



Subdivision 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. ___ **Site Plan** (P/DS)
A detailed site development plan showing:
 - The location and dimensions of lots, streets, pedestrian ways, transit stops, common areas, building envelopes and setbacks
 - All existing and proposed utilities and improvements including sanitary sewer, stormwater and water facilities
 - Total impervious surface created (including streets, sidewalks, etc.)
 - An indication of existing and proposed land uses for the site
4. ___ **A Subdivision 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. ___ **Traffic/Transportation Plan** (P)
The applicant's traffic/transportation information shall include two elements:
 - A detailed site circulation plan showing proposed vehicular, bicycle, transit and pedestrian access points and connections to the existing system, circulation patterns and connectivity to existing rights-of-way or adjacent tracts, parking and loading areas and any other transportation facilities in relation to the features illustrated on the site plan.
 - A traffic impact study prepared by a qualified professional transportation engineer, licensed in the state of Oregon, that assesses the traffic impacts of the proposed development on the existing transportation system and analyzes the adequacy of the proposed internal transportation network to handle the anticipated traffic and the adequacy of the existing system to accommodate the traffic from the proposed development. The city engineer may waive any of the foregoing requirements if the city engineer determines that the requirement is unnecessary in the particular case.
6. ___ **Natural Features Plan, Topography and Preliminary Grading and Drainage Plan** (P/DS)
The applicant shall submit a map illustrating all of the natural features and hazards on the subject property and, where practicable, within two hundred fifty feet of the property's boundary. The map

shall also illustrate the approximate grade of the site before and after development. Illustrated features must include all proposed streets and cul-de-sacs, the location and estimated volume of all cuts and fills, and all stormwater management features. This plan shall identify the location of drainage patterns and courses on the site and within two hundred fifty feet of the property boundaries where practicable. Features that must be illustrated shall include the following:

- Proposed and existing street rights-of-way and all other transportation facilities
- All proposed lots and tracts
- All trees with a diameter six inches or greater measured four feet from the ground
- 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
 - Flood Management Overlay
 - Historic Overlay District

7. ___ **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.

8. ___ **Street Tree Plan**

A street tree plan showing the location, size, and species of street trees in accordance with OCMC 12.08.

9. ___ **Preliminary Storm Calculations If Water Quality Detention is Required** (DS)

10. ___ **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.

11. ___ **CC & R's** (P)

Drafts of the proposed covenants, conditions and restrictions (CC&Rs), maintenance agreements, homeowner association agreements, dedications, deeds easements, or reservations of public open spaces not dedicated to the city, and related documents for the subdivision.

12. ___ **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.

13. ___ **Pre-Application Conference Notes from Planning and Development Services Divisions** (P/DS)

14. ___ **Additional Information or Reports** (P/DS)

If Required in Pre-Application Conference.

15. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
16. ___ **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.
17. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)
18. ___ **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)
19. ___ **Electronic Version of All Application Materials** (P/DS)
20. ___ **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.