

**CITY OF CLATSKANIE  
PLANNING COMMISSION  
Land Division**

**LANDOWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

**APPLICANT \*(if different from above)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

\*NOTE: Attach written authorization to represent landowner.

**ENGINEER/SURVEYOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

**TYPE OF APPLICATION**

- Partition  Planned Unit Development
- Tentative Plan  Tentative Plan
- Final Plat  Final Plat
  
- Subdivision
- Tentative Plan
- Final Plat

**BACKGROUND INFORMATION**

Tax Account Number \_\_\_\_\_, with frontage on (name) \_\_\_\_\_, which is a (check one) city street [ ], county road [ ], or state highway [ ]. **NOTE:** If county road or state highway, an access permit shall be required.

Number of Proposed Lots \_\_\_\_\_

In Flood Hazard Area [ ] yes [ ] no Fire District [ ] yes [ ] no

Utilities: City Water [ ] yes [ ] no Well [ ] yes [ ] no City Sewer [ ] yes [ ] no Septic Tank [ ] yes [ ] no

Present Zone \_\_\_\_\_

Overlay Zone \_\_\_\_\_

Intended Plan \_\_\_\_\_

Is the intended plan an outright use in the zone? [ ] yes [ ] no

If no, is the intended use allowed as a conditional use in the zone? [ ] yes [ ] no

If yes, a conditional use application **will be necessary**. **NOTE:** All zoning ordinance amendments must be consistent with the comprehensive plan.

**ZONING ORDINANCE REQUIREMENTS**

TYPE	REQUIREMENTS	REQUIREMENTS
<b>Dimensional Standards (see Article 17.68.010)</b>		
Street Frontage	_____	Lot Area _____
Lot Depth	_____	Lot Width _____
Side Yard	_____	Lot Depth _____
Front Yard	_____	Lot Coverage _____
Rear Yard	_____	Building Height _____

**Preliminary Review (partition & subdivision)**

Before a plat of a partition or subdivision can be approved the applicants must submit an application accompanied by a tentative plan showing the general design. The tentative plan shall include the following information:

- The date, north arrow, scale and location and tax account number of the parcel to be partitioned.
- Name and address of the property owner, applicant, engineer and surveyor.
- Amount of acreage in the original parcel and the acreage of the resulting parcels and the dimensions of each.
- Current use of the property, including an outline showing size and location of existing structures, noting if they are to remain.
- Location of physical features such as wooded areas, rock outcrops, wetlands, floodplains and drainage ways and steep slopes.
- Locations, names and widths of streets and easements adjacent to and within the parcel to be partitioned and a layout showing the relationship of each new parcel to the existing or proposed streets and easements.
- Locations of all wells, water lines and subsurface sewage disposal system on the parcel.
- Proposed locations of sewer and water systems, and site drainage easements.
- Location of all wells, water lines and subsurface sewage disposal systems on the parcels.
- Location, name, width, approximate radius of curves and grade of all proposed streets.
- When slopes on the site exceed ten percent, contour lines shall be shown at intervals of two feet.
- City Manager may require center line profiles with extensions for a reasonable distance beyond the limits of the proposed major partition showing the finished grade of streets and the nature and extent of street construction.

**Procedure for Plan Review**

1. Twelve copies of the plan, drawn to scale shall be submitted with a completed application form and the required fee.
2. The City Manager shall review the submitted application to determine whether the application is complete.
3. The City Manager shall notify the applicant of the requirement to file a statement of water right of appurtenant, a copy of the acknowledgment from the Water Resources Department must be attached before the county recording officer may accept the plat for recording.
4. If the property is wholly or partially within areas identified as wetlands on the statewide wetlands inventory, the City Manager shall notify the applicant, the owner of record and the Division of State Lands.
5. A public hearing before the planning commission shall be scheduled.
6. The decision of the planning commission may be appealed to the city council.
7. Approval of the tentative plan shall not constitute final acceptance of the plat of the proposed partition or subdivision for recording. The approval of a tentative plan shall be binding on the City and the applicant for the purpose of preparing a final partition or subdivision plat. The final plat must comply with all conditions set by the City in the tentative partition plan approval,
8. The tentative plan shall be valid for one year from the date of its approval. Upon receipt of the applicant's written request, the City Manager may grant an extension of the tentative plan approval for a period one year.
9. The City shall take final action on an application for approval of tentative plan within one hundred twenty days, unless the applicant requests an extension or the parties have agreed to mediation.

