



City of North Bend

Planning Department, P.O. Box B, North Bend, OR 97459, (541) 756-8535, FAX (541) 756-8544, planner@uci.net

Subdivision Application

Pursuant to North Bend City Code, Title 17, the City requires preliminary plat or map review in order to provide for the proper width and arrangement of streets, to coordinate proposed development with any overall plan, to provide for public facilities, including utilities and open space for recreation, to avoid undue congestion of population, to assure adequate sanitation and water supply, to provide for the protection, conservation and proper use of land, and in general to protect the health, safety and general welfare of the public.

Date: _____

Application Fee: \$400.00

SUBDIVISION NAME: _____

PROPERTY LOCATION: _____

Township _____, Range _____, Section _____, TL#(s) _____

Legal description: Lot(s) _____ Block(s) _____ Addition: _____

Zone Designation _____

APPLICANT/OWNER(S):

Applicant Name: _____ Phone: _____

Address: _____

Owner(s) Name: _____ Phone: _____

Address: _____

OREGON LICENSED ENGINEER OR SURVEYOR PREPARING THE MAP:

Name: _____ Phone: _____

Address: _____

PRELIMINARY PLAT: Please submit one mylar or vellum and 12 copies of maps on an 18" x 24" or 24" x 36" size and one reduced size copy (11" X17" or 8 1/2" x 11") as listed below. The base map and preliminary plat map may be combined on one map provided mapping clarity is not compromised.

Base map: A base map drawn at a scale of one inch equals fifty feet, unless otherwise approved by staff, containing the following information:

- (1) Map data: Property boundaries, lot area in acres or square feet, north point, scale and date, name of owner or authorized person, engineer or surveyor preparing the maps.
- (2) Topography: All existing natural features including contour lines at two foot intervals, tree groupings, low or swampy areas, streams, wetlands, or geological features, temporary bench mark based on mean sea level.
- (3) Rights of way: Existing rights of ways and improvements within.
- (4) Utilities: Existing utilities and public facilities.
- (5) Structures: Any existing structures.

Preliminary plat: This map will show the following information proposed for the development.

- (1) Lots: Proposed lot lines, lot dimensions, proposed lot numbers, street dimensions, dimension and purpose of easements, street names and development name(s).
- (2) Utilities: Locations, grade and size of proposed utilities, including streets, water and sewer, fire hydrants, street lights, storm drains, electricity and communication lines. Proposed service and utility structures and their intended use. All facilities shall be considered in their relation to existing and planned facilities, topographical conditions, public convenience and safety and proposed use of the land.
- (3) Structures: Any existing structures to remain.
- (4) Grades: Proposed finished grades of the property and streets showing all cut and fill areas, general slope of the property, location of proposed retaining walls or slope protection and proposed storm drainage system or drainage ways.
- (5) Hazards: Location or hazard areas, showing areas within the 100 year flood plain, steep slopes, landslide potential, wetlands, sinkholes, or other identifiable hazards.
- (6) Open Space: Location and area of proposed open space, special setbacks (if applicable), buffers, screening, recreational facilities or areas or landscaped areas.

ADDITIONAL INFORMATION:

Preliminary Title Report: A report prepared by a Title Company indicating any taxes or assessments as a lien against the property and ownership interests of the property proposed to be divided. If the applicant is not the owner of record, also attach evidence that the applicant has permission of the owner to make application for the land division.

Deed: A copy of the current deed.

List of property owners: A certified list of property owners within 100 feet of the proposed development.

Phasing: A map and description of proposed phases commonly referred to as a “shadow” plat showing future lot configurations, roads and utility locations.

Other information: Other information as may be required to properly process the application.

Application Process: The preliminary subdivision plat and application will be reviewed by City staff for completeness. Notice will be mailed to adjacent property owners 20 days prior to the scheduled public hearing by the Planning Commission. A staff report will be prepared and mailed to the applicant/owner approximately 7 days prior to the Planning Commission hearing. The application will be reviewed by the City Planning Commission at a public hearing. Typically, the Planning Commission will render a decision at the hearing. Notice of the decision is mailed to the applicant and any participants. Pending the resolution of any appeal, the applicant proceeds with final plat and development requirements. The applicant submits the final plat when the required survey work and improvements are completed or bonded for. Staff will review the final plat for completeness and compliance with the approved preliminary plat. Staff will review the final plat for compliance with Chapter 17.12, Chapter 17.16, Chapter 17.24, and Chapter 17.28 of the North Bend City Code. Staff will then present the final plat to the Planning Commission for review and signature by the Chairman. If any dedications are included (infrastructure, rights of way, easements, open space, etc,) the final plat must include a dedication statement and an acceptance statement. The plat will be sent to the City Council for review and acceptance of any dedications to be signed by the Mayor. Once all required City approvals and signatures have been obtained, the applicant must take the approved plat map(s) to the Coos County Surveyor for review and approval by the Surveyor and the County Assessor and to be recorded by the County Clerk. The applicant is responsible for all review fees, tax assessments and recording fees. The subdivision plat is not complete until it is officially filed by the County.

The above and attached statements are true to the best of my belief and knowledge.

Signature of Applicant Date

Date application received: _____ Fee paid: _____