

Tentative Subdivision Information & Submittal Requirements



Planning Department
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Overview

A subdivision divides an area or tract of land into four or more lots within a calendar year when such area or tract of land exists as a unit or contiguous units of land under a single ownership at the beginning of such a year. Depending upon the circumstances unique to the subdivision site, and the contemplated subdivision plans, subdividing a parcel of land can be a complicated process or an easy one. It is advised that the applicant(s) familiarize themselves with the subdivision standards and procedures for the City of McMinnville. It is also important that the applicant coordinate his or her efforts with the planning staff and any agencies providing utilities or services to the proposed subdivision. Prior to submittal of the tentative subdivision application, the subdivider, owner or developer should contact each utility that will be placing lines within the proposed subdivision. This is recommended so that the developer will be aware of the rules, regulations, concerns, and capacity of each utility. McMinnville School District No. 40 and the McMinnville Fire Department should also be contacted regarding the subdivision proposal. The planning staff can provide initial design assistance and help through the entire process, if needed.

Subdivisions are reviewed in two stages. The review of an application for a tentative subdivision is the first step in the subdivision process. The second stage involves the review of the final plat to ensure that it conforms to the approved tentative plat.

Section 17.53.070 (Submission of Tentative Subdivision Plan) of the McMinnville Zoning Ordinance requires that a tentative subdivision plan and supplementary information be submitted for review and decision by either the Planning Director (for tentative plans with 10 (ten) or fewer lots) or the McMinnville Planning Commission (for tentative plans with more than 10 (ten) lots).

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Tentative Subdivision application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), tentative subdivision plan, and supplementary data. Tentative plans should be accompanied by improvement plans so that the general programs and objectives are clear to the reviewer. The information to be included in the tentative subdivision plan is stated below and in Section 17.53.070 (Submission of Tentative Subdivision Plan) of the Zoning Ordinance. If of a larger size, provide five (5) copies in addition to **an electronic copy** with the submittal.
- Any additional information as required by the Planning Director.
- When it is evident that the property to be subdivided can be further divided, a future development plan shall be submitted at the same time that the tentative plan for the subdivision is submitted. The information to be included in the future development plan can be

found by referring to Section 17.53.080 (Submission of Future Development Plan) of the Zoning Ordinance.

- Compliance of Neighborhood Meeting Requirements.
- Payment of the applicable review fee.

The following checklist contains information relevant to submitting a complete site plan and application for a tentative subdivision plan.

- Scale.** The tentative plan shall be drawn on a sheet 18x24 inches in size at a scale of one inch equals 50 (fifty) feet, or a reasonable engineer's scale for the sheet size. A smaller sheet size may be used provided that all required information is legible and is approved for use by the Planning Department.
- General Information.** The following general information shall be shown on the tentative plan:
 - A. Proposed name of subdivision. No plan of a subdivision shall be approved which bears a name which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the same county, except for the words "town," "city," "place," "court," "addition," or similar words, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the party files and records the consent of the party that platted the subdivision bearing that name. All plats must continue the block numbers of the contiguous subdivision plat of the same name last filed;
 - B. Date, north arrow, and scale of drawing;
 - C. Appropriate identification clearly stating the plan is a tentative plan;
 - D. Location of the subdivision sufficient to define the location and boundaries of the proposed tract;
 - E. Names and addresses of the owner(s), subdivider, engineer, and surveyor;
 - F. In the event the subdivider plans to utilize the provisions of ORS 92.060 as pertains to "Delayed Monumentation," he shall notify the County Surveyor and Planning Commission and report said fact on the tentative plan;
 - G. A subdivision guarantee report issued by a title insurance company in the name of the owner(s) of the land, showing all parties whose consent is necessary and their interest in the premises and all encumbrances, covenants, and other restrictions pertaining to the subject property.
- Existing Conditions.** The following existing conditions shall be shown on the tentative plan:
 - A. The location, widths, and names of both opened and unopened streets within or adjacent to the tract, together with easements and other important features, such as section lines, city boundary lines, and monuments;
 - B. The direction of slope by means of arrows or other suitable symbol;
 - C. The location of at least one temporary bench mark, on established City datum, within 200 feet of the plat boundaries;
 - D. The location and direction of water courses, and the location of areas subject to flooding on a probability frequency one (1) percent or greater;
 - E. Natural features such as rock outcroppings, marshes, wooded areas, and isolated preservable trees. Areas noted in the Comprehensive Plan, Volume I Background Element, Chapter VII, The Parks and Recreation and Open Space Master Plan (1999), as potential open space lands should be identified;
 - F. Existing uses of the property, including location of existing structures to remain on the property after platting.

