



CITY OF UMATILLA

Planning Department (541) 922-3226 x110
700 Sixth Street, Umatilla, OR 97882

File No. _____

SUBDIVISION APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using blue or black ink, or type. Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees.**
Failure to provide complete and/or accurate information may result in delay or denial of your request.

SITE LOCATION AND DESCRIPTION

Tax Map #(S) _____ Tax Lot #(s) _____
Tax Map #(S) _____ Tax Lot #(s) _____
Frontage street or address _____
Nearest cross street _____
Current zoning City of Umatilla _____ County _____
Site size (acres or square feet) _____ Dimensions _____

SPECIFIC REQUEST (Briefly state the nature of the request) _____

APPLICANT _____
Mailing address _____
Phone _____ Fax _____ Email _____
Applicant's interest in property _____
Signature _____ **Date** _____

PROPERTY OWNER _____
Mailing address _____
Phone _____ Fax _____ Email _____
Adjacent property under same ownership (list tax lot ID) _____
Signature _____ **Date** _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

OFFICE USE ONLY

120 day time limit _____ Accepted as complete _____ Final decision by _____
DLCD 45-day notice required Y/N Date mailed _____ Date of first hearing _____
Planning Commission hearing date _____ Notice mailed _____
Notice to media Publication date _____ Emailed _____
Notice of Decision Date mailed _____ Appeal deadline _____
Associated applications _____

STRUCTURES Please indicate the type and number of structures currently on the site, and proposed for construction

Single Family Residence(s) _____ Multi Family Residence(s) _____
Manufactured Home(s) _____ Travel Trailer(s) _____
Other residential structure(s) _____ Barn/other ag building(s) _____
Commercial building(s) _____ Industrial Building(s) _____
Accessory buildings/structures _____ Other _____

SERVICE PROVIDERS Please indicate which of the following services are provided on the property

Water City of Umatilla _____ Well _____ Other/None _____

Sewer City of Umatilla _____ Septic _____ Other/None _____

Does the property have access to **City streets**? (Y/N, please explain what and where) _____

Does the property have access to **County Roads**? (Y/N, please explain what and where) _____

If the property is subject to special assessment or debt from any special districts (fire, road, etc), please provide details. _____

LIVESTOCK Please list the number and type of all livestock currently present on the property (*horses, cattle, sheep, goats, chickens, etc. Do not include domestic pets such as cats and dogs*) _____

BUSINESSES Are any businesses operating on the property? If yes, please describe. _____

All businesses operating within the City of Umatilla must obtain a Business License.

The criteria listed below relate to approval of a tentative plat only. Additional criteria apply after tentative plat approval.

11-2-1: LAND DIVISION REQUIREMENTS:

All land divisions and lot line adjustments, including partitions (3 or fewer lots in a calendar year), subdivisions (4 or more lots in a calendar year), and the creation of streets or ways that result in land divisions shall comply with the following:

- A.** All land divisions and lot line adjustments shall be approved by the City in accordance with the requirements of this Title, Title 9, Title 10, and the Public Works Standards⁶⁹ of this Code.
- B.** Any land division application shall comply with requirements of Oregon Revised Statutes chapter 92 for tentative plans and final plats.
- C.** No lot or parcel shall be created or submitted for recording with the Umatilla County Clerk nor have any validity unless it has been approved as required by this Code.
- D.** Recordation of a final plat for a subdivision or partition is required before the sale or conveyance of any interest in any lot or parcel. In negotiating to sell or convey interest in a lot or parcel in a subdivision or partition, a person may use the approved tentative plan for such subdivision or partition.
- E.** No building permit or permit for the connection to a water or sewage disposal system shall be issued for any structure on a lot or parcel in a subdivision or partition for which the tentative plan or plat has not been approved and recorded in the manner prescribed in this Title.
- F.** The City will withhold all public improvements, including maintenance of streets and roads, from a subdivision or partition which has not been approved and recorded in the manner prescribed in this Title. (Ord. 673, 6-16-1998)

11-2-2: PREAPPLICATION MEETING:

Before submitting an application for review of a subdivision or partition with future street plan, a land divider shall file a request for preapplication conference with the City Administrator, along with a plan or plans of the proposed development. The City Administrator shall arrange an informal meeting with the land divider and other persons or agencies who, in the opinion of the City Administrator, administer regulations or provide services that would affect the proposal. The City Administrator shall provide the land divider with information regarding procedures, requirements, plans, policies, and any other information that bears upon the proposal. (Ord. 673, 6-16-1998)

11-2-3: APPLICATION REQUIREMENTS FOR LAND DIVISIONS:

Applications for land division or lot line adjustment shall be submitted on forms provided by the City, accompanied by a tentative plan showing the design of the proposed land division and supporting documents, with the prescribed fee.

- A. Tentative Plan:** Tentative plans shall be prepared by a licensed land surveyor. Fifteen (15) copies of the tentative plan, improvement plans, and supplementary information shall be submitted to the City Administrator. The

tentative plan shall be drawn on a sheet eighteen by twenty four inches (18 x 24") at a scale of one inch equals one hundred feet (1" = 100'), or some other multiple of ten (10), as approved by the City Administrator.

