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

Land Division Tentative Plan

Partition, Subdivision

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

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:	

# of Lots/Parcels:	**Total acreage of parcels/ allowable density:**	**Proposed # Dwell Units**

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:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Admin Fee: $**	**Postage Fee: $**
TOTAL FEES: $	**PROJECT NUMBER:**	

Owner Signatures

This application form is used for both the required completeness check meeting and subsequent complete Tentative Plan 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

Tentative Plan Application 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 Tentative Application Process

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

- The application must conform to the *Land Division Tentative Submittal Requirements Checklist* on pages 4-6 of this application packet.
- A completeness check meeting to discuss completeness is mandatory, and pre-submittal meetings are typically conducted every Tuesday and Friday, from 10:00 am – 12 p.m. and is scheduled for one hour.
- Planning staff strives to conduct pre-submittal meetings within five to seven working days of receiving an application.

2. Applicant and the City Conduct the Completeness Check 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, Building, Fire Marshall'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.

3. Applicant Submits a Complete Application, City Staff Review the Application and Issue a Decision

- A complete application must conform to the *Land Division Tentative Submittal Requirements Checklist* on pages 4-6 of this application packet.
- A Type 2 decision, made after public notice, but without a public hearing, unless appealed, is issued within 120 days of submittal of a complete application.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be tentatively approved, approved with conditions, or denied.
- At the applicant's request, the planner can provide a copy of the draft land use decision prior to issuing the final land use decision.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 12 calendar days to the Planning Commission or Hearings Official.

Land Division Tentative Submittal Requirements Checklist

NOTE:

- ALL of the following items MUST be submitted for BOTH Completeness Check Meeting and Land Division Tentative Plan Submittal.
- If you feel an item on the list below does not apply to your specific application, 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 at www.springfield-or.gov. Any applicable application, administrative, and notice fees are collected at the completeness check meeting and Land Division Tentative Plan submittal stages.

☐ **Land Division Tentative Application Form**

☐ **Narrative** explaining the purpose of the proposed development, the existing use of the property, and any additional information that may have a bearing in determining the action to be taken. Density - list the size of property (acres), maximum allowable density and the density proposed.

☐ **Copy of the Deed**

☐ **Copy of a Preliminary Title Report** 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.)

☐ **Right-of-Way Approach Permit Application** provided where the property has frontage on an Oregon Department of Transportation (ODOT) facility.

☐ **One (1) Copy and One (1) Digital Copy of the Stormwater Management System Study with Completed *Stormwater Scoping Sheet* Attached** - The plan, supporting calculations, and documentation must be consistent with the Engineering Design Standards and Procedures Manual.

☐ **One (1) Copy One (1) Digital Copy of the Traffic Impact Study** prepared by a Traffic Engineer in accordance with SDC 4.2.105(B). Traffic Impact Studies (TIS) allow the City to analyze and evaluate the traffic impacts and mitigation of a development on the City's transportation system. In general, a TIS must explain how the traffic from a given development affects the transportation system in terms of safety, traffic operations, access and mobility, and immediate and adjoining street systems. A TIS must also address, if needed, City, metro plan and state land use and transportation policies and objectives.

☐ **One (1) Copy and One (1) Digital Copy of the Following Plan Sets**

- ☐ All of the following plans must include the scale appropriate to the area involved and sufficient to show detail of the plan and related data, north arrow, and date of preparation.

a. Site Assessment of Existing Conditions

- ☐ Prepared, stamped, and signed by an Oregon licensed Landscape Architect or Engineer
- ☐ Vicinity Map
- ☐ The name, location, and dimensions of all existing site features including buildings, curb cuts, trees, and impervious surface areas, clearly indicating what is remaining and what is being removed. For existing structures to remain, also indicate present use and required setbacks from proposed property lines.
- ☐ The name, location, dimensions, direction of flow and top of bank of all watercourses and required riparian setback that are shown on the Water Quality Limited Watercourse Map on file in the Development & Public Works Department
- ☐ The 100-year floodplain and floodway boundaries on the site, as specified in the latest adopted FEMA Flood Insurance Rate Maps or FEMA approved Letter of Map Amendment or Letter of Map Revision
- ☐ The Time of Travel Zones, as specified in SDC 3.3.200 and delineated on the Wellhead Protection Areas Map on file in the Development & Public Works Department
- ☐ Physical features including, but not limited to trees 5" in diameter or greater when measured 4 ½ feet above the ground, significant clusters of trees and shrubs, riparian areas, wetlands and rock outcroppings
- ☐ Soil types and water table information as mapped and specified in the Soils Survey of Lane County. A Geotechnical Report prepared by an Engineer must be submitted concurrently if the Soils Survey indicates the proposed development area has unstable soils and/or a high water table

