



# City of Monmouth Subdivision Application

*For official use only:*

Date: \_\_\_\_\_

Fee: \$ 1,000 + \$ 25 per lot

Receipt No.: \_\_\_\_\_

Application No.: \_\_\_\_\_

### **Applicant:**

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

### **Title Holder:**

Name

Mailing Address

E-Mail

City

State

Zip

### **Surveyor and/or Engineer [If applicable]:**

Name

Phone #

E-Mail

### **Location:**

Street Address

Tax Lot Number

Assessor Map

### **Description:**

Comprehensive Plan Map Designation

Current Zoning

Size (acres)

### Application Procedure

“Subdivide land” means to divide a tract of land into four (4) or more lots within a single calendar year when such area or tract exists as a unit or contiguous units under a single ownership at the beginning of such year (MCC 18.45.010). A **pre-application conference** is required prior to the submission of any application for a subdivision (MCC 17.15.020).

In accordance with Monmouth City Code (MCC) Section 18.10.010, Subdivision applications are conducted as a Type II procedure. Written notice of the application is provided to all property owners within 250 feet of the property. For Type II procedures, the Planning Commission shall conduct a public hearing to review the request.

The applicant for a subdivision shall be subject to the requirements of MCC Sections 18.010.010 to 18.10.120 “Land Use Actions” in addition to the requirements of MCC Chapter 17.05 “Subdivisions and Partitions”, MCC Chapter 17.15 “Major Partition and Subdivision Procedure”, and MCC Chapter 17.25 “Improvements, Design and Development Standards”, and all applicable zoning and development standards from MCC Title 18: Zoning.

**Submittals:** To request approval of a subdivision, submit one electronic copy (pdf format) and five (5) paper copies of the following information:

- 1. A Tentative Plat showing the following:
  - a. Proposed name of the subdivision
  - b. Date, north point with orientation to the upper edge of the plan, and scale of drawing
  - c. Appropriate identification clearly stating the plan is a tentative plan
  - d. Names and addresses of the owner, subdivider, and surveyor
  - e. The location, widths and names of both opened and unopened streets, bikeways and pedestrian facilities within or adjacent to the tract, together with easements and other important features, such as section lines, corners, City boundary lines and monuments.
  - f. The location within the subdivision and in the adjoining streets and property of existing sewers, water mains, culverts, drain pipes and electric lines.
  - g. Contour lines related to some established benchmark or other datum approved by the City and having minimum intervals as follows:
  - h. The location of at least one (1) temporary benchmark within the plain boundaries.
  - i. The location and direction of watercourses and the location of areas subject to flooding.

- j. Natural features such as rock outcroppings, marshes, wooded areas and isolated preservable trees.
  - k. Existing uses of the property, including location of all existing structures to remain on the property after platting or mapping.
  - l. Existing uses of all abutting parcels, including the location of existing structures,
  - m. The location, width, names, approximate grades and radii of curves of streets. The relationship of streets, bikeways and pedestrian facilities to any existing or projected streets, bikeways and pedestrian facilities as shown on the Monmouth Transportation System Plan or as may be suggested by the Planning Commission in order to assure adequate traffic circulation.
  - n. The approximate width and location of all existing and proposed easements for public utilities, and all reserve strips proposed to satisfy requirements that may be required as provided for in other sections of Title 17: Subdivisions and Partitions.
  - o. The location and approximate dimensions of lots and the proposed lot and block numbers.
  - p. The approximate radii of all curves.
  - q. Sites, if any, allocated for purposes other than single-family dwellings.
  - r. Location of park property and other public areas.
2. A vicinity map, showing existing subdivisions and unsubdivided land ownerships adjacent to the proposed subdivision, and showing how proposed streets, bikeways, pedestrian facilities, and utilities may be extended to connect to existing and proposed streets and utilities.
  3. A complete service utility plan for the subdivision to be made which plan shall require easements adequate to meet the underground service utility requirements of the subdivision but not to exceed the preliminary requirements.
  4. Approximate centerline profiles with extensions for a distance of 200 feet beyond the limits of the proposed land division showing the finished grade of streets and the nature and extent of street, bikeway, and sidewalk construction.
  5. A cross-section of each street, bikeway, and pedestrian facility proposed, including roadway pavement, curb, sidewalk, designated bikeway, gutters and planter strips.
  6. If lot areas are to be graded, a plan showing the nature of cuts and fills and information on the character of the soil.
  7. Proposals for other improvements such as electric utilities, street lighting, landscape plans.

