



SUBDIVISION APPLICATION

555 S Main St | PO Box 7 Independence, OR 97351

Phone 503-838-1212 | Fax 503-606-3282

www.ci.independence.or.us

PROJECT DETAILS

Project Name:

Address:

PROPERTY OWNER

Name:

Mailing Address:

City:

State:

Zip:

Phone:

Cell:

Email:

Does the owner of this property own any adjacent property? Yes No

If yes, please list tax map and tax lots _____

Property Owner Signature:
(if more than one property owner, please attach multiple sheets)

Date:

APPLICANT

Name:

Business Name:

Mailing Address:

City:

State:

Zip:

Phone:

Cell:

Email:

Applicant's Interest in Property:

Applicant's Signature:

Date:

ADDITIONAL PERSONNEL

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under provisions of ORS 701.

Name:

Role:

Business Name:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

GENERAL INFORMATION

Tax Map:

Tax Lot(s):

Frontage Street or Address:

Nearest Cross Street:

Comprehensive Plan Designation:

Zoning Designation:

Site Size: _____ Site Dimensions: _____

Does the project qualify for an expedited request? Yes No Applicant Waives

Is a variance or any adjustment of standards required for the request? Yes No

If yes, please explain: _____

PROPOSED DEVELOPMENT

	Single-Family Detached	Duplexes	Single-Family Attached (Non Duplexes)	Multifamily	Commercial/Industrial
Number of Lots					
Total Number of Units					
Max. Lot Size (Square Feet)					
Min. Lot Size (Square Feet)					
Average Lot Size					

SIGNATURE

By signing this form, I certify that:

- All the above statements and the statements in the plot plan, attachments and exhibits transmitted herewith are true. I also acknowledge that any permit issued on this application may be revoked if it be found that any such statements are false.*
- The above request does not violate any deed restrictions that exist or may be attached to or imposed upon the subject property.*
- If the application is granted, I will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.*

Authorized Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY	
Date Received:	Application Fee: \$
Received By:	Admin Fee (10%) \$
Permit #:	Notice Fee: \$60.00
Processing Procedure Type II (Minor) Type III (Major)	Certified List/Labels (OPT.): \$
Adjustments Required Administrative Variance	Total Due: \$



SUBDIVISION APPLICATION

Required Submittals

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The following documents must be submitted before the City can begin review of an application.

GENERAL SUBMITTALS

- Application Form (Completed, Signed)** – The original completed, signed application which must include a “wet-ink” signature from the property owner or owner’s authorized agent. The primary contact person responsible for the application must be identified on the application form.
- Application Fees** – The appropriate filing fee payable to the City of Independence. Please consult the fee schedule for current fees.
- Notarized Agreement for Payment of Land Use Application Fees.**
- Notice Names and Addresses** – A certified list of names and addresses of each owner of all properties within 250 feet of the subject property. Two sets of mailing labels for each property owner must also be provided.
 - For \$25.00, the City will produce the list and labels necessary for the project. **INITIAL HERE FOR THIS OPTION** _____ and add \$25.00 to the total due with your application.

PROJECT NARRATIVE (FIVE COPIES)

- Contact information for individuals involved with the project including names, addresses, telephone numbers, fax numbers and email addresses. Contacts should include owners, applicants, subdivision designers, engineers and surveyors.
- A statement of how the proposed project meets the applicable standards in Independence Development Code Subchapter 90 (Subdivision Regulations), as well as the standards of the underlying zoning district, the stormwater requirements (in IDC Subchapter 55) and other relevant regulations.
- A narrative statement describing the improvements proposed for the subdivision. Please include a timeline of the improvements to be made or installed.
- Proposed deed restrictions, if any, in outline form.
- The proposed language to be used in any dedication.

EXISTING CONDITIONS (FIVE COPIES)

- A vicinity map showing the general location of the property in relation to the nearest major street or highway.
- A map of the subdivision sufficient to define the location and boundaries of the proposed tract.
- Existing Land Uses – The location of existing land uses on the site and on surrounding parcels. Existing uses of the property to remain on the property after platting or mapping should be noted.
- Transportation – 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.
- Utilities – The location and size of stormwater, sewer and water lines (including laterals) on the project site. Additionally, existing wells or septic systems present on the site should be noted.

