

## Chapter 16.08

### SUBDIVISIONS AND MAJOR PARTITIONS

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#### **16.08.010**      **General provisions.**

- A. Application. Before a plat of any subdivision or the map of any major partition may be made and recorded, the person proposing the subdivision or the major partition or his authorized agent or representative shall make an application in writing to the city for approval of such proposed subdivision or major partition. The filing fee shall be paid at this time. The application shall be filed with the city planner. The applicant shall submit 12 copies of the required tentative partitioning or subdivision plat map and a completed written application, along with the filing fee to initiate the application.
- B. Completeness Check and Notice. Upon receipt of all information, and the fee, and after the check for completeness and accuracy in accordance with Chapter 17, Section 17.04.155 the planner shall set the date of the Planning Commission hearing, and proceed to provide notice to be mailed at least 20 days before the date

of hearing set forth in Chapter 17, Section 17.04.100.

- C. Review by Special Districts, Agencies and Departments. At the time that notice is provided as set forth in Section 16.08.010 (B), the City planner shall distribute copies of the proposed plat to special districts, affected city departments, and local, state and federal agencies for review and comment. If the city receives no written response or time extension requests prior to the hearing, the planner shall deem that there are no issues of concern to the affected departments, special districts and agencies.
- D. Hearing Process. Major partitioning and subdivision shall be processed as quasi-judicial actions with the Order of Proceedings set forth in Chapter 17, Section 17.04.150. The Planning Commission will hold a public hearing and approve or deny of the tentative plat and plan based upon all the requirements of this ordinance.
- E. Approval. No plat or map will be considered for final approval until the tentative plan has been approved. The decision for tentative approval shall comply with all the requirements of this ordinance. Approval of the tentative plan shall not constitute final acceptance of the plat of the proposed subdivision or the map of the pro-posed major partition for recording; however, approval of such tentative plan shall be binding upon the planning commission for the purposes of the preparation of the plat or map and the planning commission may require only such changes in the plat or the map as are necessary for compliance with the terms of its approval of the tentative plan for the proposed subdivision or the

proposed major partition, (Ord. 258 § 5(A), 1974).

- F. Time Limit for Tentative Approval. Tentative approval shall be null and void if the final map is not submitted to the City within one year after the tentative approval, except when the Planning Commission has granted an extension. Filing the extension within the required time frame is the responsibility of the applicant.
- G. Extension of Final Plat Approval. Any extension on the time limit for tentative approval of partitioning or subdivision beyond the time limits set forth in Chapter 16, Section 16.08.010 (F) shall be requested in writing by the applicant along with the reasons why the applicant is requesting the extension. Any request for an extension shall be submitted to the Planning Commission prior to the date on which the tentative approval will be null and void. The Planning Commission may grant one year extensions of the approval of the tentative approval beyond the original one-year limitation when it is determined that there is sufficient reason to allow the extension due to circumstances beyond the control of the applicant. (Ord 2009-02 § 010, 2008)

**16.08.020 Subdivisions–Tentative plans and plats–Contents.**

A. The tentative plat shall be of a scale of one inch to twenty (20), fifty (50) or one hundred (100) feet and shall contain the following:

1. The proposed name of the subdivision;
2. North point, scale and date of application.
3. Names and addresses of the subdivider and of the engineer or surveyor and the land

planner or landscape architect if one has been employed;

4. The tract designation and legal description and existing tax lot and map numbers;

5. The boundary line of the entire tract and the portion to be subdivided;

6. Contours, with intervals of five feet or less, may be required;

7. The names of adjacent subdivisions or partitions or the names of recorded owners of adjoining parcels of unsubdivided land;

8. The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings and other important features such as section lines and school district boundaries;

9. Existing and proposed sewers, water mains, culverts and other underground structures and utilities within the tract or immediately adjacent thereto together with pipe sizes, grades and location;

10. All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision together with the purpose of conditions or limitations of such reservations, if any;

11. The proposed street pattern or layout showing the names and width and grades. Proposed streets shall be adjusted to the contour of the land so as to produce usable lots and streets of reasonable gradients;

