



SUPPLEMENTAL APPLICATION
Subdivision
(January 2018)

Application information

Name: _____ Date Received: _____

Name of Plat: _____ File No. _____

Legal Description: T: _____ R: _____ Section: _____ Tax Lot(s): _____

Zoning: _____ Gross Acres: _____ Number of Lots: _____

Pre-application File #: _____ Fee: 4 to 10 lots \$ _____
11 or more lots**\$ _____
+ \$ _____ per lot.

**Hearings Officer Fee – The above application fee includes a \$1,000 deposit. Based on the costs involved with the application, part of this deposit may be refunded. In addition, if the costs exceed the \$1,000 deposit, an additional fee of up to \$5,000 will be due at the time of final decision.

What is a subdivision?

A subdivision is the division of land into four or more parcels in one calendar year.

What is needed for approval?

All subdivision permits are discretionary and MAY be permitted after evaluation according to criteria in the Zoning & Development Ordinance (ZDO). The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the subdivision request according to the ZDO. Conditions may be applied to any approval.

What are the chances for approval?

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based upon ZDO, Comprehensive Plan, and County Roadway Standards criteria relevant to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and as complete as possible.

Application process

Subdivisions are subject to the Type II or Type III Land Use Application process and public notice. Public comments received from the Community Planning Organizations (CPOs), property owners, agencies, and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. Any decision on this application can be appealed to the County Land Use Hearings Officer and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person.

How long will it take to receive a final decision on an application?

Processing time is dependent upon existing workload at the time of application. Decisions on your application may take from 6 to 10 weeks to process. A final County decision must be made, inclusive of any potential appeals to the Hearings Officer, within 120 days if the property is in the Urban Growth Boundary (UGB), and 150 days if outside the UGB.

NOTE: A PRE-APPLICATION CONFERENCE is required prior to filing this application. For a copy of the Pre-Application Form, go to http://www.clackamas.us/planning/documents/preapplicationconferencerequest.pdf

Staff will attach the following pertinent information

_____ Land Use Application
_____ ZDO Section 1105

_____ Sample Plot Plan
_____ ZDO Section 1014

Complete applications require the following:

1. Completed Pre-Application Conference meeting with staff.
2. Land Use Application Form: Information on applicant and land involved in the application. **Application must be signed by the property owner. (Attached)**
3. Supplemental Application: Information requested on this form. Please be as complete and thorough as possible. Use additional sheets of paper as necessary.
4. Preliminary Statement of Feasibility from the water provider, sanitary sewer provider, and surface water management authority – if applicable. (Attached)
5. Application Fee: \$_____ (*Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.*)
6. Plot Plan drawn to scale with all information required by Subsection 1105.02 of the ZDO. The scale should not be less than 1" = 20' nor more than 1" = 200'. Please have the plan drawn on 8.5" x 14" or 11" x 17" sheet of paper.
7. Additional Information
 - A. If the application involves property designated Open Space by the County Comprehensive Plan, how will the requirements of the ZDO Section 1103 be met?
 - B. If any of the property is capable of redevelopment, you must describe your redevelopment plan. [See ZDO Subsection 1014.03(B)]
 - C. If the property is not within a sewer district, a favorable soils feasibility study report is required and must accompany this application. (Attach soils report as appropriate.)

CLACKAMAS COUNTY PLANNING DIVISION
INFORMATION TO BE SHOWN ON THE SUBDIVISION PLOT PLAN

The applicant shall provide **five copies** of a preliminary plat for the proposed partition. The preliminary plat shall be drawn to a scale of not less than one inch equals 20 feet and not more than one inch equals 200 feet. If the preliminary plat is larger than 11 inches by 17 inches, five reduced-sized, legible copies of the preliminary plat shall be submitted on eight-and-one-half-inch by 14-inch or 11-inch by 17-inch paper. The following information shall be included on the preliminary plat or by separate attachment:

1. Source of domestic water and location of any existing and proposed wells;
2. Method of wastewater disposal and location of any existing and proposed on-site wastewater treatment systems;
3. Existing and proposed utility lines and facilities;
4. Calculations demonstrating that the proposed density complies with the minimum and maximum density standards of Section 1012, *Density*, or for zoning districts not subject to Section 1012, demonstrating compliance with the minimum lot size in the applicable zoning district;
5. Locations, dimensions, and area of each lot, parcel, and tract;
6. Date the preliminary plat was prepared;
7. North arrow;
8. Identification of each lot or parcel by number;
9. Locations and widths of all roads abutting the subject property, including road names, direction of drainage, approximate grades, and whether public or private;
10. Locations and widths of all proposed roads, including proposed names, approximate grades, radii of curves, and whether public or private;
11. Location and width of legal access to the subdivision or partition, other than public or County roads, if applicable;
12. Contour lines at two-foot intervals if 10 percent slope or less or five-foot intervals if exceeding 10 percent slope within an urban growth boundary; contour lines at 10-foot intervals outside an urban growth boundary; source of contour information;
13. Locations of all seasonal and perennial drainage channels, including their names, if known, and direction of flow;
14. Locations and widths of all existing and proposed easements, to whom they are conveyed and for what purpose;
15. Locations and dimensions of all existing and proposed driveways and walkways;
16. Locations and dimensions of existing structures and their setbacks from existing and proposed lot lines;
17. Locations and dimensions of all areas to be offered for public dedication and the intended use of such areas;
18. Boundaries and type of restricted areas identified in Subsection 1012.05 or 1012.07, as applicable;
19. Locations of all significant vegetative areas, including, but not limited to, major wooded areas, specimen trees, and bearing trees; and
20. Show the map scale used.

Questions? Contact: Rick McIntire, Sr. Planner at 503-742-4516 or rickmci@co.clackamas.or.us

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