b. Land Division Tentative Plan

- ☐ Prepared, signed, and stamped by an Oregon licensed Land Surveyor
- ☐ City boundaries, the Urban Growth Boundary, and any special service district boundaries or railroad right-of-way which cross or abut the proposed land division
- ☐ Location and width of all existing and proposed easements on and abutting the proposed land division
- ☐ Boundaries of entire area owned by the property owner, of which the proposed land division is a part, as well as dimensions and size of each parcel and the approximate dimensions of each building site indicating the top and toe of cut and fill slopes to scale
- ☐ Location and type of existing and proposed street lighting, including type, height, and area of illumination
- ☐ Location, widths, conditions, and names of all existing and proposed streets, alleys, dedications or other rights-of-way within or adjacent to the proposed land division. Proposed streets should also include approximate radius of curves and grades and relationship to any projected streets as shown on the Metro Plan, TransPlan, Conceptual Development Plan, or Conceptual Local Street Map.
- ☐ Location of existing and required traffic control devices, fire hydrants, power poles, transformers, neighborhood mailbox units and similar public facilities
- ☐ Location and dimensions of existing and proposed driveways
- ☐ Location of existing and proposed transit facilities
- ☐ Location and width of all existing and proposed sidewalks, sidewalk ramps, pedestrian

access ways and bike trails

- ☐ Location, size and type of plantings and street trees in any required planter strip
- ☐ Location and size of existing and proposed utilities on and adjacent to the site including sanitary sewer mains, stormwater management systems, water mains, power, gas, telephone, and cable TV. Indicate the proposed connection points
- ☐ The locations of all areas to be dedicated or reserved for public use, with the purpose, condition or limitations of the reservations clearly indicated
- ☐ *Future Development Plan* where phasing or large lots/parcels are proposed as specified in SDC 5.12.120(E).

c. Stormwater Management Plan

- ☐ Prepared, stamped, and signed by an Oregon licensed Civil Engineer
- ☐ Planting plan prepared by an Oregon licensed Landscape Architect where plants are proposed as part of the stormwater management system
- ☐ Roof drainage patterns and discharge locations
- ☐ Pervious and impervious area drainage patterns
- ☐ The size and location of stormwater management systems components, including but not limited to: drain lines, catch basins, dry wells and/or detention ponds; stormwater quality measures; and natural drainageways to be retained
- ☐ Existing and proposed spot elevations and contours lines drawn at 1 foot intervals (for land with a slope over 10 percent, the contour lines may be at 5 foot intervals)
- ☐ Amount of proposed cut and fill

☐ **Additional Materials That May be Required**

IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ADDITIONAL STANDARDS/APPLICATIONS APPLY TO THE PROPOSED DEVELOPMENT. THE APPLICANT SHOULD CONSIDER UTILIZING PRE-DEVELOPMENT MEETINGS AS DISCUSSED IN SDC 5.1.120:

- ☐ Proposed deed restrictions and a draft of any Covenants, Conditions, and Restrictions (CC&Rs)
- ☐ Additional plans and documentation for submittal of a Cottage Cluster Subdivision proposal as specified in SDC 3.2.260
- ☐ Riparian Area Protection Report for properties located within 150 feet of the top of bank of any Water Quality Limited Watercourses (WQLW) or within 100 feet of the top of bank of any direct tributaries of WQLW
- ☐ A Geotechnical Report prepared by an engineer must be submitted concurrently if there are unstable soils and/or a high water table present
- ☐ Where the development area is within an overlay district, address the additional standards of the overlay district
- ☐ If five or more trees are proposed to be removed, a Tree Felling Permit as specified in SDC 5.19.100
- ☐ A wetland delineation approved by the Oregon Division of State Lands must be submitted concurrently where there is a wetland on the property

- ☐ Any required federal or state permit must be submitted concurrently or evidence the permit application has been submitted for review
- ☐ Where any grading, filling or excavating is proposed with the development, a Land and Drainage Alteration permit must be submitted prior to development
- ☐ Where applicable, any Discretionary Use or Variance as specified in SDC 5.9.100 and 5.21.100
- ☐ An Annexation application, as specified in SDC 5.7.100, where a development is proposed outside of the city limits but within the City's urban service area and can be served by sanitary sewer
- ☐ All public improvements proposed to be installed and to include the approximate time of installation and method of financing.