

Owner Signatures

This application form is used for both the required pre-submittal meeting and subsequent complete application submittal. Owner signatures are required at both stages in the application process.

An application without the Owner's original signature will not be accepted.

Pre-Submittal

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the Pre- Submittal Meeting. If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. I/we do hereby acknowledge that I/we are legally responsible for all statutory timelines, information, requests and requirements conveyed to my representative.

Owner:

_____ **Date:** _____
Signature

Print

Submittal

I represent this application to be complete for submittal to the City. Consistent with the completeness check performed on this application at the Pre-Submittal Meeting, I affirm the information identified by the City as necessary for processing the application is provided herein or the information will not be provided if not otherwise contained within the submittal, and the City may begin processing the application with the information as submitted. This statement serves as written notice pursuant to the requirements of ORS 227.178 pertaining to a complete application.

Owner:

_____ **Date:** _____
Signature

Print

Land Division Plat Application Process (see next page for a diagram of this process)

1. Applicant Submits a Land Division Plat Application for Pre-Submittal

- The application must conform to the *Land Division Plat Pre-Submittal Requirements Checklist* on pages 4-6 of this application packet.
- A pre-submittal meeting to discuss completeness is mandatory, and pre-submittal meetings are conducted every Tuesday and Friday, from 10:00 am - noon.
- Planning Division staff strives to conduct pre-submittal meetings within five to seven working days of receiving an application.

2. Applicant and the City Conduct the Pre-Submittal Meeting

- The applicant, owner, and design team are strongly encouraged to attend the pre-submittal meeting.
- The meeting is held with representatives from Public Works Engineering and Transportation, Community Services (Building), Fire Marshall's office, and the Planning Division and is scheduled for 30 to 60 minutes.
- The Planner provides the applicant with a Pre-Submittal Checklist specifying the items required to make the application complete if it is not already complete, and the applicant has 180 days submit a complete application to the City.

3. Applicant Submits a Complete Land Division Plat Application

- When the applicant has addressed all items on the Pre-Submittal Checklist **and** the City Surveying Section has notified the applicant's surveyor that the plat and other documents are sufficiently refined, the applicant can submit a complete application to the *City Survey Section* located in the NW Quad of City Hall.
- The application must conform to the *Land Division Plat Submittal Requirements Checklist* on page 6 of this application packet.
- If the submittal is deemed complete, the City Survey Section will sign-off on the City Survey approval sheet and send the applicant to the Development Services Department for application submittal and fee collection.
- Planning staff checks and signs the mylars.

4. Applicant Records Plat at Lane County & Submits Plat and Documents to City

- After Planning staff checks and signs the mylars, the plat may then be recorded by the applicant's surveyor at Lane County.
- After plat has been recorded at Lane County, applicant submits five (5) recorded, rolled paper copies of the plat and three (3) copies of required documents to the Development Services Department prior to the issuance of building permits.

LAND DIVISION PLAT APPLICATION PROCESS

Applicant submits land division plat application for pre-submittal
(See *Land Division Plat Pre-Submittal Requirements Checklist*)

City departments review application for completeness and hold pre-submittal meeting to discuss completeness issues with applicant and applicant's representatives.

Applicant addresses incomplete items.

City Surveyor checks application and returns comments to applicant's surveyor.

Applicant's surveyor corrects plat and returns to City Surveyor.

City Surveyor conducts field check and returns comments to applicant's surveyor

Applicant's surveyor sets new monuments and flags existing ones.

Once no errors appear on the plat and a current title report is submitted, applicant's surveyor is given ok to submit complete land division plat application.

After ok given from City Surveyor *and* applicant has addressed all incomplete items from pre-submittal, applicant submits complete application to the City Survey Section
(See *Land Division Plat Submittal Requirements Checklist*)

City Survey Section signs-off on City Survey approval sheet and sends the applicant to the Development Services Department for application submittal and fee collection.

Planning staff checks and signs mylars and notifies applicant's surveyor of approval.

Applicant takes plat and accompanying documents to Lane County for recording.

Applicant brings copies of recorded plat and documents to Development Services Department.

Land Division Plat Pre-Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. Any applicable application, technology, and postage fees, are collected at the pre-submittal and submittal stages.
- Land Division Plat Application Form**
- Letter Addressing Conditions of Approval** – lists and addresses each condition of approval, detailing the actions taken and current status of each item.
- Five (5) Paper Copies of the Plat** stamped and signed by the surveyor.
- Two (2) Copies of Closure Sheets** for the boundary and each lot or parcel and all common areas, dedicated areas, and easement areas that are not simple parallel offsets.
- Two (2) Copies of Title Report or Subdivision Guarantee** for the parcel being divided. The title report must be dated within 30 days of submittal at the time of the final submittal. An older report is OK at the pre-submittal stage.
- Two (2) Copies of Each of the Reference Documents and Plats** listed on the plat.
- Two (2) Copies of Each of the Supporting Documents** – the vesting deed (must vest title to the owner listed on the plat), existing easement deeds, and documents listed as exceptions in the title report, etc.
- Two (2) Draft Copies** of any street dedications.
- Two (2) Draft Copies of Any New Easements or Restrictions** being created by separate document, improvement agreements, maintenance agreements, joint use ingress/egress and utility easements, sewer hook up in lieu of assessment, and any other documents that will be recorded together with the plat or that are required by the Conditions of Approval.
- Two (2) Copies of a Consent Statement** (Concurrence) on the plat (to be signed by the lender prior to final approval) **OR Two (2) Copies of an Affidavit of Consent** by separate document is required from all Trust Deed, mortgage, or other secured loan interest holders against the property to be recorded simultaneously with the plat **IF** any public dedications or easements are being made and/or any other interests are being transferred to the public per ORS 92.075 (2-4).
- Copies of Wetland Documents** as required.
- Copies of ODOT Access Permits** as required.
- Draft Copy of Bargain and Sale Deed for Reserve Strips** – City Survey Section has a template.
- Verification that Street Tree Agreement is in Progress** as required.
- Draft Copy of the Conditions, Covenants & Restrictions (CC&Rs)** as required.

- Post Monumentation Deposit** as required for subdivisions only. City Survey Section has current fee schedule and templates.
- Location of Any Floodways** in accordance with SDC 3.3-400.
- Existing Easements Clearly Identified with Their Recorded Reference.**
- New Easements and Reserve Strips Referenced in Owner Certificates of Dedication and Purposes of Easements Identified on Plat.**

NOTE: When, as part of the approval process, the application has been conditioned so that the recordation of a document is required, the applicant shall be responsible for paying the Lane County recording fee for any such required document. Documents which may require recordation include, but are not limited to: Development Agreements; Improvement Agreements; Deed Restrictions; Future Development Plans; Easements; Joint Use Access/Maintenance Agreements; and Dedications of Right-of-Way.

Land Division Plat Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The application, technology, and postage fees, where applicable, are collected at the time of complete application submittal.
- Land Division Plat Application Form**
- Two (2) Copies of the Deed**
- Two (2) Copies of a Title Report** issued within 30 days of the date Lane County will record the plat.
- Original Plat on Mylar** with notarized owner(s) signature(s) and signed surveyor stamp.
- Copy of the Mylar on Bond Paper**
- Original and Copy of all Required Documents** with signatures where appropriate.