City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
Planning@springfield-or.gov

Land Division Plat
Partition, Subdivision

Application Type	***(Applicant: check one)***	
Completeness Check Meeting:	**Partition Plat** ☐	**Subdivision Plat** ☐
Land Division Submittal:	**Partition Plat** ☐	**Subdivision Plat** ☐

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Email:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Email:**
Address:	
Property Owner:	**Phone:**
Company:	**Email:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Size of Property:	**Acres** ☐ **Square Feet** ☐
Proposed Name of Subdivision:	
Description of Proposal:	If you are filling in this form by hand, please attach your proposal description to this application.
Existing Use:	**Tentative Case #:**
# of Lots/Parcels:	**Avg. Lot/Parcel Size:** sf **Density:** du/acre

Signatures: Please sign and print your name and date in the appropriate box on the next page.

Required Project Information	***(City Intake Staff: complete this section)***	
Associated Applications:		
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Admin Fee: $**	**Notice Fee: $0**
TOTAL FEES: $	**PROJECT NUMBER:**	

Owner Signatures

This application form is used for both the required completeness check 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.

Completeness Check Meeting

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the completeness check 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 Completeness Check 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

1. Applicant Submits a Land Division Plat Application for Completeness Check Meeting

- The application must conform to the *Land Division Plat Completeness Check Meeting Requirements Checklist* on pages 4-6 of this application packet.
- A completeness check meeting to discuss completeness is mandatory and is scheduled for one hour. These meetings are typically conducted every Tuesday and Friday, from 10:00 am – 12 p.m.
- Planning Division staff strives to conduct completeness check meetings within seven to ten working days of receiving an application.
- Applications missing required items will not be accepted for submittal.

2. Applicant and the City Conduct the Completeness Check Meeting

- The applicant, owner, and design team are strongly encouraged to attend the completeness check meeting.
- The meeting is held with representatives from Public Works Engineering and Transportation, Building, Fire Marshal's office, and Planning.
- The planner provides the applicant with a Completeness Check Meeting 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.
- When the applicant has addressed all items on the Completeness Check Meeting Checklist **and** the City Surveying Section has completed their review of the plat and all submitted support documents, the applicant or their representative will be notified that a complete Land Division Plat Application can be submitted.

3. Applicant Submits a Complete Land Division Plat Application

A complete Land Division Plat application and any associated Planning and Survey fees is submitted.

- The application must conform to the *Land Division Plat Submittal Requirements Checklist* on page 5 of this application packet.
- Planning and Survey staff checks the plat and supporting documents and signs the final bond plat.

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

- The applicant's surveyor is notified that the plat and supporting documents are ready to be picked up. The plat and supporting documents may then be recorded by the applicant's surveyor at Lane County.
- After plat has been recorded at Lane County, applicant submits three (3) recorded, rolled paper copies of the plat and two (2) copies of required supporting documents to the Development & Public Works Department.

Land Division Plat Completeness Check Meeting 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 *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department and on the website www.springfield-or.gov. Any applicable application, administrative, and notice fees, are collected at the completeness check meeting and Land Division Plat 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.

☐ **Three (3) Full Size Paper Copies of the Plat** stamped and signed by the Professional Licensed 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 submitted at the completeness check must be accurate and current, and not older than one year. (Note: The title report must be dated within 30 days of submittal at the time of the final submittal.)

☐ **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 New Easements or Restrictions** being created by a separate document, including but not limited to: conditions, covenants and restrictions (CC&Rs), improvement agreements, maintenance agreements, joint use ingress/egress and utility easements, sewer hookup 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.

☐ **Post Monumentation Deposit** estimate 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 Referenced in Owner Declaration 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 *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department and on the website www.springfield-or.gov. Any applicable application, administrative, and notice fees, are collected at the completeness check meeting and Land Division Plat submittal stages.

☐ **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 Final Bond Paper** with notarized owner(s) signature(s) and ink-signed surveyor stamp.

☐ **Copy of the Final Plat on Standard Paper**

☐ **Original and Copy of all Required Supporting Documents** with signatures where appropriate.