12. Easements, together with their dimensions and purpose;

13. Proposed lots, approximate lot dimensions and lot numbers. Where lots are to be used for purposes other than residential, it shall be indicated on such lots;

14. Parks, playgrounds, recreational areas, parkway and open space for public use;

15. Zoning, as set forth in the zoning ordinance for that area;

16. Drafts of proposed restrictions and covenants affecting the plat;

17. Location of all monuments found or set in the area;

18. A plan for providing electrical and telephone service to each lot in the proposed subdivision together with a letter from the appropriate utility stating that it can serve the subdivision as shown in the utility plan.

B. The tentative plan shall include the following information:

1. Drainage plan;

2. Any unusual topographic or geologic feature;

3. A vicinity map showing the general area;

4. A description of the proposed method, if any, of supplying domestic water to the proposed lots. If the proposed method involves the creation of or extension to a community water supply system, a statement from the system that they can and will supply water to the proposed subdivision if all requirements are met;

5. Anticipated date of completion of the subdivision.

C. The planning director or the planning commission may require supplemental information including a profile of all roads and streets on and adjacent to the proposed subdivisions. (Ord. 313 (part), 1982; Ord. 258 § 5(B), 1974)

### **16.08.030 Major partitions–Tentative plans and maps–Contents.**

A. The tentative map shall be of a scale of one inch to twenty (20), fifty (50), or one hundred (100) feet and shall contain the following:

1. North point, scale and date of

application;

2. Names and address of the partitioner and of the engineer or surveyor;

3. The tract designation and legal description and existing tax lot and map numbers;

4. The boundary line of the entire tract and of the portion to be partitioned;

5. Notation of any unusual or critical changes in elevation (contour map may be required);

6. The names of adjacent subdivisions or partitions or the names of recorded owners of adjoining parcels of land;

7. The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings and school district boundaries;

8. Existing and proposed sewers, water mains, culverts and other underground structures and utilities within the tract or immediately adjacent thereto, together with pipe sizes, grades and locations;

9. The proposed street pattern showing names, widths and grades and proposed future streets on land retained by partitioner;

10. Easements, together with their location and purpose;

11. Metes and bounds description of all lots with distances to the nearest tenth of a foot and angles to the nearest thirty-second. Lots may be assigned a number for reference only;

12. Zoning as set forth in the zoning ordinance for that area;

13. Location of all monuments found or set in the area;

14. A plan for providing electrical and telephone service to each lot in the proposed subdivision together with a letter from the appropriate utility stating that it can serve

the major partition as shown in the utility plan.

B. The tentative plan shall include the following information:

1. Drainage plan;
2. Any unusual topographic or geologic features;
3. A vicinity map showing the general area.

C. The planning director or planning commission may require supplemental information including a profile of all roads and streets on and adjacent to the proposed partition. (Ord. 313 (part), 1982; Ord 258 § 5(C), 1974)

1. This map shall be prepared by a surveyor licensed in the state of Oregon, at the same scale as the original plat and clearly show the changes to be made in the original plat.

2. The planning director shall review this map using the procedure specified in Section 16.12.030 and shall sign and date the replat map if approval is granted.

3. Upon approval by the planning director the replat map shall be recorded in the same manner as the original plat or map. (Ord. 260-85 § 3, 1985)

#### **16.08.050 Replatting**

A. The procedure to adjust the internal lot lines or external boundary of the plat of any subdivision, map of any major partition or any other area which is partitioned by a recorded plat or map shall be by replatting.

B. Replatting which involves an adjustment of interior lot lines or the exterior boundaries of a plat or map that would change the area of any affected lot more than ten percent of the original area of the lots involved and shall follow the same procedure as the platting of new subdivisions or major partitions as defined by Sections 16.08.010 through 16.08.040.

C. Replatting which involves an adjustment of interior lot lines or the exterior boundaries of a plat or map that would change the area of any affected lot less than ten percent of the original area of the lots involved shall be done by preparing a map of that portion of the plat which is affected by the change which shall be presented to the city planning director for review.