



Minor Partition Checklist

1. ___ **A Completed Application Form with All Property Owner Signatures** (P)
2. ___ **Narrative** (P/DS)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. ___ **Boundary Survey** (P/DS)
Prepared by an Oregon Professional Land Surveyor (Including the Surveyor's Name and Address)
 - The map scale and true north point
 - The location, width and names of all existing or platted streets, other public ways and easements within the proposed partition, and other important features, such as the general outline and location of permanent buildings, pedestrian/bicycle accessways, watercourses, power lines, telephone lines, railroad lines, gas lines, water lines, municipal boundaries and section lines
 - Approximate courses and distances of all parts of the partition
 - Around the periphery of the proposed partition, the boundary lines and names of adjacent partitions and subdivisions, streets and tract lines of adjacent parcels of property
 - The location of natural hazard areas on and within 100 feet of the boundaries of the site including areas within the following overlay districts
 - Flood Management Overlay District
 - Geologic Hazards Overlay District
 - Historic Overlay District
 - Natural Resource Overlay District
4. ___ **A Connectivity Analysis** (DS)
Prepared by a transportation engineer, licensed by the State of Oregon, that describes the existing and future vehicular; bicycle and pedestrian connections between the proposed subdivision and existing or planned land uses on adjacent properties. The subdivision connectivity analysis shall include shadow plats of adjacent properties demonstrating how lot and street patterns within the proposed subdivision will extend to and/or from such adjacent properties and can be developed meeting the existing Oregon City Municipal Code design standards.
5. ___ **Tree Removal and Mitigation Plan** (P)
A tree removal and mitigation plan must include the setbacks, easements and the location and caliper of all trees as well as identification of the trees 6" DBH and greater prepared in accordance with OCMC 17.41. A plan shall also be submitted identifying the location, species and caliper of trees replanted onsite. The tree mitigation plan report shall be prepared by a certified arborist, horticulturalist or forester or other environmental professional with experience and academic credentials in forestry or arboriculture.

6. ___ **Street Tree Plan**
A street tree plan showing the location, size, and species of street trees in accordance with OCMC 12.08.
7. ___ **Preliminary Storm Calculations If Water Quality Detention is Required** (DS)
8. ___ **Erosion and Sediment Control Permit** (DS)
The applicant shall submit an application for an erosion and sediment control permit pursuant to Chapter 17.47 concurrently with the preliminary subdivision plat application, including the measures that will be implemented throughout construction of the subdivision to control erosion and sedimentation, unless waived by the city engineer. This plan must be consistent with all applicable erosion control requirements in Chapter 17.47.
9. ___ **Recommended: Neighborhood Association Meeting** (P)
 - A sign-in sheet of meeting attendees
 - A summary of issues discussed
 - A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
 - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
10. ___ **Pre-Application Conference Notes from Planning and Development Services Divisions** (P/DS)
11. ___ **Additional Information or Reports** (P/DS)
If Required in Pre-Application Conference.
12. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
13. ___ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)
The names and addresses of property owners within 300 feet of the site from a title company.
14. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)
15. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved are paid in full for the preceding tax year** (P)
16. ___ **Electronic Version of All Application Materials** (P/DS)
17. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.