B. Information Requirements: The following information shall be included on the tentative plan or on supplemental materials submitted with the tentative plan:

1. The plan shall show the location, width, names, approximate grades of all streets within and adjacent to the proposed land division. The plan shall include any streets shown on any plan adopted by the City or relevant parts of any adopted future street plan to assure adequate traffic circulation. If no future street plan has been adopted for the land division site, such a plan shall be submitted with the application that shows potential street extensions and lotting patterns for a distance of at least six hundred feet (600') from the land division boundaries.
2. The location, width, and purpose of existing and proposed easements.
3. The location and approximate dimensions of parcels or lots and the proposed parcel or lot and block numbers.
4. Proposed name of the subdivision, which shall not duplicate or resemble the name of any other subdivision in the County.
5. Date, north point, and scale of drawing.
6. Identification of the map as a tentative plan.
7. A vicinity map that shows the location of the partition or subdivision sufficient to define the location and boundaries of the site, including such information as section lines, corners, City boundary lines, monuments, and so on.
8. Names and addresses of the owner, land divider, and engineer or surveyor.
9. Zoning designations on and adjacent to the property proposed for land division.
10. The location of at least one temporary bench mark within the tentative plan boundaries.
11. Contour lines at a minimum of two feet (2'). The elevations of all control points which are used to determine the contours shall be indicated and must be the United States Geodetic Survey.
12. The location and direction of watercourses and the location of areas subject to flooding, with the 100-year flood plain boundary if identified.
13. Natural features such as rock outcroppings, landslide hazard areas, wetlands, wooded areas, and other unique features.
14. Known historical sites or structures and provisions for recognition or protection thereof.
15. Existing uses of the property, including the location of all existing structures to remain on the property after platting and existing structures to be removed.
16. Proposed deed restrictions, if any.
17. The location of existing sewers, water mains, culverts, drain pipes, and electric, natural gas, and telephone lines within and adjacent to the site, along with plans for the extension of such facilities to serve the site and adjacent properties.
18. All persons offering for filing an approved plan, plat or replat of subdivisions or partitions for a parcel of land outside the boundaries of an irrigation district, drainage district, water control district, or district improvement company must file a statement of water rights. If a water right is appurtenant to the lands of the subdivision or partition the statement of water rights and a copy of the plan, plat, or replat must be submitted to the Oregon Water Resources Department. A copy of the acknowledgment from the Water Resources Department must be submitted with the plan, plat, or replat to the Umatilla County Clerk.
19. Proposed street designations (e.g., arterial, local, etc.) and approximate center line profiles with extensions for a reasonable distance beyond the limits of the proposed land division, showing the approximate grade of streets and the nature and extent of street construction.
20. A plan for domestic water supply, including the source and plans for water lines for the site and provisions for extensions to adjacent properties.
21. A plan for the sewage disposal system, including provisions for extensions to adjacent properties.
22. A plan for storm water drainage and flood control, including profiles of proposed drainageways.
23. A plan for other public utilities, including, but not limited to, television cable service, telephone, electric, and gas utilities.
24. Present and future service capability of the school district.
25. A future street plan, when required.
26. Additional information may be required by the City to ensure compliance with the provisions of this Title, Title 9, and Title 10 of this Code.

C. Partial Development: All contiguous land under the same ownership shall be identified. Land that is not proposed for development shall be shown as a separate tract. A concept plan showing how this land could develop in the future, consistent with the requirements of the City, shall be submitted with the application. (Ord. 673, 6-16-1998)

11-2-6: LAND DIVISION APPROVAL CRITERIA:

No plat for a subdivision or partition may be considered for approval until the City has approved a tentative plan. Approval of the tentative plan shall be binding upon the City and the applicant for the purposes of preparing the subdivision or partition plat. In each case, the applicant bears the burden of proof to demonstrate that the proposal satisfies applicable criteria and standards.

- A. Approval Criteria:** Land division tentative plans shall only be approved if found to comply with the following criteria:
1. The proposal shall comply with the City's Comprehensive Plan.
 2. The proposal shall comply with the City's zoning requirements.
 3. The proposal shall comply with the City's Public Works Standards.
 4. The proposal shall comply with applicable State and Federal regulations, including, but not limited to, Oregon Revised Statutes 92, 197, 227, and wetland regulations.
 5. The proposal shall conserve inventoried natural resource areas and flood plains, including, but not limited to, mapped rivers, creeks, sloughs, and wetlands.
 6. The proposal shall minimize disruption of natural features of the site, including steep slopes or other features, while providing for safe and efficient vehicle, pedestrian, and bicycle access.
 7. The proposal shall provide adjacent lands with access to public facilities and streets to allow its full development as allowed by the City's codes and requirements.
 8. The proposal shall be designed with streets that continue or connect to existing and planned land division plats on adjoining properties. All proposed streets shall comply with standards of this Title and the Public Works Standards.
 9. The City's decision on a land division application shall include written findings for each required dedication or improvement that identify the legitimate governmental purpose, the relationship between the purpose and the exaction, and the rough proportionality in nature and extent, between the requirement and the projected impacts of the proposed development.
- B. City Action Noted:** The action of the City approval authority shall be conveyed to the applicant by a notice of decision. (Ord. 673, 6-16-1998)

