



Planning Department

(541) 535-2050 Fax (541) 535-5769

112 W 2nd Street/PO Box 330, Phoenix, OR 97535

LAND DIVISION APPLICATION

File No. _____ Fee \$ _____

NOTICE TO APPLICANT: Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees. Failure to provide complete and/or accurate information may result in delay or denial of your request.**

APPLICANT _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Applicant's interest in property _____

Signature _____ **Date** _____

PROPERTY OWNER _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Signature _____ **Date** _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

Property owner consent: By signing this application, I certify that I am the legal owner of record of the property described below, and as such, I am requesting the City of Phoenix process this application in accord with local and State requirements. I also certify that the information contained in this application and supplemental materials is true and correct to the best of my knowledge.

SITE LOCATION AND DESCRIPTION

Address _____ **Tax Map #(s)** _____ **Tax Lot #(s)** _____

Address _____ **Tax Map #(s)** _____ **Tax Lot #(s)** _____

Adjacent property under same ownership (*list tax lot ID*) _____

Frontage street or address _____ **Nearest cross street** _____

Site size (acres or square feet) _____ **Dimensions** _____

SPECIFIC REQUEST Subdivision (4+ lots) Partition (<4 parcels) Replat Boundary Line Adjustment

Describe _____

BLA - Parcel 1 existing size _____ **Parcel 1 proposed size** _____

BLA - Parcel 2 existing size _____ **Parcel 2 proposed size** _____

SUBMITTAL REQUIREMENTS (additional requirements are on pages 2 and 3)

The following items must be received in order to deem an application complete and schedule it for a hearing before the Planning Commission. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Jackson County Assessor at (541) 774-6059 or <https://jacksoncountyor.org/assessor>

1. Original, signed **Application form**. This information is public record and must be reproduced, so please type or write clearly using dark ink.
2. All information required above and below, unless specifically waived by the Planning Director.
3. The appropriate **fee**.
4. **7 copies** of all submittal materials for staff and Planning Commission distribution.

OFFICE USE ONLY.

This institution is an equal opportunity provider and employer.

120 day time limit Accepted as complete _____ Final decision by _____

DLCD 45-day notice required Y/N Date mailed _____ Date of first hearing _____

Planning Commission hearing date _____ Notice mailed _____

Notice to media Publication date _____ Emailed _____

Notice of Decision Date mailed _____ Appeal deadline _____

Associated applications _____

Land Divisions/Replats/Boundary Line Adjustments

Zoning

<input type="checkbox"/> R-1 Low Density Residential	Min. Density/Lot Size _____	Max. Density/Lot Size _____
<input type="checkbox"/> R-2 Medium Density Residential	Min. Density/Lot Size _____	Max. Density/Lot Size _____
<input type="checkbox"/> R-3 High Density Residential	Min. Density/Lot Size _____	Max. Density/Lot Size _____

Other

Site size (acres or square feet) _____ Number of Lots/Parcels proposed _____

Please describe adjacent land uses

North _____
South _____
East _____
West _____

Frontage Street _____

Is street frontage improved to current City standards?

Pavement	Yes <input type="checkbox"/> No <input type="checkbox"/>	Width _____
Bike lane	Yes <input type="checkbox"/> No <input type="checkbox"/>	Width _____
On-street parking	Yes <input type="checkbox"/> No <input type="checkbox"/>	Width _____
Curb/gutter	Yes <input type="checkbox"/> No <input type="checkbox"/>	Width _____
Sidewalk	Yes <input type="checkbox"/> No <input type="checkbox"/>	Width _____
Planter strip	Yes <input type="checkbox"/> No <input type="checkbox"/>	Width _____

Existing structures

Describe _____

Will existing structures be retained or demolished? _____

Utilities - Please note if service is available at the property frontage or if extensions will be required.

Water Provider _____	Line size _____	Details _____
Sewer Provider _____	Line size _____	Details _____
Power Provider _____	Details _____	
Gas Provider _____	Details _____	
Phone Provider _____	Details _____	
Cable Provider _____	Details _____	
Internet Provider _____	Details _____	
Well Yes <input type="checkbox"/> No <input type="checkbox"/>	Details _____	
Septic Yes <input type="checkbox"/> No <input type="checkbox"/>	Details _____	

Land divisions must show compliance with all applicable standards in the City of Phoenix Land Development Code (LDC). Information on individual zones is contained within Chapter 2; Design Standards are in Chapter 3. The criteria for land divisions and lot line adjustments is in Chapter 4.3.

SUBMITTAL REQUIREMENTS

Submit one of each of the following Submittal Requirements for review by the City Planner. Once this "Application Package" is deemed complete, submit 7 additional "Application Packages" (excluding items 3 & 4) to the Planning Department.

1. Project Plans: The application for tentative subdivision review must be accompanied by copies of the tentative subdivision plat map, with a set of 8 ½ x 11" reductions and transparencies. Preliminary maps must be drawn on 18" x 24" sheets and must include all information required by the Phoenix Development Code, listed below. Preliminary maps shall be folded to a size not to exceed 8 ½" x 14".

General information

- a. Name of subdivision (not required for partitions). This name must not duplicate the name of another subdivision in the county in which it is located (please check with Jackson County surveyor);
- b. Date, north arrow, and scale of drawing;
- c. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
- d. Names, addresses and telephone numbers of the owners, designer, and engineer or surveyor if any, and the date of the survey;

- e. Identification of the drawing as a preliminary plat; and
- f. Assessor parcel numbers.

Site analysis

- a. Streets: Location, name, and present width of all streets, alleys and rights-of-way on and abutting the site;
- b. Easements: Width, location, and purpose of all existing easements of record on and abutting the site;
- c. 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 ones;
- d. 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. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor. This requirement may be waived for partitions when grades, on average, are less than five percent;
- e. The location and elevation of the closest benchmarks within or adjacent to the site (i.e., for surveying purposes);
- f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having high erosion potential;
- g. Sensitive lands, including 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.);
- h. Site features, including existing structures, pavement, drainage ways, canals and ditches;
- i. The location, size and species of trees having a diameter of six inches or greater at four feet above grade in conformance with Chapter 3.3 – Landscaping, Street Trees, Fences, and Walls;
- j. North arrow, scale, and name and address of owner;
- k. Name and address of project designer, if applicable; and
- l. Other information, as deemed appropriate by the Planning Director. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.

Proposed improvements

- a. 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;
 - b. Easements: location, width, and purpose of all easements;
 - c. 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 lots and tracts;
 - d. 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;
 - e. Proposed improvements, as required by Chapter 3 – Design Standards, and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
 - f. The proposed source of domestic water;
 - g. The proposed method of sewage disposal, and method of surface water drainage and treatment if required;
 - h. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
 - i. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with Oregon Department of Transportation related to proposed railroad crossing;
 - j. Changes to navigable streams or other watercourses. Provision or closure of public access to these areas shall be shown on the preliminary plat, as applicable;
 - k. Identification of the base flood elevation and 100-year flood plain;
 - l. Evidence of contact with Oregon Department of Transportation (ODOT) for any development requiring access to a highway under the state’s jurisdiction; and
 - m. Evidence of contact with the applicable natural resource regulatory agencies for any development within or adjacent to jurisdictional wetlands and other sensitive lands.
2. Application must be filed with a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making;
 3. Application must include an impact study for all land division applications. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement, or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development.