

Chapter 17.12: PRELIMINARY PLAT

17.12.010 Submission.

- A. The sub divider shall prepare a preliminary plat in accordance with ORS 92 and 209 and this chapter, together with improvement plans and supporting documentation as required in this chapter to indicate the general program and objectives of the project.
- B. The preliminary plat and supporting documentation shall also provide information regarding any potential environmental, social and economic affects of any subsequent development and proposed mitigation for such effects.
- C. The sub divider shall submit all supporting documentation and up to twenty-one (21) copies of the preliminary plat-to the Directors office at least forty-five (45) calendar days prior to the hearing on the plat.
- D. Except as provided for in section 17.12.070 below, the preliminary plat shall include a minimum of one (1) tax lot.

17.12.020 Scale.

The preliminary plat shall be drawn at a scale of not less than one (1) inch equals fifty (50) feet nor greater than one (1) inch equals two hundred (200) feet.

17.12.030 General information.

The following general information shall be shown on the preliminary plat:

- A. Proposed name of the subdivision. This name must not duplicate nor resemble the name of another subdivision in the county and shall be approved by the County Surveyor;
- B. Date, north point, and scale of drawing;
- C. Appropriate identification clearly stating the map is a preliminary map;
- D. Location of the subdivision by section, township, range and lot or lots.
- E. Names and addresses of the owner, subdivider, and engineer or surveyor;
- F. Gross acreage of proposed development.

17.12.040 Existing conditions.

The following existing conditions shall be shown on the preliminary plat and explained in the supporting documentation:

- A. The grade, location, width and names of all existing or platted streets and rights-of-way within or adjacent to the tract, together with approximate radius of curves, easements, railroad right-of-ways and other important features, such as section lines and corners, City boundary lines and monuments;
- B. Contour lines related to some established bench mark or other datum as approved by the Director and having contour intervals of five (5) feet or less;
- C. Location and direction of all watercourses and areas subject to flooding on and abutting the property;
- D. Natural features such as rock outcroppings, marshes, wooded areas, and isolated preservable trees;
- E. Existing uses of the property, including location of all existing structures to remain on the property after platting;
- F. The location within the subdivision and in the adjoining streets and property of existing sewers, water mains, culverts, drain pipes and electric lines proposed to service the property to be subdivided;
- G. Existing zoning of the property.
- H. The location of the urban growth boundary, if within 1000 feet.
- I. Adjacent property boundaries and abutting land uses.
- J. Flood area.

17.12.050 Proposed plan

The following information shall be included on the preliminary plat and explained in the supporting documentation:

- A. The location, width, names, approximate grades and approximate radius of curves, of all proposed streets and how they will line up with other existing or platted streets within and adjacent to the tract, subject to the requirements of section 17.12.070 below;
- B. Approximate width, location and purpose of all existing and proposed easements, including references to the Book and Page of the County records;

- C. Lots, showing approximate dimensions, minimum lot size and proposed lot numbers and block letters;
- D. Sites allocated for required parks, open space, storm water detention and for any other purposes other than single-family dwellings;
- E. Property boundaries and dimensions;
- F. A preliminary utilities layout including the size and location of water, sewer, storm drainage and street lighting services and how and where such utilities will connect with existing utilities.
- G. Scaled location and present uses of all structures. Indicate if the structure is to be removed, demolished or if it is to remain on the site.
- H. All tracts of land intended to be deeded or dedicated for public use.

17.12.060 Explanatory information required.

The following information shall be submitted as supporting documentation accompanying the preliminary plat:

- A. A vicinity map covering an area extending at least five hundred (500) feet from the boundary of the area to be subdivided, showing existing subdivisions, streets and un-subdivided land ownerships adjacent to the proposed subdivision and showing how proposed streets may be extended to connect the existing streets;
- B. Proposed deed restrictions in outline form;
- C. Improvements to be requested of the City and the approximate time such request will be made, and the approximate costs and date of completion of such improvements;
- D. Improvements to be made by the developer and the approximate time such improvements are to be completed.
 - 1. Sufficient detail regarding proposed improvements shall be submitted so that they may be checked for compliance with the objectives of the ordinance, state laws and other applicable City ordinances.
 - 2. If the nature of the improvements is such that it is impractical to prepare all necessary details prior to approval of the preliminary plat the additional detail shall be submitted at least thirty (30) days prior to the time of requesting approval of the final plat.

3. Agreements on any recommended changes shall be obtained prior to approval of the final plat.
- E. An analysis of existing traffic flows and traffic flows projected as a result of the subdivision;
 - F. A wetlands inventory, and certification from the Division of State Lands that wetlands are either not an issue or that appropriate mitigation will be required and what that mitigation will be;
 - G. The location and method of operation of required storm water detention facilities;
 - H. The location of required parks and recreation facilities; and
 - I. An analysis of the effects of the subdivision on the provision of other services, including but not limited to police and fire protection, water, sewer, and storm drainage.
 - J. Other public ways, sidewalks, bicycle routes and bikeways, pedestrian/bicycle access ways and other pedestrian connections;
 - K. Transit streets, facilities and stops (if any);
 - L. Neighborhood activity centers;
 - M. Any other information deemed necessary by the Director.

17.12.070 Master plan.

A master plan for subdivision development shall also be submitted at the time of application if the subdivision is to be developed in more than one (1) phase. Master Plans shall be processed pursuant to a Type I procedure. Such master plan shall include an analysis of effects on the City from the entire subdivision using the informational requirements of sections 17.12.050 and 17.12.060 and shall describe the anticipated timing of development of each phase. The Director prior to processing any preliminary plats for the development must approve the Master Plan. In reviewing the master plan the Director shall ensure that the public facilities for the proposed development are adequate for the subdivision, consistent with all city standards and plans, and consistent with any existing or proposed development in the surrounding area.

1. A separate preliminary plat shall be submitted for each phase of the subdivision and each preliminary plat shall be consistent with the Master Plan.

2. A Master Plan may be revised at any time, but any revisions must be approved pursuant to a Type I procedure. When all phases of a subdivision are not completed within five (5) years of the date of approval of the Master Plan, the Master Plan shall be revised prior to approval of any new phases,
3. The city shall establish a fee for Master Plan review, which shall be set by City Council resolution.

17.12.080 Preliminary review of proposal.

Within ten (10) days after being submitted by the sub divider, the Director shall furnish one (1) copy of the preliminary plat and the appropriate supporting documentation to the County Surveyor, the Fire Chief, the Chief of Police, the appropriate utility companies, and the Oregon Department of Transportation. These agencies will be given at least five (5) days to review the plan, suggest revision, and return the plans to the Director's office.

17.12.090 Tentative approval.

Preliminary plat approval for subdivisions with less than 25 lots shall be processed under a Type III Land Use Procedure as stated in Chapter 16.04. Preliminary plat approval for subdivisions with 25 or more lots shall be processed under a Type V procedure.

17.12.100 Approval Criteria.

A preliminary plat shall be approved if the plat meets following the following approval criteria:

- A. The development is consistent with the Comprehensive Plan;
- B. The development meets all the requirements of Chapters 17 and 18;
- C. Adequate public facilities are available or are approved and scheduled to be completed before construction commences or conditions are included in the approval so that public facilities adequate to support the development are in place as development occurs.
- D. The development of any remainder of property under the same ownership can be accomplished in accordance with this code; and
- E. Adjoining land can be developed or is provided access that will allow its development in accordance with this code.