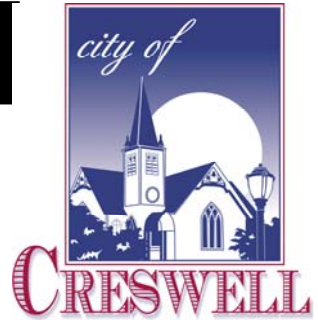


Supplemental Form: PRELIMINARY PLAT: MINOR PARTITION & SUBDIVISION



Submittal Requirements: Complete all application requirements listed below. Check the appropriate box as you include it in your application packet. A complete application includes a Development Application Form, Agreement for Payment of Land Use Application Fees, this Supplemental Form, and **(5) copies drawn on a sheet not less than 18 inches by 24 inches plus one (1) 11" x 17" scaled reduction of the plat**, drawn or printed in ink, to scale, on paper in such a way as to be suitable for reproduction. **For Planning Commission review, an additional (12) copies will be required once the application has been deemed complete.**

Review of a preliminary plat with 2 or 3 lots (**partition**) shall be processed with a **Type II** procedure, under Section 4.1.300. Preliminary plats with 4 or more lots (**subdivision**) shall be processed with a **Type III** procedure under Section 4.1.400. All preliminary plats shall be reviewed using approval criteria in Section 4.3.140.

***For Type II and Type III Procedures applications must be submitted AND be deemed complete at least 45 days before the Planning Commission meeting date.**

Applicant Use	Official Use
<p>Please check the box for the land division the plat is intended for?</p>	
<p>Minor Partition (2 or 3 lots) <input type="checkbox"/></p>	<input type="checkbox"/>
<p>Subdivision (4 or more lots) <input type="checkbox"/></p>	<input type="checkbox"/>
<p><u>Preliminary Plat Requirements Creswell Code</u> Section 4.3.130</p>	
<p><input type="checkbox"/> A. General Information Creswell Code Section 4.3.130(B)(1)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Date, north arrow, and scale. <input type="checkbox"/> 2. Name of subdivision (not required for partitions). This name must not duplicate the name of another subdivision in Lane County (check with County Surveyor). <input type="checkbox"/> 3. Date, north arrow, and scale of drawing. <input type="checkbox"/> 4. Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site. <input type="checkbox"/> 5. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the designer, and engineer and surveyor if any, and the date of the survey if submitted. <input type="checkbox"/> 6. Identification of the drawing as a "preliminary plat". 	<input type="checkbox"/> A <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> A5 <input type="checkbox"/> A6
<p><input type="checkbox"/> B. Site analysis Creswell Code Section 4.3.130(B)(2)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Streets: Location, name, present width of all streets, alleys and rights-of-way on and abutting the site. <input type="checkbox"/> 2. Easements: Width, location and purpose of all existing easements of record on and abutting the site. <input type="checkbox"/> 3. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards. <input type="checkbox"/> 4. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent or as required by the City. Such ground elevations shall be related to some 	<input type="checkbox"/> B <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3 <input type="checkbox"/> B4

established benchmark or other datum approved by the Lane County Surveyor. This requirement may be waived for partitions when grades, on average, are less than 6 percent

- 5. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes) B5
- 6. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential B6
- 7. Wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. (See also, relevant **portions of the Comprehensive Plan**) B7
- 8. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches B8
- 9. Designated historic and cultural resources on the site and adjacent parcels or lots B9
- 10. The location, size and species of trees having a caliper (diameter) of 6 inches or greater at 4 feet above grade in conformance with Chapter 3.2 B10
- 11. North arrow and scale B11
- 12. Name and address of project designer, if applicable B12
- 13. Other information, as deemed appropriate by the City Administrator. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements. Copies of application materials submitted to other permitting agencies must be included in the application to the City in order for it to be deemed complete. B13
- 14. Narrative statement describing the proposal and addressing submittal requirements (4.3.130) and approval criteria (4.3.140). B14

C. Proposed improvements *Creswell Code Section 4.3.130(B)(3)*

- 1. Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified C
- 2. Easements: location, width and purpose of all proposed easements C1
- 3. Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all proposed lots and tracts C2
- 4. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use; potential location of future buildings C3
- 5. Proposed improvements, as required by Article 3 (Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.) C4
- 6. Preliminary location of development showing those future buildings can meet siting and dimensional standards of the district C5
- 7. The proposed source of domestic water C6
- 8. The proposed method of sewage disposal C7
- 9. Proposed method of surface water drainage and treatment if required C8
- 10. The approximate location and identity of other utilities, including the locations of street lighting fixtures and mail receptacles C9
- 11. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with the affected railroad and the Oregon Department of Transportation Rail Division regarding proposed railroad crossing(s) C10
- 12. Changes to navigable streams, or other watercourses. Status of public access to these areas shall be shown on the preliminary plat, as applicable C11
- 13. Identification of the base flood elevation in accordance with Chapter 2.6 C12

C13

C14

- 14. Evidence of contact with from the road authority for any development requiring access to its facility(ies)
- 15. Evidence of written notice to the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands, and other areas requiring protection or conservation.
- 16. Non-refundable fee.

C15

C16

D. Additional Subdivision Submission Requirements 4.3.130 A

D

- 1. Public Facilities and Services Impact Study
- 2. Traffic Estimate describing the proposed access to and from the site and estimate potential vehicle traffic increases resulting from the project. The City Administrator may require a Traffic Impact Study, in accordance with Section 4.1.900
- 3. In situations where this Code requires the dedication of property the applicant should include evidence that shows that the required property dedication is directly related to and roughly proportional to the projected impacts of the development on public facilities and services
- 4. One set of pre-stamped and pre-addressed envelopes for all real property owners of record who will receive a notice of the application as required in Section 4.1.400.C. The applicant shall produce the most current notice list. At the applicant's request, and upon payment of a fee noted on the City's fee list, the City shall prepare the public notice mailing list.

D1

D2

D3

D4

Information on the Review Criteria for Preliminary Plats

General Approval Criteria 4.3.140 The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:

1. The proposed preliminary plat complies with the applicable Development Code sections and all other applicable ordinances and regulations. At a minimum, the provisions of this Article, and the applicable Chapters and Sections of Article 2 (Land Use Districts) and Article 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Article 5;
2. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;
3. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat;
4. All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat; and
5. Evidence that any required State and federal permits have been obtained, or shall be obtained before approval of the final plat;
5. Evidence that improvements or conditions required by the City, road authority, Lane County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met; and
6. If any part of the site is located within a Specific Area Plan District, Overlay Zone, or previously approved Master Planned Development, it shall conform to the applicable regulations and/or conditions.

C. Layout and Design of Streets, Blocks and Lots. All proposed blocks (i.e., one or more lots bound by public streets), lots and parcels conform to the specific requirements below:

1. All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use district (Article 2), and the standards of Section 3.1.200.J - Street Connectivity and Formation of Blocks.
2. Setbacks shall be as required by the applicable land use district (Article 2).
3. Each lot shall conform to the standards of Chapter 3.1 - Access and Circulation.
4. Landscape or other screening may be required to maintain privacy for abutting uses. See Article 2 - Land Use Districts, and Chapter 3.2 - Landscaping.
5. In conformance with the International Fire Code, a 20-foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive. This dimension may be reduced only with the Fire Marshal's approval. See Chapter 3.1- Access and Circulation.
6. Where a common drive is to be provided to serve more than one lot, a reciprocal easement that will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.
7. All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.

D. Conditions of Approval. The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties. See Chapter 3.4 (Public Facilities).

Updated 03/06/07