8. Proposed deed restrictions, if any, in outline form.

9. Soils Report

- a. Any area proposed for subdivision development shall be investigated to determine the soil characteristics, and a soils engineering report shall be submitted with every application. This report shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures, design criteria for corrective measures, and opinions and recommendations covering the adequacy of sites to be developed.
- b. The investigation and subsequent report shall be completed and presented to the Commission by a professional geotechnical engineer registered in the State of Oregon and experienced and knowledgeable in the practice of soil mechanics.
- c. Recommendations included in the report and approved by the engineer shall be incorporated in the design plan or specifications.
- d. Any area which presents one or more of the following limiting factors shall not be subjected to development unless the engineer can demonstrate to the Commission that these limitations can be overcome in such a manner as to prevent hazard to life, hazard to property, adverse effects on the safety, use, or stability of a public way or drainage channel, and adverse impact on the natural environment:
  - i. Water table within three (3) feet of the surface during any time of year;
  - ii. Natural slopes greater than fifteen (15) percent;
  - iii. Soils with a "high shrink-swell potential", as defined by the Natural Resources Conservation Service;
  - iv. Soils with a "severe rating" for the proposed use", as defined by the Natural Resources Conservation Service.

10. Traffic Impact Analysis. Depending on the nature and scope of the proposed development, a traffic impact analysis, pursuant to MCC Section 18.150.030, may be required by the Public Works Director to determine the adequacy of existing and planned transportation facilities.

11. Partial Subdivision Plat/Master Plan. If the subdivision plat pertains to only part of the tract owned or controlled by the subdivider, the subdivider shall provide a sketch of a tentative layout for streets, bikeways, pedestrian facilities, and lots in the unsubdivided portion (MCC 17.15.060).

12. Any other information relevant to the proposal consistent with the purposes and scope of MCC Title 17: Subdivisions and Partitions.

**Approval Criteria:**

The Planning Commission may approve, approve with conditions, or deny a preliminary plat based on the following approval criteria (MCC Section 17.15.110):

1. The proposed preliminary plat complies with the requirements for its submittal, all requirements of the Comprehensive Plan, all requirements of the Zoning and Development Code, and all other applicable laws and regulations.

2. All proposed streets, alleys, sidewalks, pedestrian facilities, bicycle facilities, pathways, utilities, and surface water management facilities conform or transition to the plats of subdivisions and major partitions already approved for adjoining property as to width, general direction, and all other respects and such facilities comply with the standards of the Monmouth Comprehensive Plan, Transportation System Plan, Zoning and Development Code, public facilities plans, and Title 17: Subdivisions and Partitions.
3. All proposed public improvements and dedications are identified on the preliminary plat.
4. All proposed private common areas and improvements (e.g. home owner association property) are identified on the preliminary plat.
5. All proposed lots, blocks, and parcels meet the standards of the applicable zoning district and Title 17: Subdivisions and Partitions.
6. Where a common drive is to be provided to serve more than one lot, a reciprocal easement that ensures access and maintenance rights shall be recorded with the approved subdivision or major partition plat.
7. In accordance with the Uniform Fire Code, a 20-foot wide fire apparatus access drive shall be provided to serve all portions of a building located more than 150 feet from a public right-of-way or approved access drive.
8. The City may attach such conditions as are necessary to carry out the provisions of this Ordinance and all other applicable ordinances and regulations and may require reserve strips be granted to the City for the purpose of controlling access to adjoining properties.

**17.15.070 Tentative Plat Changes.** Any changes in a tentative plat initiated by the applicant shall constitute a new application and shall be accompanied by the fees required.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title Holder's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title Holder's Signature

\_\_\_\_\_  
 Date

**NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.**

For more information please contact: City of Monmouth Community Development Department at: 503-751-0147, 151 Main St W, Monmouth, OR 97361.