



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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SUBDIVISION APPLICATION

Application Fee \$1000.00 for cemetery /\$4000.00 + \$150.00 per lot for all others

Application Check List (for departmental use only)

Date Received:_____ Receipt number:_____ Fee paid:_____

Application accepted by:_____ Completeness reviewed by:_____

Date deemed complete:_____ Final action time limit date:_____

File number assigned:_____ Planner assigned:_____

Other applications included:_____

_____ Proposal Requires Access Review(s). Type IIA. Criteria: LCC 935.150

_____ Access Recognition Application Attached

Environmental Health Program Certification

The proposed lots each contain approved sewage disposal system and repair areas.

Signed:_____ Date_____

_____ Verification of ownership

_____ Property is a legal unit of land

_____ Owner/applicant name(s), address(es)

_____ Owner/application signature(s)

_____ Tentative Subdivision Plan

_____ Complete Site Development Plans

_____ Property development standards can be met:

Lot size_____ Setbacks_____ Coverage_____

Width_____ Depth_____ Frontage_____

_____ Proposal is located within:

UGB_____ Planning area_____

A.O. Zone/Airport notification area_____

Floodplain_____ S.B.H.O._____ Habitat_____ Historic Greenway_____

THIS FORM MUST BE FILLED OUT COMPLETELY, IN INK OR TYPED

I. Property Owner/Applicant Information

- A. Applicant(s) _____
Address _____
City _____ State _____ Zip Code _____
Phone number _____ Email _____
- B. Property owner(s) _____
Address _____
City _____ State _____ Zip Code _____
Phone number _____ Email _____
- C. Applicant's representative (if any) _____
Address _____
City _____ State _____ Zip Code _____
Phone number _____ Email _____
- D. Surveyor, Engineer or Designer or Project:
Address _____
City _____ State _____ Zip Code _____
Phone number _____ Email _____

II. Property Information

- A. Legal description of property: Township _____ Range _____ Section(s) _____
Tax Lot(s) _____
- B. Property size _____
- C. Name of proposed subdivision _____
- D. Site Address (if any): _____

- E. Zoning designation _____ Comp Plan designation _____
- F. Name of Fire Protection District _____
If not within a fire district, please give time frames as to when the subdivision is to be
annexed into the nearest district or when it will be forming its own district.

III. Development Information

- A. Proposed lot Sizes:
Acreage Range of subdivision lots _____ to _____
Minimum Maximum

- B. Describe any natural features on the property such as drainage ways, creeks, streams, swales, ponds, steep slopes or hills. (Show these features on your site plan.)
- _____
- _____
- _____
- C. Is the property in an area subject to natural hazards? _____ if yes, please attach a site specific geologic study for the area with this application.
- D. Describe the topography of the entire subdivision (i.e. level, rolling, steep)
- _____
- _____
- _____
- F. Describe the proposed driveway(s):
1. Does this subdivision require development of roads? _____ If yes, please attach a letter from the County Road Department documenting preliminary approval of the proposed road design.
 2. Will it be a public or private road? _____
 3. How wide will the road right-of-way be? _____
 4. How wide will the road surface be? _____
 5. Will any water bodies be crossed by the road? _____
 - 5a. If so, will the crossing be by bridge or culvert(s)? _____
 6. Will the road intersect with a county/public road at an existing access point or will this be a new access point? _____
- G. Is this property within a city's Urban Growth Boundary (UGB) or Planning Area? _____
- If yes, which city? _____
- H. Each lot shown on the Preliminary Plat has an approved method of sewage disposal.
- _____
- EHD's Signature
- I. If the wells have not yet been drilled and tested, review and approval of a preliminary plat shall be conditioned upon the test wells being examined prior to the filing of the final plat. The subdivider shall sign the following statement indicating their acceptance of this condition.
- I _____, do hereby declare that I am fully aware of the condition with regards to water supply as specified in LCC 926.130.
- _____

Signature of Subdivider

Date

J. Are there any proposed covenants or any documents limiting the use or occupancy of lots in the subdivision? _____ If yes, please attach documents.

