



CITY OF SUTHERLIN SUBDIVISION APPLICATION

Community Development
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856

FILE NO. _____

DATE FILED: _____

FEE: **\$800.00 plus \$30.00 per unit over 10 (Non-refundable)**

Receipt No. _____ Application Deemed Complete: _____

THE UNDERSIGNED OWNER(S) OR AUTHORIZED AGENT(S) HEREBY SUBMIT A SUBDIVISION APPLICATION TO THE CITY OF SUTHERLIN.

1. APPLICATION INFORMATION

A. Property Owner(s) please print or type; signatures are required on page **5** of this application. Provide additional pages If necessary. A contract purchaser may sign as owner if a copy of the recorded contract is submitted. (An earnest money agreement does not constitute a contract.)

Name(s): _____

Address(s): _____

Phone(s): _____ Fax: _____

B. Authorized Agent(s)

Name(s): _____

Address(s): _____

Phone(s): _____ Fax: _____

2. PROPERTY DESCRIPTION

A. Assessor Map ID(s): _____ Property ID(s): _____

B. Property Location Description

1. List all existing addresses located on the property proposed for Subdivision

2. Indicate the subject property's location in relationship to nearest streets (i.e., NE corner of Umatilla St. and 5th Ave.) _____

C. Total land area involved in the Subdivision request ACRES: _____ SQ FT: _____

3. EXISTING AND ANTICIPATED USE INFORMATION

- A. Current Use: _____
- B. City Zoning: _____
- C. Comprehensive Plan: _____
- D. Anticipated Use: _____
- E. Will there be a HOA (Home Owners Assoc.): ____YES ____NO
- F. Is it anticipated that structures will be removed/demolished from the property?
____YES ____NO if yes, a separate application for demolition is required.
- G. Are any historic structures or historically significant features on the subject property?
____YES ____NO If yes, describe any impacts to such features.

- H. What is the minimum lot size proposed _____ SQ FT
What is the maximum lot size proposed _____ SQ FT
- I. What is the anticipated time for development? _____
- J. Will this development be in phases? ____YES ____NO If yes, number and
timeline of additional phase completion _____
- K. Name of the proposed Subdivision (NO DUPLICATE NAMES ALLOWED IN
DOUGLAS COUNTY) _____
- L. All proposed street names _____

4. REQUIRED ATTACHMENTS (Please submit all tentative plans/plats electronically)

- A. General Information:
 - 1. Name of Subdivision (not required for partitions). This name must not duplicate the name of another subdivision in the county in which it is located (please check with county surveyor);
 - 2. Date, North arrow, and scale of drawing;
 - 3. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
 - 4. Names, addresses and phone numbers of the owners, project designer, engineer(s), and or surveyor, and the date of the survey; and
 - 5. Identification of the drawing as a "tentative plan."

B. Site Analysis:

1. Streets: Location, name, present width of all existing streets, alleys and rights-of-way on and abutting the site;
2. Easements: Width, location and purpose of all existing easements of record on and abutting the site;
3. Utilities: Location and identity of all existing 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 ones;
4. Ground elevations shown by contour lines at five (5) foot vertical intervals for ground slopes exceeding ten (10) percent and at two (2) foot intervals for ground slopes of less than ten (10) percent. Such ground elevations shall be related to some established benchmark or other datum approved by the county surveyor;
5. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
6. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
7. Wetland and floodplain, including wetland areas, streams, wildlife habitat, and other areas identified by the city or natural resource regulatory agencies as requiring protection;
8. Site features, including existing structures, pavement, areas having unique views, drainage ways, and ditches;
9. Designated historic and cultural resources on the site and adjacent parcels or lots; and
10. The location, size and species of existing trees having a caliper (diameter) of twelve (12) inches or greater at four (4) feet above grade.

C. Proposed Improvements:

1. Proposed public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts which are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
2. Location, width and purpose of all proposed easements and dedications;
3. Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all lots and tracts;
4. Proposed uses of the property, including all proposed common areas or improvements, areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use;
5. Proposed improvements, as required by chapter 3 of the Sutherlin Development Code, Design Standards, and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
6. The proposed source of domestic water;
7. The proposed method of sewage disposal, and method of surface water drainage and treatment if required;
8. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
9. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with Oregon Department of Transportation (ODOT) related to proposed railroad crossing(s);
10. Proposed changes to navigable streams, or other water courses. Provision or closure of public access to these areas shall be shown on the tentative plan, as applicable;

11. Identification of the base flood elevation, if applicable to the site;
12. Grading plan, if site is larger than five (5) acres;
13. Evidence of contact with ODOT for any development requiring access to a highway under the state's jurisdiction; and
14. Evidence of contact with the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands.
15. Include an impact study for all land division applications proposing ten (10) or more residential lots, and for all site plan applications proposing ten thousand (10,000) square feet or more site area. The impact study shall:
 - (1) Quantify/assess the effect of the development on public facilities and services;
 - (2) Address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development; and
 - (3) For each public facility system and type of impact, the study shall propose improvements necessary to meet city standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users.

- D. Future Re-division Plan: When subdividing or partitioning tracts into large lots (i.e. greater than two times or two hundred (200) percent the minimum lot size allowed by the underlying zoning district), re-division plan showing:
1. Potential future lot division(s) addressing the housing and density standards of chapter 2 of Sutherlin Development Code;
 2. Potential street right-of-way alignments to serve future development of the property and connect to adjacent properties, including existing or planned rights-of-way; and
 3. A disclaimer that the re-division plan is a conceptual plan intended to show potential future development. It shall not be binding on the city or property owners, except as may be required through conditions of land division approval. For example, dedication and improvement of rights-of-way within the future plan area may be required to provide needed secondary access and circulation.

THIS AREA LEFT BLANK INTENTIONALLY
SIGNATURES NEXT PAGE

5. SIGNATURES

I hereby apply for a Subdivision as requested on this form and certify that the attachments are complete and correct. (Any and all engineering cost incurred by the City of Sutherlin associated with this application shall be the responsibility of the applicant.) **Attach sheet if additional signatures are required.**

Applicant Signature

DATE

Printed Name: _____

OWNER _____ AGENT _____ OPTION HOLDER _____ CONTRACT BUYER _____

Applicant Signature

DATE

Printed Name: _____

OWNER _____ AGENT _____ OPTION HOLDER _____ CONTRACT BUYER _____

Applicant Signature

DATE

Printed Name: _____

OWNER _____ AGENT _____ OPTION HOLDER _____ CONTRACT BUYER _____

Applicant Signature

DATE

Printed Name: _____

OWNER _____ AGENT _____ OPTION HOLDER _____ CONTRACT BUYER _____

Any other owner or option holder or buyer who does not sign this application shall provide a signed statement providing their authorization for submission of the subdivision request.