsible for sign posting. Delay in sign posting will result in delay of public hearing

City of Grants Pass Comprehensive Fee Schedule  
Alphabetical Listing

<b>Planning Fees effective 04/23/2025</b>	
Addressing (Major) 4 or more	\$147.50
Addressing (Minor) 3 or under	\$73.50
Annexation (Type 1)	\$1,477.75
Annexation (Type 2)	\$909.25
Annexation (Type 3)	\$616.25
Appeal of Sign Code - Type IV	\$547.00
Appeal of Type I	\$502.00
Appeal of Type II	\$1,310.75
Appeal of Type III, or System Development Charge	\$1,651.75
Comprehensive & Zone Map Amendment	\$3,183.00
Conditional Uses	\$1,420.75 plus \$35.50/1,000 sq. ft. plus HC
County Joint Review	\$189.75
Designation of Historic Landmark Amendment	\$920.50
Development Permit	\$275.25
Expedited Land Division	\$4,056.50 plus \$27.50/lot
Extension Letters (for Land Use Decisions and Development Permits)	\$129.75
FloodPlain Review	\$359.75
Hearing Charge (HC)	\$535.50
Historical Buildings & Sites Review	\$267.75
Home Occupation (Major)	\$1,214.50
Home Occupation (Minor)	\$71.25
Interpretation of Code by Director	\$267.75
Land Use Compatibility Statement (LUCS)	\$73.50
Non-Conforming Use Development Code	\$1,489.00
Optional Review Procedure for Type I-EX, I-AU, or I-A	\$409.25
Partitions	\$2,368.50
Performance Parking	\$535.50
Planned Unit Developments (Final Plat)	\$1,214.50
Planned Unit Developments (Preliminary) - Type II	\$1,214.50 plus \$69.75/lot or du plus HC
Planned Unit Developments (Preliminary) - Type III	\$1,555.50 plus \$69.75/lot or du plus HC
Pre-Application	\$474.75
Property Line Adjustment	\$797.75
Property Line Vacation	\$750.25
Remand from Land Use Board of Appeals (LUBA)	\$948.25
Removal of Service and Annexation Agreements	\$123.25 plus \$123.25/lot
Re-noticing Fee	\$262.75
Revise/Remove Deferred Development Agreement	\$613.50 plus \$243.25/lot
Sidewalk Café Permit requests that do not include reconstruction, alteration - other than approved barriers, tables, chairs, and accoutrements - or any other destruction or modification of the public right of way, including the sidewalk.	No Charge
Signs	\$131.25 plus \$2.70/s.f.
Site Plan Review - Major Modification - Type II	\$535.50
Site Plan Review - Major Modification - Type III	\$876.50
Site Plan Review - Minor Modification	\$132.50
Site Plan Review (Major) - Type I or II	\$2,870.00 plus \$37.25/1000 s.f. or \$69.75/du plus HC
Site Plan Review (Major) - Type III	\$3,211.00 plus \$37.25/1000 s.f. or \$69.75/du plus HC
Site Plan Review (Minor)	\$949.75 plus \$37.25/1000 s.f. or \$69.75/du plus HC
Solar Access Permit	\$948.25
Special Purpose District Amendment	\$2,385.50
Special Use Permit	\$1,293.75
Street Name Change	\$487.00
Subdivision (Final Plat)	\$1,214.50
Subdivision (Tentative Plan) - Type II	\$2,368.50 plus \$69.75/lot plus HC
Subdivision (Tentative Plan) - Type III	\$2,709.50 plus \$69.75/lot plus HC
Temporary Use	\$250.00
Text Amendment (If noticing requirements are increased in order to comply with Ballot Measure 56, then a \$1.00 per notice fee shall be added to the application)	\$2,297.75
Urban Growth Boundary Amendment	\$3,720.50
Variance - Type II	\$1,849.00
Variance - Type III	\$2,190.00
Zone Map Amendment	\$2,726.50

# ADOPTION

Engineering charges were adopted by the City Council on September 7, 2011. Hourly billing was eliminated and a fixed rate fee schedule for all charges was enacted. For more specific information, please refer to Resolution No. 5850.

## ENGINEERING CHARGES FOR SERVICES ARE BASED ON THE FOLLOWING:

### Developer Installed Projects:

The following fees will be assessed and collected for all Developer Installed Projects: Plan Review Fee, Encroachment Permit Fee, Grading Permit Fee, Inspection Services Fee and GIS Fee.

**The Plan Review Fee** consists of a \$692.50 base fee + \$72.50 per lot. This fee will be paid in full at the time of plan submittal.