- ❑ Natural Features – The location of natural features such as rock outcroppings, marshes, wetlands, water courses, areas subject to flooding, wooded areas and isolated, preservable trees. Additionally, please note the direction of existing surface water flow.
- ❑ Topography – Contour lines related to some established benchmark or other datum approved by the city and the location of at least one temporary benchmark within the plan boundaries.

PROPOSED IMPROVEMENTS (FIVE COPIES)

- ❑ Project Name – Proposed name of the subdivision.
- ❑ The location and approximate dimension of lots and the proposed lot and block numbers.
- ❑ Number of parcels proposed, dimensions and square footage of each parcel, and average parcel size.
- ❑ Proposed use of property – Note sites dedicated to certain types of buildings such as single-family dwellings; as well as any sites allocated for purposes other than single-family dwellings.
- ❑ Location, width and purpose of proposed easements.
- ❑ Proposed transportation network.
- ❑ A cross-section of each street, bikeway, and pedestrian facility proposed, including roadway pavement, curb, sidewalk, designated bikeway, gutters and planter strips.
- ❑ Approximate center line profiles with extensions for a distance of 200 feet beyond the limits of the proposed land division.
- ❑ Locations and widths of streets and roads, bikeways and pedestrian facilities held for private use, and all reservations or restrictions relating to such private roads and streets.
- ❑ The approximate radii of all curves.
- ❑ Proposed domestic water system – Connection to existing lines, line sizes and fire hydrant locations must be shown as well as the relationship of water supply on the subject site to adjacent sites.
- ❑ Proposed method of sewage disposal – Connection to existing lines and line sizes must be shown as well as the relationship of sewage disposal on the subject site to service adjacent sites.
- ❑ Proposed method of storm water disposal – Connection to existing lines, line sizes and drainage ways must be shown as well as the relationship of storm water disposal on the subject site to adjacent sites.
- ❑ Proposed method of flood control (if required), including profiles of proposed drainage ways.
- ❑ Proposed parks, open space, and other public areas.
- ❑ Proposed grading plan showing the nature of cuts and fills and information on the character of the soil.
- ❑ Proposals for other improvements such as electric utilities, street lighting, landscape plans.
- ❑ A traffic analysis – if required (see subchapter 90.60.035).
- ❑ A Master Plan – if required (see subchapter 90.60.040).
- ❑ If located within the Southwest Independence Concept Plan area, the location and widths of streets, pedestrian and bicycle facilities, and the trail/storm water/riparian corridor along Ash Creek consistent with the Southwest Independence Concept Plan.

GENERAL SUBMITTAL INFORMATION

The following general information should be placed on all maps:

- ❑ Information that shows map context including date, north arrow, and scale of drawing.
- ❑ The proposed name of the subdivision.
- ❑ The date the map was drawn.
- ❑ Appropriate identification clearly stating that the plan is a tentative plan.
- ❑ Names and addresses of the owner, subdivider, surveyor, and engineer.
- ❑ Maps provided above shall be submitted to be reducible to 8½ x 11 inches.



SUBDIVISION APPLICATION

General Information

PRE-APPLICATION REQUIRED:

A pre-application meeting is required prior to the submittal of an application. Please schedule with City staff.

SUBMITTAL REQUIREMENTS:

An application for a land-use action may be filed by the owner of record, a contract purchaser of the subject property, a lessee of the subject property, or the agent of any of the above persons. A written statement of the owner of record's consent to the request and a written statement that the second party is authorized to act on behalf of the applicant must accompany any application made by a second party.

When filling out the forms, please print legibly using black/dark blue ink or type.

To ensure the relevant materials are submitted, please review the list of submittal requirements and the applicable code sections prior to applying. Applications will not be processed until the Planning Department receives all required submittals.