11-2-7: MASTER PLANNING:

A master development plan shall be submitted when a phased subdivision is proposed or when only a portion of a large property under one ownership is proposed for development. A master development plan shall include all land under the same ownership, whether or not immediate development is proposed. In addition to any other maps and information required to be submitted with an application for a land division, the master development plan shall include narrative and maps or plans that show the following elements:

- A. Required Information:**
1. An overall development plan, including the phase or unit sequence and anticipated development schedule, not to exceed five (5) years. Portions of a property not proposed for development shall be labeled "future development" and lot and street patterns need to be shown only to the extent necessary to satisfy the requirements for a future street plan.
 2. Demonstration of compliance with the Comprehensive Plan and implementing land use standards and criteria.
 3. Proposed schedule of public and private improvements, both on- and off-site, with anticipated dates for initiation and completion.
 4. Development plans and timing for any common elements or facilities.
 5. A future street plan for adjoining properties within six hundred feet (600') of the site proposed for development. The future street plan is a conceptual plan, which shall demonstrate that public streets within the development can be extended in accordance with City standards for street grades and widths to provide access to adjacent properties; that the street arrangement is orderly and efficient, providing convenient and direct access to adjacent properties; and that adjacent properties can be divided in accordance with the standards and criteria of the applicable zoning district.
 6. Any other information the Planning Commission considers necessary to the review of an application, including, but not limited to, a traffic impact analysis and reports on the geology, soils, or other environmental conditions found on a site or in the vicinity of a site which may be affected by a proposed development. (Ord. 673, 6-16-1998)

11-2-8: APPROVAL OF MASTER DEVELOPMENT PLAN:

The Planning Commission shall review an application for a master development plan and the tentative plan for the first

phase of a proposed subdivision or may review an application for a master development plan before any preliminary subdivision plan is submitted. The Planning Commission may approve, modify, or deny an application for a master development plan based on the following criteria:

- A. The master development plan promotes the goals, policies, and objectives of the Comprehensive Plan, the Zoning Code, and other City requirements.
- B. The site is suitable for the proposed use and the schedule for the various subdivision phases promotes a reasonable and orderly development.
- C. The future street plan provides access to adjacent properties that allows efficient and reasonable future land divisions and promotes orderly and efficient circulation pattern for the City.
- D. The proposed on- and off-site public improvements are sufficient to meet the needs anticipated to be generated by the proposed development. The schedule of improvements assures that needed facilities will be available prior to and coordinated with anticipated impacts.
- E. The schedule for phasing and improvements shall not exceed five (5) years. (Ord. 673, 6-16-1998)

11-2-9: CONDITIONS OF APPROVAL:

The Planning Commission may identify conditions of approval to secure the objectives of the Comprehensive Plan and the subdivision and zoning regulations. Conditions of approval may specify a schedule for completing public facility system improvements and other conditions determined to be necessary. (Ord. 673, 6-16-1998)

11-2-10: DEVELOPMENT FOLLOWING APPROVAL:

A master development plan shall be effective for a period of five (5) years, if platting of phases generally follows the approved schedule. Each phase of the phased subdivision shall be submitted to the City for review according to the requirements for submitting a final plat. The City shall review each subdivision phase and may make modifications to the approved plan if there have been changes in circumstances. "Changes in circumstances" shall mean unforeseen changes that have more than a minor impact upon the project and may involve changes to the site, development regulations, or the City's ability to provide public services. Approval of the master development plan shall not guarantee utility service availability. Any changes to the master development plan, whether initiated by the City or the applicant, shall be subject to review and approval in the same manner as the original approval, except that minor changes that do not affect the overall design, layout, or timing of the project may be approved by the City Administrator. A change in the order of phases usually will not be considered a modification of the approval unless there is an effect upon the provision or availability of public services. (Ord. 673, 6-16-1998)

The applicant bears the burden of proof to show that the application meets all standards and criteria contained in the Zoning and Subdivision Ordinances. Applicants should demonstrate compliance with all applicable criteria and standards as part of the application materials. Applicants should also be prepared to demonstrate compliance before the Planning Commission.

SUBMITTAL REQUIREMENTS

The following items must be completed upon submittal of a subdivision application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or www.co.umatilla.or.us/records.htm.

1. Original, signed **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink. ***Electronic submittals of all materials are encouraged.***
2. **2 copies of the tentative plat** showing all lot lines, park lands, utility and/or other easements, water ways, flood plain, right-of-way dedications and other items outlined in the approval criteria above.
3. **Narrative** specifically addressing compliance with every section listed above.
4. Please **submit all plans to scale**; use 1"=20' or 1"=40' or 1"=100' unless plans are exceptionally large.
5. Any additional information you wish to supply to support your request.
6. The appropriate **fee**.

Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees. Failure to submit materials adequate to support approval of the request may result in delay or denial of the application.