**The Encroachment Permit Fee** is a flat fee of \$90.50 and will be paid in full and the permit issued prior to the start of construction.

**The Grading Permit Fee** is determined by the quantity of soil being excavated and/or deposited. This fee will be paid in full and the permit issued prior to the start of construction. Fees are calculated as follows:

<u>Grading Volume</u>	<u>Charge</u>
50 cubic yards (CY) or less	\$ 90.75
51 – 100 (CY)	\$ 135.75
101 – 1,000 (CY)	Base Fee \$150.75
1,001 – 10,000 (CY)	Base Fee \$305.50

10,001 – 100,000 (CY)	Base Fee \$613.75
100,001 (CY) or more	Base Fee \$1,234.00
Each Additional 10,000 (CY)	\$75.25 / 10,000 (CY)

**The Inspection Services Fee** will be based on the estimated construction costs (to be provided by the developer's engineer before approved construction drawings are submitted to Engineering). Fees will be collected prior to the pre-construction meeting and start of construction and before issuance of the Development Permit by Planning.

The following table applies for all projects requiring inspection for public facilities:

<u>Estimated Const. Cost</u>	<u>Service Charge</u>
\$100,000 or less	5.00%
\$200,000	4.60%
\$300,000	4.30%
\$400,000	4.10%
\$500,000	3.90%
\$600,000	3.80%
\$700,000	3.70%
\$800,000	3.60%
\$900,000	3.50%
\$1,000,000 or more	3.40%

Public facilities include all City owned and operated public waterlines, storm drain lines, wastewater lines, streets and signals. It also includes appurtenances for all of the above such as fire hydrants, manholes, and signage. Private developments will be required to provide the City with the estimated costs for the public facilities. The City will check the estimated costs to ensure they are consistent with current industry construction standards prior to requiring payment for inspection charges.

### Geographical Information System (GIS) Fee

Per City of Grants Pass Resolution No. 5935 adopted April 18, 2012, a 5% GIS Fee will be added to the Inspection Services Fee calculated from the Valuation Form and paid at the time that the Inspection Services Fee is collected.

### Encroachment Permit Only:

When an engineering plan review of the proposed improvements is not required, a base fee of \$90.50 plus the following charges apply for the applicable items:

<u>Encroachment Item</u>	<u>Charge</u>
Excavation (100 sq ft or less) (ea)	\$ 28.00
Excavation (101-1000 sq ft) (ea)	\$120.00
Excavation (1001-3000 sq ft) (ea)	\$244.00
Excavation > 3001 sq ft (ea)	\$305.25
Driveway Approach (per sq ft)	\$ 0.45
Sidewalk (per sq ft)	\$ 0.25
Pavement (per sq ft)	\$ 0.25
Valley Gutter (per sq ft)	\$ 0.25
Manhole or Catch Basins (ea)	\$305.25
Fire Hydrant (ea)	\$460.00

<u>Encroachment Item</u>	<u>Charge</u>
Pedestrian Benches (ea)	\$ 28.00
Traffic Survey Counts (ea)	\$182.75
Annual Blanket (ea)	\$112.25
Tree/Stump Removal (ea)	\$ 28.00
Deposit Material in ROW (ea)	\$ 56.00
Curb/Gutter (per lf)	\$ 0.45
Storm Drain (per lf)	\$ 1.50
Water Laterals (per lf)	\$ 1.50
Sewer Laterals (per lf)	\$ 1.50
Fences (ea)	\$ 72.75
Walls less than 3' in height (ea)	\$ 72.75
Walls more than 3' in height (ea)	\$ 72.75
+ \$1.75/sf of wall area	



## **Grading Permit Only:**

The following permit charges apply for all projects either filling, grading or removing soil:

<b><u>Grading Volume</u></b>	<b><u>Charge</u></b>
50 cubic yards (CY) or less	\$ 90.75
51 – 100 (CY)	\$ 135.75
101 – 1,000 (CY)	Base Fee \$150.75
1,001 – 10,000 (CY)	Base Fee \$305.50
10,001 – 100,000 (CY)	Base Fee \$613.75
100,001 (CY) or more	Base Fee \$1,234.00
Each Additional 10,000 (CY)	\$75.25 / 10,000 (CY)

## **Plat Check Charges:**

Plat Check Charges are required to be paid in full upon application for final plat.

