

# LAND PARTITION APPLICATION CHECKLIST



1.  **Signed Land Use Application Form and Pre-Application Notes**
2.  **Narrative**  
A complete and detailed narrative description of the proposed development describing:
  - The proposed development that describes existing site conditions, existing buildings, public facilities and services, presence of wetlands, steep slopes and other natural features.
3.  **Review Criteria**  
A response addressing each section of Chapter 152 and any other applicable criteria
4.  **Boundary Survey**  
Prepared by an Oregon Professional Land Surveyor
4.  **Site Plan**
  - The location and dimensions of lots, streets, pedestrian ways, building envelopes and setbacks.
  - The boundary lines and names of adjacent partitions and subdivisions, streets and tract lines of adjacent parcels of property.
  - The map scale and true north point.
  - All existing and proposed utilities and improvements including sanitary sewer, storm water and water facilities.
  - Total impervious surface created (including streets, sidewalks, etc.).
5.  **A Partition Connectivity Analysis**  
An analysis that describes the existing and proposed vehicular, bicycle and pedestrian connections between the proposed partition and existing or planned land uses on adjacent properties
6.  **A Traffic/Transportation Plan**  
The applicant's traffic/transportation information shall include two elements:
  - A detailed site circulation plan showing proposed vehicular, bicycle and pedestrian access points and connections to the existing system, circulation patterns and connectivity to existing rights-of-way or adjacent tracts, parking and loading areas and any other transportation facilities in relation to the features illustrated on the site plan.
  - A traffic impact study prepared by a qualified professional transportation engineer, licensed in the state of Oregon, that assesses the traffic impacts of the proposed development on the existing transportation system and analyzes the adequacy of the proposed internal

transportation network to handle the anticipated traffic and the adequacy of the existing system to accommodate the traffic from the proposed development. The city engineer may waive any of the foregoing requirements if the city engineer determines that the requirement is unnecessary in the particular case.

7.  **Natural Features Plan, Topography and Preliminary Grading and Drainage Plan**  
The applicant shall submit a map illustrating all of the natural features and hazards on the subject property and where practicable, within one hundred fifty feet of the property's boundary. The map shall also illustrate the approximate grade of the site before and after development. Illustrated features must include all proposed streets, the location and estimated volumes of all cuts and fills and all storm water management features. The plan shall identify the location of drainage patterns and courses on the site within 150 feet of the property boundary
8.  **Tree Removal and Mitigation Plan**
9.  **Preliminary Storm Calculations**
10.  **Erosion and Sediment Control Plan**  
A plan submitted concurrently with the preliminary plat application, including the measure that will be implemented throughout construction of the partition to control erosion and sedimentation
11.  **Legal Description of the Parent Parcel(s) and the Resulting Parcels to be Created**
12.  **Copies of Proposed Deeds for the Parcels to be Created**
13.  **A Receipt from the County Assessor's Office**  
Indicating that all taxes for the site are paid in full for the preceding tax year
14.  **A Current Preliminary Title Report for the Subject Property**
15.  **Mailing Labels for Owners within 300 Feet for the Subject Site**  
The names and addresses of property owners within 300 feet of the subject site indicated on the most recent property tax rolls. This information can be provided by a title company
16.  **Copies**  
Two (2) copies of all information, reports and drawings (full sized and 8.5" by 11") pertaining to this application
17.  **Electronic Version of All Application Materials**
18.  **All Required Application Fees**