



# 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.*