The following table applies for all surveying charges:

<b><u>Survey Item</u></b>	<b><u>Charge</u></b>
Partitions	\$191.50
Property Line Adjustments	\$178.25
Subdivision, Pre-Monumented	\$388.00 + \$35.50/lot
Subdivision, Post-Monumented	\$584.50 + \$55.00/lot
Condominiums	\$683.50 + \$55.00/unit



City of Grants Pass  
Public Works  
101 Northwest "A" Street  
Grants Pass, OR 97526

Phone: (541) 450-6078  
Fax: (541) 476-9218  
[www.grantspassoregon.gov](http://www.grantspassoregon.gov)

## **ENGINEERING CHARGES FOR PRIVATE DEVELOPMENTS**



Fees Effective  
September 12, 2011

***Revised 1/1/2025***

A Guideline For Anticipating  
Potential Engineering Division  
Charges For Your Development

This brochure is intended to be used as a **guideline only** for estimating System Development Charges as a part of total project costs. Actual costs for your project may differ due to site specific requirements.

**It does not include information on other fees which may be due including Planning Review Fees, Engineering Fees, Building Permit Fees, Water and Sewer Connection Fees, Reimbursement District Fees and Business Licenses.**

Please contact the Community Development office at (541) 450-6060 for information on SDC's specific to your project and information on other potential costs.

**Who to contact at Community Development:**

Our Planning Division can assist you with questions on Storm Drain, Parks and Transportation SDC's.

Our Building Permit Technician can assist you with Water and Sewer SDC questions and estimates.

Visit our website at:  
<http://www.grantspassoregon.gov>

\*\*\*ONLINE FEE ESTIMATOR\*\*\*  
[https://gpweb.grantspassoregon.gov/EnerGov\\_Prod/SelfService#/estimate](https://gpweb.grantspassoregon.gov/EnerGov_Prod/SelfService#/estimate)

**Community Development  
office is located at:**

101 NW "A" Street  
Upstairs, Room 202  
Grants Pass, Oregon 97526  
(541) 450-6060

Open 8am – 5pm Monday – Friday

Building & Planning Counter Hours  
8am – 5pm M – F

**Storm Drain System**

Storm Water and Open Space SDC's were adopted by the City Council on February 4, 2004. Storm Water SDC's apply to all lands within the Urban Growth Boundary (UGB).

The Storm Water and Open Space SDC's are an incurred charge for the planning, acquisition and capital development of facilities to accommodate and control storm water runoff, directly associated open space, and water quality control facilities to clean surface water runoff prior to return to natural surface water conveyances.

Storm Water SDC's are due and payable upon issuance of a building permit for any new construction or expansion which creates additional residential units and any construction which expands or remodels a business building which includes an increase in impervious surface of 25% or more.

The Storm Water and Open Space Plan SDC  
For residential and commercial development is **\$0.331 per square foot of impervious surface.**

**What are SDCs?**

The City of Grants Pass is committed to providing quality services to our community. As our community grows, old systems need to be updated and new systems must be built. System Development Charges are one way to fund those improvements.

System Development Charges (SDCs) are fees imposed upon new and expanding development within the City of Grants Pass and the urbanizing area that connects to or otherwise will use City services of the water system, sanitary sewer system, parks, streets and storm drainage.

The objective of SDCs is to charge new users an equitable share of the cost of services and to pay for improvements necessary as a result of increased development and demand on the City's infrastructure.

**SDC Fee Adoption  
& Adjustments**

On July 17, 1991 the City of Grants Pass adopted an ordinance allowing the creation of system development charges. SDCs are now in place to fund the Water, Sewer, Parks, Storm Drain and Transportation Systems.

On January 2, 2002, the Council adopted a resolution establishing Cost of Living (COLA) Adjustments for SDCs.

**For further assistance...**

If you would like more information on System Development Charges call (541) 450-6060.



**Fees Effective**

**January 01, 2025  
through  
December 31, 2025**

*This brochure is only a guideline for anticipating potential system charges for new development and is subject to change.*

# Water System

The Water SDC was first adopted by the City Council on August 21, 1991 and last amended on February 5, 2020. This fee is charged and payable for development at the time of permit to connect to the water system.

The method of calculating the Water SDC for residential development is based on dwelling and water meter size , as follows:

<b>Small (&lt;= 1,700 sf)</b>	
3/4” Meter .....	\$ 3,334.00
1” Meter .....	\$ 8,337.00
1.5” Meter .....	\$16,675.00
<b>Standard (1,701—2,900 sf)</b>	
3/4” Meter .....	\$ 4,905.00
1” Meter .....	\$12,262.00
1.5” Meter .....	\$24,525.00
<b>Large (&gt;2,900 sf)</b>	
3/4” Meter .....	\$ 6,718.00
1” Meter .....	\$16,797.00
1.5” Meter .....	\$33,598.00

*For Duplexes, Multi-Family & ADU’s, multiply the base fee by an additional 0.64 per unit to calculate the SDC amount. If individual water meters are requested for each unit, a full additional base fee would apply for each water meter requested.*

The method of calculating the Water SDC for non-residential development for all Water Pressure Zone service areas are as follows:

**(based on water meter size)**

1” Meter .....	\$ 12,262.00
1.5” Meter .....	\$ 24,525.00
2” Meter .....	\$ 39,240.00
3” Meter .....	\$ 73,575.00
4” Meter .....	\$122,625.00
6” Meter .....	\$245,250.00

Water meter size required for your project can vary and is site specific. Please contact our office for actual cost for your connection.

