



**CERTIFICATE OF OCCUPANCY ACKNOWLEDGEMENT**

**BUILDING PERMIT # 247-**\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**THE FOLLOWING REQUIREMENTS SHALL BE MET PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY**

- ☐ **LANDSCAPING:** All landscaping must be installed in accordance with Development Code Chapter 3.2 Landscaping.
- ☐ **STREET TREES:** Prior to issuance of Certificate of Occupancy, street trees shall be planted in accordance with [SDC Chapter 3.2.600](#) or alternatively, a financial guarantee may be provided, as outlined below.

*Summary of Street Tree Requirements:*

- Irrigation provided
- Average of 35' maximum distance apart from one another (typically 2 per lot).
- Planted between 5' and 15' of the curb.
- 1.5" minimum caliper.
- Low-growing trees shall be required for spaces under utility wires.
- Narrow or "columnar" trees may be used where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.
- See [SDC Chapter 3.2.600](#) for a complete list of suitable and prohibited street tree species.

*Financial Guarantee.* At the discretion of the City, a financial guarantee of \$175/per required street tree may be provided in the event that installation needs to be delayed. Installation may be delayed up to 180 days from issuance of C of O. Within 180 days, street trees shall be installed and the owner/developer shall contact the City for a street tree inspection and refund. Refunds not requested in a 180 day period shall be forfeited to the City.

- ☐ **DARK SKIES:** All exterior lighting must be installed in accordance with [SDC Section 2.15. 2400. B&C](#).
- All nonexempt outdoor lighting fixtures shall have light directed luminaires or shielding so as to prevent direct light from the fixture shining beyond the property limits. This means that a person standing at the adjacent property line would not see the light emitting source. Light directed upward is prohibited.
  - All lighting installations shall be designed and installed to be fully shielded (full cutoff), and shall have a maximum lamp wattage of 250 watts High Intensity Discharge (HID) or lumen equivalent for commercial lighting and 100 watts incandescent, and 26 watts compact fluorescent lighting or lumen equivalent for residential lighting (or approximately 1,600 lumens).
- ☐ **ADDRESSING:** Address numbers installed in per SMC 12.15.040 (min. 3', clearly visible from street).

**PUBLIC WORKS & ENGINEERING:**

- ☐ Property line sewer clean-out installed with protected in Brooks Box 1RT with screw cap and tracer wire exposed
  - ☐ Water Meter Box intact at finished grade with tracer wire exposed
  - ☐ Driveway approach constructed to City of Sisters Public Right-of-Way Standards (asphalt, concrete or concrete pavers from edge of roadway to property line)
  - ☐ Street trees installed with irrigation (or a financial guarantee has been provided)
  - ☐ Right-of-way drainage swales installed with drain rock and/or landscaping
  - ☐ Public right-of-way has not been damaged
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**ACKNOWLEDGEMENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signature*

**Print Name:** \_\_\_\_\_