



Type III Review

Subdivision Application

Fee: \$5,229.00 | File No. _____
 (Fee includes a 5% technology charge.)

Applicability

- A **subdivision** application is used to provide rules, regulations and standards to carry out the city’s development pattern as envisioned by the city’s comprehensive plan; encourage efficient use of land resources and public services, and provide transportation options; to promote the public health, safety and general welfare through orderly and efficient urbanization; and provide adequate light and air, prevent overcrowding of land, and provide for adequate transportation, water supply, sewage, fire protection, pollution control, surface water management, and protection against natural hazards.
- A **planned unit development** application is used to provide flexibility in code regulations in order to encourage creative land development. Note: The flexibility granted from code regulations must result in a development that has more amenities, incorporate sustainable design elements or other special features, and generally be better planned than a similar development built to regular code standards.

Applicant:	
Address:	
Email Address:	
Phone(s):	
Owner (if different from above):	
Owner Address:	
Engineer/Surveyor:	
Phone:	
Engineer/Surveyor Address:	
Project Name:	
Project Location:	
Map/Tax Lot No.:	Zone:
Comp Plan Designation:	
Project Description:	

Submittal Requirements (10 copies + one electronic copy of all information)

- Preliminary Plat Information. The preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information, in quantities required by the city planning official.
 - 1. General Information.
 - a. Name of subdivision (partitions are named by year and file number). This name shall not duplicate the name of another land division in Yamhill County;
 - b. Date, north arrow, and scale of drawing;
 - c. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
 - d. Zoning of tract to be divided, including any overlay zones;
 - e. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey; and
 - f. Identification of the drawing as a “preliminary plat.”
 - 2. Existing Conditions.
 - a. Streets. Location, name, and present width of all streets, alleys and rights-of-way on and abutting the site;
 - b. Easements. Width, location and purpose of all existing easements of record on and abutting the site;
 - c. 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 one and show how utilities will be brought to standard;
 - d. Ground elevations shown by contour lines at two-foot vertical interval. Such ground elevations shall be related to some established benchmark or other datum approved by the county surveyor; the city engineer may waive this standard for partitions when grades, on average, are less than six percent;
 - e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
 - f. The base flood elevation, per FEMA Flood Insurance Rate Maps, as applicable;
 - g. North arrow and scale; and
 - h. Other information, as deemed necessary by the city planning official for review of the application. The city may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.
 - 3. Proposed Development.
 - a. Proposed lots, streets, tracts, open space and park land (if any); location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street centerline grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
 - b. Easements. Location, width and purpose of all proposed easements;
 - c. Lots and private tracts (e.g., private open space, common area, or street) with approximate dimensions, area calculation (e.g., in square feet), and identification numbers. Through lots shall be avoided except where necessary to provide separation of residential development from major traffic arteries, adjacent nonresidential activities, or to overcome specific issues with topography or orientation. Screening and buffering of through lots may be required pursuant to DMC 17.302.060;

- d. Proposed uses of the property, including all areas proposed to be dedicated as public right-of-way or reserved as open space for the purpose of surface water management, recreation, or other use;
- e. Proposed public street improvements, pursuant to Chapter 17.305 DMC;
- f. Information demonstrating that proposed lots can reasonably be accessed and developed without the need for a variance and in conformance with applicable setbacks and lot coverage requirements;
- g. Preliminary design for extending city water and sewer service to each lot, per Chapter 17.305 DMC;
- h. Proposed method of storm water drainage and treatment, if required, pursuant to Chapter 17.305 DMC;
- i. The approximate location and identity of other utilities, including the locations of street lighting fixtures, as applicable;
- j. Evidence of compliance with applicable overlay zones, including but not limited to city of Dundee flood plain overlay; and
- k. Evidence of contact with the applicable road authority for proposed new street connections.

- A written statement explaining how the application satisfies all of the relevant criteria and standards of DMC 17.403.
 - A. The land division application shall conform to the requirements of this chapter;
 - B. All proposed lots, blocks, and proposed land uses shall conform to the applicable provisions of DMC Division 17.200, Zoning and Land Use Requirements;
 - C. Access to individual lots, and public improvements necessary to serve the development, including but not limited to water, sewer and streets, shall conform to DMC Division 17.300, Development Requirements;
 - D. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;
 - E. The proposed streets, utilities, and surface water drainage facilities conform to city of Dundee adopted master plans and applicable engineering standards, and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications;
 - F. All proposed private common areas and improvements, if any, are identified on the preliminary plat and maintenance of such areas is assured through appropriate legal instrument;
 - G. Evidence that any required state and federal permits, as applicable, have been obtained or can reasonably be obtained prior to development; and
 - H. Evidence that improvements or conditions required by the city, road authority, Yamhill County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met.
- Information demonstrating compliance with prior decision(s) and conditions of approval for the subject site, as applicable.
- Traffic impact analysis, as may be required by the city or other roadway authority.
- Current title report (within 6 months)
- Application Fees

IN ADDITION TO THE ABOVE, FOR PLANNED UNIT DEVELOPMENTS ALSO PROVIDE THE FOLLOWING:

- A written statement explaining how the application satisfies all of the relevant criteria and standards of DMC 17.407.

- A written statement addressing the following items. Maps and other visual representations may be used to convey the information as appropriate.
 - Proposed Uses in the Planned Unit Development. This may include types and locations of residential uses, commercial uses, recreational space or facilities, open space, and public or semi-public uses. Uses should be clearly identified, along with any conditions or limitations of the proposed uses.
 - Location and dimensions of all proposed buildings and structures, along with setback dimensions.
 - Architectural renderings of proposed residential and commercial buildings and structures.
 - Landscaping plan in conformance with Chapter [17.302](#) DMC.
 - Statement of public and private improvements to be made or installed, including streets, sidewalks, pedestrian and bicycle paths and trails, lighting, landscaping, tree planting, and the timeline of such improvements. Public improvements shall be made in conformance with Chapter [17.305](#) DMC.
 - Statement of ownership and maintenance for all open space areas and commonly owned facilities.

I attest that to the best of my knowledge the information provided herein and attached is accurate; and, certify that approval of the subdivision or PUD does not create a violation of any other code standard or previous land use approval.

All owners must sign the application or submit letters of consent.

Applicant Signature Date

Owner Signature Date

Print Name

Print Name

Process

Subdivisions and a planned unit developments are a Type III application, which involves a public hearing and provides an opportunity for those who appear to appeal the Planning Commission decision to the City Council. The process also requires public notice to all properties within 100 feet of the project site. This application will go through the following process:

- Applicant submits application form and all required materials for review.
- City staff will do a completeness check and inform the applicant whether more information is needed (within 30 days of application).
- City staff will send the application materials for review and comments to internal and external departments and agencies. This is a two-week long comment period.
- Twenty (20) days prior to the hearing date, city staff will mail written notice to all owners of property located within a minimum of 100-feet of the subject site and post notice on the subject site.
- One week prior to the planning commission hearing, city staff will prepare a staff report on the application and make it available for review.
- Planning Commission will hold a hearing and make a decision on the application.