



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

Subdivision Checklist

For information regarding processes, fees, restrictions, etc., contact:

Planning (P) at 503-722-3789 or ocplanning@orc.org.

Public Works Development Services (DS) at 971-204-4601 or ocpublicworks@orc.org.

- ☐ 1. A **Completed Application** form with All property owner signatures (P)
- ☐ 2. A complete and **Detailed Narrative Description** of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
- ☐ 3. A **detailed Site Development Plan** (P/DS) showing:
 - ☐ a. The map scale and true north point
 - ☐ b. The location and dimensions of lots, streets, pedestrian ways, transit stops, common areas, building envelopes and setbacks
 - ☐ c. All existing and proposed utilities and improvements including sanitary sewer, stormwater and water facilities
 - ☐ d. Total impervious surface created (including buildings and hard ground surfaces)
 - ☐ e. An indication of existing and proposed land uses for the site
- ☐ 4. A **Subdivision Connectivity Analysis** (DS)

Prepared by a transportation engineer, licensed by the State of Oregon, that describes the existing and future vehicular, bicycle and pedestrian connections between the proposed subdivision and existing or planned land uses on adjacent properties. The subdivision connectivity analysis shall include shadow plats of adjacent properties demonstrating how lot and street patterns within the proposed subdivision will extend to and/or from such adjacent properties and can be developed meeting the existing Oregon City Municipal Code design standards.
- ☐ 5. **Traffic/Transportation Plan** to include the following: (P)
 - ☐ a. A detailed site circulation plan showing proposed vehicle, bicycle, transit and pedestrian access points and connections to the existing system, circulation patterns and connectivity to existing rights-of-way or adjacent tracts, parking and loading areas and any other transportation facilities in relation to the features illustrated on the site plan.
 - ☐ b. A traffic impact study prepared by a qualified professional transportation engineer, licensed in the state of Oregon, that assesses the traffic impacts of the proposed development on the existing transportation system and analyzes the adequacy of the proposed internal transportation network to handle the anticipated traffic and the adequacy of the existing system to accommodate the traffic from the proposed development. The city engineer may waive any of the foregoing requirements if the city engineer determines that the requirement is unnecessary in this particular case.

☐ 6. **Natural Features Plan, Topography and Preliminary Grading and Drainage Plan (P/DS)**

The applicant shall submit a map illustrating all the natural features and hazards on the subject property and, where practicable, within two hundred fifty feet of the property's boundary. The map shall also illustrate the approximate grade of the site before and after development. Illustrated features must include all proposed streets and cul-de-sacs, the location and estimated volume of all cuts and fills, and all stormwater management features. This plan shall identify the location of drainage patterns and courses on the site and within two hundred fifty feet of the property boundaries where practicable.

Features that must be illustrated shall include the following:

- ☐ a. Proposed and existing street rights-of-way and all other transportation facilities
- ☐ b. All proposed lots and tracts
- ☐ c. All trees with a diameter 6 inches or greater, measured 4 feet from the ground
- ☐ d. The location of natural hazard areas on and within 100 feet of the boundaries of the site including areas within the following:
 - ☐ Flood Management Overlay District
 - ☐ Geological Hazards Overlay District
 - ☐ Historic Overlay District
 - ☐ Natural Resource Overlay District

☐ 7. **Tree Removal and Mitigation Plan**

A tree removal and mitigation plan must include the setbacks, easements and the location and caliper of all trees as well as identification of the trees 6" DBH and greater prepared in accordance with OCMC 17.41. A plan shall also be submitted identifying the location, species and caliper of trees replanted onsite. The tree mitigation plan report shall be prepared by a certified arborist, horticulturalist or forester or other environmental professional with experience and academic credentials in forestry or arboriculture.

☐ 8. **A Street Tree Plan** showing the location, size and species of street trees in accordance with OCMC 12.08. (P)

☐ 9. **Preliminary Storm Calculation** if Water Quality Detention is Required (DS)

☐ 10. **Erosion and Sediment control Plan** (DS)

The applicant shall submit an application for an erosion and sediment control permit pursuant to Chapter 17.47 concurrently with the preliminary subdivision plat application, including the measures that will be implemented throughout construction of the subdivision to control erosion and sedimentation, unless waived by the city engineer. This plan must be consistent with all applicable erosion control requirements in Chapter 17.47.

☐ 11. **CC&R's** (P)

Drafts of the proposed covenants, conditions and restrictions (CC&Rs), maintenance agreements, homeowner association agreements, dedications, deeds easements, or reservations of public open spaces not dedicated to the city, and related documents for the subdivision.

☐ 12. **Neighborhood Association meeting:** (P)

- ☐ A sign-in sheet of the meeting attendees
- ☐ A Summary of issues discussed
- ☐ A letter from the Neighborhood Association or CIC indicating that a meeting was held.
- ☐ If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.

- ☐ 13. **Pre-Application Conference Notes from Planning and Development Services.** (P/DS)
- ☐ 14. **Additional Information or Reports**, if required in Pre-Application Conference (P/DS)
- ☐ 15. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- ☐ 16. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)
- ☐ 17. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)
- ☐ 18. **Application fees** to be paid once invoice is generated. (P)
- ☐ 19. **Electronic Version of Application Materials** (P/DS)

Note: There may be more information required once your application has been reviewed.

Incomplete applications will increase processing time.