



City Of Warrenton
Planning Department
Subdivision
WMC 16.216

OFFICE USE	FEE See Fee Schedule
	File# SUB - _____ - _____
	Date Received _____
	Receipt# _____

Subdivisions are plats which divide land into four or more parcels within a calendar year. A property owner or designated representative may initiate a request for a subdivision by filing an application with the Planning Department. In addition, the applicant shall provide any related plans, drawings, and/or information needed to provide background for the request.

Property

Address: _____

Tax Lot (s): _____

Zone: _____ Flood Zone: _____ Wetlands: _____

Phased Development: Yes / No Planned Unit Development (PUD): Yes / No

Applicant

Name (s): _____

Phone: _____ E-Mail Address: _____

Mailing Address: _____

Applicant Signature(s): _____ Date: _____

Property Owner (if different from applicant)

Name (s): _____

Phone: _____ E-mail Address: _____

Mailing Address: _____

Owner's Signature: _____ Date: _____

I am a record owner of property (person(s) whose name is on the most recently-recorded deed), or contract purchaser with written permission from the record owner and am providing my signature as written authorization for the applicant to submit this application.

Project Description

Current Tax Lot Size: _____

Proposed Lot Sizes:

Number of lots: _____

Average lot size: _____

Smallest lot size: _____

Largest lot size: _____

Subdivision Criteria

Please provide written responses to each of the criteria below that clearly explain how your proposal meets each item. Attach a separate piece of paper if needed. Be as specific as possible. "Yes" and "No" responses are not sufficient.

WMC 16.216.050

1. The proposed preliminary plat complies with all of the applicable Development Code sections and other applicable City ordinances and regulations. At a minimum, the provisions of this chapter, and the applicable sections of Division 2 (Land Use Districts) and Division 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Chapter 16.272, Variances.

2. Housing Density. The subdivision meets the City's housing density standards of the applicable zoning district (Division 2).

3. The proposed plat name is not already recorded for another subdivision and satisfies the provisions of ORS Chapter 92.

4. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities meet City design standards and are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. A statement that

all proposed public improvements will be built to City construction standards and proposed dedications are identified on the preliminary plat.

5. All proposed private common areas and improvements are identified on the preliminary plat.

6. All lots shall comply with the lot area, setback (existing structures), and dimensional requirements of the applicable land use district (Division 2), and the standards of Figure 16.120.020.J, Street Connectivity and Formation of Blocks.

7. Each lot shall conform to the standards of Chapter 16.120, Access and Circulation.

8. Landscape or other screening may be required to maintain privacy for abutting uses. Applies only in commercial and industrial zoning districts.

9. In conformance with the Uniform Fire Code, as amended, a minimum 20-foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive.

10. Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.

Preliminary Plat Submittal Checklist

Applicants shall submit all of the following items on a site plan along with the application form. The site plan shall contain the following information:

- ☐ Date, north arrow, and scale of drawing.
 - ☐ Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site.
 - ☐ Names, addresses and telephone numbers of the owners, designer, and engineer or surveyor if any, and the date of the survey
 - ☐ Identify the drawing as a preliminary plat.
 - ☐ Streets. Location, name, present condition (i.e., paved, gravel, unimproved, etc.), and width of all streets, alleys and rights-of-way on and abutting the site.
 - ☐ Easements. Width, location and purpose of all existing easements of record on and abutting the site.
 - ☐ Utilities. Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest ones.
 - ☐ Ground elevations shown by contour lines at five-foot vertical intervals for ground slopes exceeding 10% and at two-foot intervals for ground slopes of less than 10%. Such ground elevations shall be related to some established bench mark or other datum approved by the County Surveyor. This requirement may be waived for partitions when grades, on average, are less than two percent.
 - ☐ The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes).
 - ☐ Potential natural hazard areas, including floodplain, landslide areas, and areas having a high erosion potential.
 - ☐ Wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. See also Chapter 16.156 and relevant portions of the Comprehensive Plan.
 - ☐ Site features, including existing structures, pavement, drainage ways, canals and ditches.
 - ☐ Designated historic and cultural resources on the site and adjacent parcels or lots.
 - ☐ North arrow, scale, name and address of owner.
 - ☐ Name and address of surveyor or engineer.
 - ☐ Other information, as deemed appropriate by the Community Development Director.
- The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.

- ☐ Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts which are being held for private use and all reservations and restrictions relating to such private tracts shall be identified.
- ☐ Easements. Location, width and purpose of all easements.
- ☐ Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all lots and tracts.
- ☐ Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use.
- ☐ Proposed improvements, as required by Division 3 (Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.).
- ☐ The proposed source of domestic water.
- ☐ The proposed method of sewage disposal and method of surface water drainage (shall comply with Chapter 16.140). Water quality treatment areas, if required.
- ☐ The approximate location and identity of other utilities, including the locations of street lighting fixtures.
- ☐ Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with Oregon Department of Transportation related to proposed railroad crossing(s).
- ☐ Changes to navigable streams, shorelines or other water courses. Provision or closure of public access to these areas shall be shown on the preliminary plat, as applicable.
- ☐ Identification of the base flood elevation. Evidence of contact with the Federal Emergency Management Agency to initiate a floodplain map amendment shall be required when development is proposed to modify a designated 100-year flood plain.
- ☐ Evidence of contact with Oregon Department of Transportation (ODOT) for any development requiring access to a highway under the state's jurisdiction.
- ☐ For proposals that would alter land within 25 feet of a mapped wetland, a jurisdictional delineation of the wetland boundary concurred with by the appropriate resource agency with jurisdiction.

This application will not be officially accepted until department staff have determined that the application is completely filled out, signed, the application fee has been paid, and the submittal requirements have been met.