- Proposed Plan of Subdivision. The following information shall be included on the tentative plan:
 - A. The location, width, names, approximate grades, and radii of curves of streets. The relationship of streets to any existing streets and to any projected streets as shown on the McMinnville Comprehensive Plan Map 1980, as amended, or as identified in the McMinnville Comprehensive Plan text and Transportation System Plan, or as may be suggested by the Planning Commission in order to assure adequate traffic circulation;
 - B. The location, width, and purpose of easements;
 - C. The location and approximate dimensions of lots and the proposed lot and block numbers;
 - D. Sites, if any, allocated for purposes other than single-family dwellings, such as multiple-family dwellings, parkland, open space common areas, etc.
 - E. Access. As required by the Oregon Fire Code, a minimum of two access points is required when more than 30 (thirty) one-family or two-family dwellings or 100 (one-hundred) multi-family units are being served.

- Partial Development. If the tentative subdivision plan pertains to only part of the tract owned or controlled by the subdivider, the requirements of Section 17.53.080 (Submission of Future Development Plan) of the Zoning Ordinance shall apply.

- Explanatory Information with Tentative Subdivision Plan. The following information shall be required by the Planning Commission or staff and if it cannot be shown practicably on the tentative plan, it shall be submitted in separate statements accompanying the tentative plan:
 - A. A vicinity plan, showing existing subdivisions and unsubdivided land ownerships adjacent to the proposed subdivision, and showing how proposed streets and utilities may be extended to connect to existing streets and utilities;
 - B. Proposed deed restrictions, if any, in outline form;
 - C. The location of existing sewers, water mains, culverts, drain pipes, and electric lines and elevations of sewers at points of probable connections within the subdivision and in the adjoining streets and property;
 - D. Special studies of areas which appear to be hazardous due to local conditions such as inundation or slippage;
 - E. Contour lines related to an established benchmark on city datum and having minimum intervals as follows:
 - 1. For slopes of less than five (5) percent: show the direction of slope by means of arrows or other suitable symbol together with not less than four (4) spot elevations per acre, evenly distributed;
 - 2. For slopes of five (5) percent to 15 (fifteen) percent: two (2) feet;
 - 3. For slopes of 15 (fifteen) percent to 20 (twenty) percent: five (5) feet;
 - 4. For slopes of over 20 (twenty) percent: 20 (twenty) feet.

- Supplemental Plans with Tentative Subdivision Plans. Any of the following plans may be required by the Planning Commission or staff to supplement the plan of subdivision:
 - A. Approximate centerline and right-of-way profiles with extensions for a reasonable distance beyond the limits of the proposed subdivision showing the finished grade of the streets and the nature and extent of street construction. Where any cut or fill will exceed three (3) feet in depth, a cross section of the road shall also be submitted.
 - B. Proposals for storm water drainage and flood control, including profiles of proposed drainage ways.
 - C. If lot areas are to be graded, a plan showing the nature of cuts and fills exceeding five (5) feet, and information on the character of the soil. (Ord. 4920, §4, 2010)

Review Process

Sections 17.53.071 (Preliminary Review of Tentative Subdivision Plan) and 17.53.073 (Preliminary Approval of Tentative Subdivision Plan) of the Zoning Ordinance provide the process through which tentative subdivision plans may be approved. As noted previously, proposals for subdivisions of 10 (ten) or fewer lots are reviewed by the Planning Director; subdivisions of 10 (ten) lots or more are scheduled for public hearing and review by the McMinnville Planning Commission. In general, a tentative subdivision plan will be approved if the applicant can demonstrate that the plan conforms to all applicable regulations and standards.