SUBDIVISION FEES:

Tentative Subdivision Application Fee	\$2,500, plus \$150/lot
Notice Fee	\$60
Mailing Fee (if Used)	\$25
Administrative Fee	10 percent
*Inspection Fee, per IDC 90.60.075 (L) (1)	4 percent of an approved, stamped engineer's cost estimate

**Fee is not due until the inspection process begins.*

All fees are nonrefundable. If the City's costs for processing an application exceeds the Application Fee or inspection fee, the full cost due and payable will be the City's actual cost, including but not limited to hourly rates for planning, public works, engineering, City administration, legal, wetland specialists and other consultants.

After Signing Return To:

City of Independence
PO Box 7
Independence, OR 97351

Send Statement To:

**AGREEMENT FOR
PAYMENT OF LAND USE APPLICATION FEES**

CITY OF INDEPENDENCE

("City")
("Developer")

RECITALS

1. Developer has submitted a Land Use Application for _____, ("Application") pertaining to real property located at _____, within the City of Independence, Polk County, Oregon, and as more particularly described in the legal description attached as Exhibit A (Property).
2. The parties acknowledge that Developer has paid the base fee and costs as established in the latest Fee Schedule adopted by the City of Independence as part of Developer's Application.
3. The Developer acknowledges that the payment of the base fee may not cover the City's costs associated with processing the Application, and additional fees may be incurred. The Developer further agrees to pay these additional fees in the manner specified within this Agreement.

AGREEMENT

Based upon the above recitals, the parties agree as follows:

Section 1. Payment.

In consideration of the City requiring only a minimum base fee in order to begin processing the Developer's application, the Developer agrees to pay all City costs associated with processing the Application, including technical and legal review and public notice costs, over the base fee amount, on a monthly basis. Said costs shall include but not be limited City's planning, public

works, engineering, administration, legal, wetland specialists, geologists, biologists, arborists, and any other services provided in processing the Application, at the rate(s) charged to the City.

Section 2. Binding Effect.

The terms of this Agreement shall extend to and be binding upon the heirs, administrators, executors, personal representatives, successors and assigns of the parties hereto.

Section 3. Remedies.

Failure to pay City costs over the base fee amounts, as charged monthly by the City, shall result in the City pursuing any and all legal remedies available, including but not limited to placing a lien on the Property in the amount owed; prosecution for a violation of the adopted Fee Schedule, City Zoning Code, and Subdivision Regulations; issuance of a stop work order and/or non-issuance of building permits for Property; and turning the amount owed over to a collection agency.

Section 4. Arbitration.

If any disputes, disagreements, or controversies arise between the parties pertaining to the interpretation, validity, or enforcement of this Agreement, the parties shall, upon the request of either party, submit such dispute to binding arbitration. Except as otherwise provided in this Agreement, arbitration shall be requested by delivering to the other party a written request for arbitration. Within five (5) days of receipt of such request, the parties shall select a mutually agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within five (5) days, an arbitrator may be appointed by the Polk County Circuit Court, upon the request of either party submitted in accordance with ORS 36.310. If the parties have not designated mutually agreeable rules of arbitration at such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's decision shall be binding upon the parties.

Section 5. Attorney Fees and Costs.

If suit, action or arbitration is brought either directly or indirectly to enforce the terms of this Agreement, the prevailing party shall recover, and the losing party shall hereby agree to pay, reasonable attorney fees incurred in such proceeding, in both the trial and appellate courts, as well as the prevailing party's costs and disbursements. Further, if it becomes necessary for the City to contract for the services of an attorney to enforce any provision of the Agreement without initiating litigation, the Developer agrees to pay City's attorney fees so incurred.

CITY OF INDEPENDENCE:

DEVELOPER:

By: _____

By: _____

Date: _____

Date: _____

STATE OF OREGON)
) ss.
County of Polk)

This instrument was acknowledged before me on this _____ day of _____,
20____, by _____, an authorized representative for CITY OF INDEPENDENCE.

Notary Public for Oregon

STATE OF OREGON)
) ss.
County of Polk)

This instrument was acknowledged before me on this _____ day of _____,
20____, by _____.

Notary Public for Oregon