



CITY OF OREGON CITY ENGINEERING SUBDIVISION PLAT REVIEW CHECKLIST FOR PUBLIC WORKS CONSTRUCTION

Project No. and Name _____
Review Date #1 _____
Review Date #2 _____

LEGEND: X = O.K. blank = INCOMPLETE NA = NOT APPLICABLE

SUBMITTAL REQUIREMENTS:

- ___ Plat stamped and signed by a registered Professional Surveyor in the State of Oregon
- ___ Checklist Completed by Surveyor/Applicant
- ___ Accompanying Documents (Signed/Executed)
- ___ Title Report
- ___ Plat Review Fee

Disclaimer: This checklist does not prevent the designer from knowing all of the standards. This checklist is to be used as a guide, not a replacement for City Code Section 16.08 and 16.16. More information can be found within the City Code.

Note: All submitted documents shall be electronic files. A mylar shall not be provided until City provides direction to surveyor of record.

Phrasing Required on Plat (as shown word for word in "quotes"):

___ Locate on each sheet, just below the title, "City Planning File No.____"
Example: "City Planning File No. TP01-08" (*City staff may provide*)

___ CITY RESTRICTIONS:
"This plat is subject to conditions of approval in the City of Oregon City Planning File No. _____."

___ CITY APPROVALS:
"Approved this _____ day of _____, 20__.
By: _____
OREGON CITY - CITY ENGINEER

Approved this _____ day of _____, 20__.
By: _____
OREGON CITY - COMMUNITY DEVELOPMENT DIRECTOR"

____ DECLARATION:

SUBDIVISION FORMAT:

“Know all people by these presents that OWNER[S] NAME, owner(s) of the land depicted hereon, do (does) hereby make, establish and declare the annexed plat of “*SUBDIVISION NAME*” as described in the accompanying surveyor’s certificate to be a true and correct map and plat thereof, all lots (and tracts) being of the dimensions shown hereon and all streets of the widths thereon set forth, and does hereby dedicate to the public as public ways forever, all streets, and does hereby create and establish private easements as shown, noted, or stated on said map for the uses indicated, and does hereby grant all public easements as shown, noted, or stated on said map, for the uses indicated. The declarant does further state that the property platted herein is subject to plat restrictions as noted, all in accordance with the provisions of Chapter 92 of the Oregon Revised Statutes. ---”

____ *(INCLUDE SOME OR ALL OF THE FOLLOWING EASEMENT NOTES AS APPLICABLE)*

PUBLIC UTILITY EASEMENTS:

“Permanent structures including foundations, overhangs or protrusions shall be prohibited in public easements.”

“A 10-foot public utility easement (PUE) shall exist along the frontage of all lots and tracts abutting a public street for construction and maintenance of natural gas, communications, electrical services and other franchise utilities that may be permitted by City of Oregon City, and shall be for exclusive use of permitted franchise utilities. City of Oregon City and permitted franchise utilities shall retain the right to enter easement property at any time for purposes of the easement, including reasonable right of ingress and egress through abutting property.”

“The public [*FILL WITH APPLICABLE EASEMENT TYPE(S)*, ie stormwater, water, sanitary sewer. etc.] easements as shown on this map shall be for exclusive use of City of Oregon City for construction and maintenance of said utilities. City of Oregon City shall retain the right to enter easement property at any time for purposes of the easement, including reasonable right of ingress and egress through abutting property.”

____ RESTRICTIVE COVENANT NON-REMONSTRANCE AGREEMENT:

“This plat is subject to the Restrictive Covenant Non-Remonstrance Agreement recorded in the document NO. _____”

____ *Access Controls have replaced NVAS and need not to be shown around street corners per code 12.04.195 - Street design which restricts driveway locations. Access Controls have no width, just length and are typically located where vehicular access is prohibited (end of streets/ROW).*

If required, the segment of property line with Access Control must be identified (i.e. with the abbreviation “AC”) and language "Access Control, See Plat Notes, Sheet #" or similar shall be included in the legend. The following note shall be included in conjunction.

ACCESS CONTROL:

“Access to [Road Name(s)] shall be controlled by the City of Oregon City by the recording of this plat. The access control restriction will be terminated upon acceptance of additional public right of way dedication or the recording of a plat extending the right of way onto adjacent property.”

If new development is extending existing ROW include the following note:

“Access control per adjoining plat of “[name(s) of adjacent subdivision(s)]” shall be relinquished upon recording of this plat and dedication of all streets as shown.”

_____ STORMWATER: *(applicable for property used for stormwater)*
“Tract A is conveyed to the City of Oregon City for a stormwater facility per document NO. _____ Clackamas County Deed Records.”

_____ COVENANTS, CONDITIONS AND RESTRICTIONS (CC&RS) *[Confirm with Planning]:*
“This plat is subject to the covenants, conditions and restrictions as recoded in the document NO. _____”

Other Items Required on Plat:

- _____ North Arrow/Scale.
- _____ Street widths.
- _____ Lines, names of all streets and other public and private ways, pedestrian/bicycle accessways, parks, playgrounds, and easements intended to be dedicated for public use or granted for the use of the owners in the petition
- _____ Public Utility Easements (10’ standard along frontage lines) shown.
- _____ Dedication(s) shown.
- _____ Proposed Lots and Tracts
- _____ Location of boundary of any overlay district (NROD, Geologic, Floodplain)
- _____ County tax assessment numbers
- _____ Lot areas shown.
- _____ Length and bearings of all straight lines, curves, radii, and arcs of curves
- _____ At rounded corners - Right-of-way radius concentric with curb return.
- _____ Easements (checks with engineering drawings).
- _____ Easements (check with title report).
- _____ Names of adjacent recorded subdivisions and partition plats
- _____ Building envelopes indicating compliance with setbacks
- _____ City Development Services Division Conditions of approval addressed.

Planning Items:

- _____ Minimum lot dimensions. (Planning Item)
- _____ Street tree planting plan approved by City Planning. OCMC 12.08. (Planning Item)
- _____ Address/street name form. *(NOT required for approval just an FYI)* (Planning Item)