**Format and content of plat**

1. All plats shall be prepared in accordance with local and state law.
2. Permanent black India type ink or silver halide permanent photocopy, upon material that is eighteen inches by twenty-four inches in size with an additional three-inch binding edge on the left side when required by the county clerk or the county surveyor, that is suitable for binding and copying purposes, and that has such characteristics of strength and permanency as may be required by the county surveyor. The plat shall be of such a scale as required by the county surveyor. The lettering of the approvals, the dedication, the affidavit of the surveyor and all other information shall be of such a size or type as will be clearly legible, but no part shall come nearer any edge of the sheet than one inch. The subdivision or partition plat may be placed on as many sheets as necessary, but a face sheet and an index page shall be included for plats placed upon three or more sheets.
3. The information contained on the plat shall include;
  - a. The name of the partition, date the plat was prepared, scale, north arrow, legend and features such as highways and railroads.
  - b. Reference and bearings, to adjoining surveys.
  - c. Location and descriptions of all monuments found or set shall be carefully recorder upon all plats and the property courses and distances of all boundary lines shall be shown.
  - d. Exact location and width of streets and easements intersecting the boundary of the subdivision.
  - e. Partition and lot boundary lines, with the acreage of each parcel. Lots numbered beginning with "1" and numbered consecutively in each block, using the same sequence as sections are numbered in a township.

- f. Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference. If an easement is not of record, there shall be written statement of the easement and the plat will show the width, length and bearing, as well as sufficient ties to locate the easement with respect to the partition. If the easement is being dedicated in conjunction with the map, it shall be properly referenced in the owner's certificate of dedication.
- g. Locations and widths of drainage channels, railroad rights-of-way, reserve strips at the end of stubbed streets or along the edge of partial width streets on the boundary of the partition.
- h. Parcels to be dedicated which shall be distinguished from lots intended for sale with acreage and alphabetical symbols for each parcel indicated.
- i. A statement of water rights noted on the partition plat.
- j. Major partitions and subdivision plats which will also require street right-of-way center lines with dimensions to the nearest one-one hundredth of a foot, bearings of deflection angles, radii, arc, points of curvature, chord bearings and distances, and tangent bearings. Partition boundaries, lot boundaries and street bearings shall be shown to the nearest thirty seconds. The name and width of the streets being dedicated, the width of any existing right-of-way, and the width on each side of the center line. For streets on curvature, curve data shall be based on the street center line dimensions, the radius and central angle shall be indicated.

**Additional information required for subdivision**

- 1. A copy of the subdivision's deed restrictions, which shall include building setback lines (if any).
- 2. A copy of any dedication requiring separate documents.
- 3. Warranty deeds conveying any property to the city.
- 4. The vacation of any existing easements.

**Procedure for final plat review**

- 1. The applicant shall submit a final plat prior to the expiration of the tentative plan approval or it shall be void.
- 2. The final plat shall conform to the information requirements of the application for partition or subdivision. The planning commission shall review the final plat to determine that it conforms with the tentative plan and all applicable conditions.
- 3. Prior to the approval of the final plat the applicant shall complete improvements as proposed, or enter into an agreement for improvements together with a bond.
- 4. If the final plat conforms to the tentative plan and applicable conditions, the chair of the planning commission shall sign and date the final plat.
- 5. It is the responsibility of the applicant to comply with all the requirements of survey and monumentation listed in the Oregon Statutes and to deliver the final plat to the county surveyor for review and recording. The approval of the final plat shall be null and void if the plat is not recorded within ninety days after the date of the last required approving signature.
- 6. The county surveyor shall furnish the city with a copy of the recorded plat.

---

**I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge and belief.**

---

\_\_\_\_\_ Date \_\_\_\_\_ Applicant or Agent

**FOR OFFICE USE ONLY**

Receipt No. \_\_\_\_\_ Fee \_\_\_\_\_  
 Hearing Date \_\_\_\_\_ Staff Member \_\_\_\_\_  
 Zone \_\_\_\_\_