A tentative subdivision plan shall initially be reviewed by staff from the Planning and Engineering Departments to ensure that it conforms to all requirements for creating a subdivision. Notification for a subdivision proposal will be provided to neighboring properties as outlined in Section 17.72.110 (Applications – Director’s Review with Notification) for tentative subdivisions of 10 (ten) or fewer lots and Section 17.72.120 (Applications – Public Hearings) for tentative subdivisions with more than 10 lots) of the Zoning Ordinance.

The final decision for a tentative plan for a subdivision of 10 (ten) or fewer lots shall be reached following review by the Planning Director, while a tentative plan for a subdivision with more than 10 (ten) lots is subject to review by the Planning Commission at a public hearing as outlined in Sections 17.72.120 (Applications – Public Hearings) and 17.72.130 (Public Hearing Process) of the Zoning Ordinance.

The process for appealing the decision of the Director or Planning Commission is outlined in Sections 17.72.170 (Appeal from Ruling of Planning Director) and 17.72.180 (Appeal from Ruling of Planning Commission) of the Zoning Ordinance.

Final Plat

Upon Planning Director or Planning Commission approval, the tentative subdivision plan and all conditions attached are binding upon the City and the applicant.

Within 12 months of tentative subdivision plan approval, the applicant must then have a professional land surveyor or engineer, registered with the State of Oregon, prepare and submit the final subdivision plat to the City for review. This plat must be surveyed and drawn according to the requirements as established in Section 17.53.075 (Submission of Final Subdivision Plat) of the McMinnville Zoning Ordinance, ORS Chapter 92 (Tentative and Final Approval of Plans; Plats), and satisfy any additional conditions that may be attached to the approved tentative subdivision plan.

Construction cannot occur until the subdivision plat has been completed, recorded in the Yamhill County Clerk’s Office, and all improvements are installed and approved. Additionally, no lot can be sold until the plat has been filed and a proper registration of the subdivision has been made with the Oregon State Real Estate Division.



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Office Use Only:

File No. _____

Date Received _____

Fee _____

Receipt No. _____

Received by _____

Tentative Subdivision Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Subdivision Information

1. What is this application for?

- Subdivision (10 (ten) or fewer lots)
- Subdivision (more than 10 (ten) lots)

2. Briefly describe the project: _____

3. Name of proposed subdivision: _____

4. Size of proposed subdivision in acres or square feet: _____

5. Number of lots: _____ Minimum lot size: _____

6. Number and type of Residential Units: _____

7. Average lot size: _____ Gross density per acre of entire subdivision: _____

8. Total anticipated population: _____

9. Size of park(s)/open space in acres or square feet: _____

10. General description of the subject site and current land use: _____

11. Describe existing uses and zoning of surrounding properties:

	<u>Zoning</u>	<u>Current Use</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

12. Describe the topography of the subject site: _____

13. Does the site contain any existing structures, wells, septic tanks? Explain _____

14. How will the proposed subdivision be served by utilities? Note the location and size of all service lines (water, sanitary sewer, storm sewer, natural gas, electricity). _____

15. What is the anticipated date construction will begin? _____

16. What is the anticipated date of completion? _____

17. If applicable, explain how the subdivision will be phased? _____

18. Does your tentative subdivision plan delineate the general location of all previously recorded easements and encumbrances presently binding upon the subdivision site? (A current title report or subdivision guarantee for the site would disclose such easements or encumbrances).

Yes No N/A

19. Does your tentative subdivision plan delineate necessary access and utility easements?

Yes No N/A

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), tentative subdivision plan, and supplementary data. Tentative plans should be accompanied by improvement plans so that the general programs and objectives are clear to the reviewer. The information to be included in the tentative subdivision plan as listed in the information sheet and in Section 17.53.070 (Submission of Tentative Subdivision Plan) of the Zoning Ordinance. If of a larger size, provide five (5) copies in addition to **an electronic copy** with the submittal.*
- Compliance of Neighborhood Meeting Requirements.
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date