# Sewer System

The Sewer SDC was first adopted by the City Council on October 19, 1994 and last amended on February 5, 2020. The Sewer SDC is charged and payable for development at the time of permit to connect to the sewer system.

Sewer SDCs for residential use are based on dwelling size as follows:

**Single Family (SF) or Manufactured Home:**

Small (<= 1,700 sf).....	\$ 3,061.00
Standard (1,701—2,900 sf) .....	\$ 4,504.00
Large (>2,900 sf) .....	\$ 6,169.00

**Duplex**  
**(x1.64 of SF amount based on dwelling size):**

Small (<= 1,700 sf).....	\$ 5,020.04
Standard (1,701—2,900 sf) .....	\$ 7,386.56
Large (>2,900 sf) .....	\$10,117.16

**Triplex**  
**(x2.28 of SF amount based on dwelling size):**

Small (<= 1,700 sf).....	\$ 6,979.08
Standard (1,701—2,900 sf) .....	\$10,269.12
Large (>2,900 sf) .....	\$14,065.32

Sewer SDCs for commercial, public and quasi-public development are determined by the number of fixture units and strength of discharge. A worksheet is available to estimate the sewer SDC for individual projects or you may use the City’s online fee estimator located at:  
[https://gpweb.grantspassoregon.gov/EnerGov\\_Prod/SelfService#/estimate](https://gpweb.grantspassoregon.gov/EnerGov_Prod/SelfService#/estimate)

# Transportation

The Transportation SDC was adopted by the City Council on September 15, 1999. The Transportation SDC helps to pay for the expansion and capital development of the transportation system to accommodate and control motorized vehicular traffic, pedestrian traffic, and bicycle traffic.

In September 2011, the City Council adopted Ordinance 5546 which identifies the method of calculating the SDC’s to be based on the Institute of Transportation Engineers Trip Generation Report. Trips are calculated based on the Land Use and Title that best fits the Development as interpreted by the City. If the ITE Trip Generation Report includes multiple measure that can be used to determine average daily trip generation including area, the measure of square footage (area) will be used. The Director may consider an alternative trip calculation when a report is supplied by a licensed traffic engineer and said alternative is reviewed and approved by the City Engineer.

The Transportation SDC is due and payable at the time of building permit issuance for construction.

The City Council adopted Resolution 15-6338 to establish the current Transportation SDC trip rate. This rate is a 30% reduction from the previous rate.

**In certain cases, a credit may be applied towards the Transportation SDC for previous uses on the site. Please contact City Planning for an estimate of the Transportation SDC’s for your project.**

**Below is an example using the \$146.60/trip rate:**

**Single Family Residence**  
Category: Single-family (9.57 trips/unit)  
1 unit x 9.57 trips/unit x \$146.60/trip = \$1,402.96

# Parks

The City of Grants Pass has adopted two SDCs for Parks.

The Parkland Acquisition SDC was adopted by the City Council on June 30, 1997. The SDC pays for the purchase of parkland, trails, and open space for the parks and recreation master plan.

On December 18, 2006 the City Council adopted a Park Development SDC effective June 1, 2007. This SDC will help fund capital improvements and development of the park, trail and open space system.

Parks SDCs are due and payable upon issuance of a building permit for:

- Any new construction or expansion which creates additional residential units; or
- Any construction which creates a new business building or enlarges a business building; or
- Issuance of the first manufactured home placement permit granted upon an individual building lot.

The Parks SDCs for residential development is based on the number of units:

<u>Parkland Acquisition</u> .....	\$608.34 per residence
<u>Park Development</u> .....	\$488.64 per residence

**Total per unit \$1,096.98**

The Parks SDCs for non-residential development is based upon the number of provided parking spaces built to serve the development.

<u>Parkland Acquisition</u> .....	\$55.69 per new parking space built
<u>Park Development</u> .....	\$43.50 per new parking space built

**Total per parking space \$99.19**

The City Council adopted Resolution 15-6338 to establish the current Parks SDC rates. These rates are a 30% reduction from the previous rates.

***See other side for Storm Drain SDC Information***