K. Is this subdivision being proposed for phasing? _____ If yes, in how many stages, and what are the time frames involved with each phase.

L. Please attach all information as required by Linn County Chapter 926.120, 926.130 & 926.170 and any information the pre-application conference may have required.

IV. Site Plan

You must submit a site plan showing the property dimensions, location of existing and proposed structures and natural features with this application. Include the distance of any existing and proposed structures, wells and septic systems to each property line. A more complete description of what is required in a site plan is attached to the application.

V. Owner/Applicant Certifications

YOUR SIGNATURE CERTIFIES THAT YOU HAVE READ AND AGREE WITH THE FOLLOWING STATEMENTS. PLEASE READ BEFORE SIGNING THIS DOCUMENT.

1. I understand that, under State law, no person may at any time negotiate to sell a lot until the tentative plat has been approved.
2. I understand that, under State law, no person shall sell or convey any interest in a lot until the plat has been signed by the Director and recorded with the County Clerk.
3. **I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false.**

Owner/applicant signature _____ Date _____

Owner/applicant signature _____ Date _____

VI. Verification of Ownership

Only the owner of the property is authorized to complete this section.

A. I hereby certify that this application does not violate any recorded codes, covenants or restrictions that are attached to the subject property.

B. I have the following legal interest in the property:

_____ owner of record

_____ land sales contract purchaser

_____ holder of a recorded exclusive option to purchase

C. **Property Owner Signature** _____ Date _____

PLEASE NOTE: County ordinance does not allow an application to be reviewed unless the owner has first authorized it. The Assessor's office records are used to verify the ownership.

The Linn County Assessor's office records indicate that:

Township _____ Range _____ Section(s) _____ Tax Lot(s) _____

is owned or is being purchased by: _____

If more than one owner is included, please list all other owners.

Other owners:

(1) _____

(3) _____

(2) _____

(4) _____

Assessor or Planning Staff Signature

Date

STANDARD SITE PLAN DRAWING

For a complete and accurate evaluation of your proposal, it is necessary to include sufficient information and detail on a site plan drawing. An example is provided as a guide to the preparation of your plan. The site plan you submit will constitute the formal development plan upon which your request is based.

You may submit separate plans to show details of particular aspects of your proposal, i.e. landscaping, off-street parking, topography and drainage plans.

Any public or semi-public use or activity will require written detail and description of such use, i.e. number of employees, hours of operation, unusual equipment or activities that may produce noise, odor, glare, vibration, etc., equipment storage areas, guard or watchman requirements, aerial hazards and road access needs.

This site plan requirement is in addition to any other requirements for zoning, building, sanitation or other governmental permits or standards compliance.

SITE PLAN REQUIREMENTS:

- (1) The site plan must be submitted on paper no larger than 8½ inches by 14 inches and drawn to scale.
- (2) Indicate the scale (for example, 1" = 200') on the site plan.
- (3) Include a North arrow indicating the direction of North on the map.
- (4) Include the applicant's name and address in an information block at the bottom of the page.
- (5) Show the dimensions of the property. These may be taken from surveys, deeds and assessor's records.
- (6) Indicate the names of roads adjacent to the property.
- (7) Indicate the approximate distance and direction to nearest city or town.
- (8) Indicate the dimensions and distance from property lines to all structures, both existing and proposed, as well as fences, culverts, light standards and signs on the property and adjacent properties.
- (9) Indicate the location of existing and proposed access ways, parking and loading areas, approaches and barriers. The type of surfacing should be indicated.
- (10) Identify the location of significant land features, such as streams, creeks, drainage areas and slope.
- (11) Identify the location of existing and/or proposed septic tanks, repair areas and wells. If known, indicate any wells or septic systems on adjacent properties if they are within 10 feet of this property.
- (12) Indicate existing uses of land (cultivation, pasture, timber, etc.). Indicate types of crops, pasture, grass and timber species.