

BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street, Suite 131
Baker City, OR 97814
Phone: (541) 523-8219
Fax: (541) 523-5925



File No.	_____
Applicant:	_____
Received By:	_____
Date Submitted:	_____
City Planning:	101-131-3-40-4104
Fee Collected: \$	_____
Date Paid:	_____
Receipt By:	_____

MAKE CHECKS PAYABLE TO: **BAKER COUNTY**

PRELIMINARY PLAT APPLICATION SUBDIVISION/PARTITION/REPLAT

OF PROPOSED LOTS/PARCELS: **1-3 OR 4+** (CIRCLE ONE)

Partitions are the creation of three or fewer lots, and subdivisions are the creation of four or more lots from one parent lot, parcel or tracts, within one calendar year. All subdivision and partition proposals shall conform to state regulations in Oregon Revised Statute (ORS) Chapter 92. Review of preliminary partitions shall be processed with a Type II procedure which includes neighborhood notification with a 14-day comment period. Review of preliminary subdivisions shall be processed with a Type III procedure which includes neighborhood notification and a public hearing before the Planning Commission.

Applicant Name: _____ Phone: _____

Mailing Address: _____ Interest in Property: _____

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Code Section prior to submitting an application. Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

ADDITIONAL PROJECT TEAM MEMBERS (Architect/Civil Engineer/Surveyor/Planner/Consultant)

Please include any other parties you wish to receive notice and staff report(s).

Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Name: _____ Phone: _____

Mailing Address: _____ Email: _____

By signing the application form, applicant certifies that the information provided herein is accurate. Applicant further certifies that he/she is authorized to make the application and that there are no covenants, conditions or restrictions (CC&Rs) that may limit or prohibit the division of land. The City of Baker City does not monitor, nor have enforcement authority over CC&Rs.

Applicant Signature: _____ Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf with regard to this application.

Owner Name: _____ Phone: _____

Mailing Address: _____ Signature: _____

Was a pre-application conference held for this project? Yes No

Are there additional reviews pending? Yes No If yes, File #: _____

Property Address: _____ Map & Tax Lot #: _____

Current Zoning: _____ Size of Parcel(s): _____

Does the owner of this site own any adjacent property? Yes No If yes, list Tax Map & Lots: _____

Proposed Project Name: _____ Total # of Lots: _____

SUMMARY OF REQUEST: Specify project type: Single-Family Residential (SFR), Multi-Family (MF), Commercial (C), or Industrial (I). Indicate whether project includes non-buildable areas such as access easements, storm water quality tracts, open space tracts, right-of-way dedications, etc.

Submittal Requirements:

- Original APPLICATION FORM signed by all parties. Multiple forms may be used if necessary.
- NARRATIVE including all approval criteria and your responses.
- PRELIMINARY PLAT showing existing site conditions and proposed improvements. All site plans should be printed at 1" = 20' scale; 1:40 or 1:100 scale may be used for very large projects.
- COPIES:
 - (3) copies are needed for Type II partitions (3 or fewer lots).
 - (10) copies are needed for Type III subdivisions (4 or more lots).

All materials larger than 8 ½ X 11 shall be folded to 8 ½ X 11 size.

All materials shall be submitted in complete, collated application packets. Packets shall be stapled, bound, or otherwise attached to prevent loss of individual sheets or parts.

Baker City Development Code Section 4.3.130.B Preliminary Plat Information. In addition to the general information described in Subsection A above, the preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information:

1. **General Information.**
 - a. Name of subdivision (not required for partitions). This name must not duplicate the name of another subdivision in Baker County (please check with County Surveyor);
 - b. Date, north arrow, and scale of drawing;
 - c. Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site;
 - d. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the designer, and engineer and surveyor if any, and the date of the survey if submitted; and
 - e. Identification of the drawing as a "preliminary plat".

2. Site analysis:

- a. Streets: Location, name, present width of all streets, alleys and rights-of-way on and abutting the site;
- b. Easements: Width, location and purpose of all existing easements of record on and abutting the site;
- c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards;
- d. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent or as required by the City. Such ground elevations shall be related to some established benchmark or other datum approved by the City Surveyor. This requirement may be waived for partitions and subdivisions when grades, on average, are less than 6 percent;
- e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
- f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
- g. Sensitive lands, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. (See also, Chapter 3.7 and relevant portions of the Comprehensive Plan.);
- h. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
- i. Designated historic and cultural resources on the site and adjacent parcels or lots;
- j. North arrow and scale;
- k. Name and address of project designer, if applicable;
- l. Other information, as deemed appropriate by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements including a public facilities and services impact study and/or traffic impact study; and
- m. In situations where this Code requires the dedication of real property for schools, parks, fire stations or other associated public improvements to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is directly related to and roughly proportional to the projected impacts of the development on public facilities and services, or (2) delete the dedication as a condition of approval.

3. Proposed improvements:

- a. Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
- b. Easements: location, width and purpose of all existing and proposed easements;
- c. Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all proposed lots and tracts;
- d. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use;
- e. Proposed improvements, as required by Article 3 (Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
- f. The proposed source of domestic water;
- g. The proposed method of sewage disposal;
- h. Proposed method of surface water drainage and treatment if required;
- i. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
- j. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with the affected railroad and the Oregon Department of Transportation Rail Division regarding proposed railroad crossing(s); and

- k. Changes to navigable streams, or other watercourses. Status of public access to these areas shall be shown on the preliminary plat, as applicable.

Baker City Development Code Section 4.3.140 Approval Criteria: Preliminary Plat.

A. General Approval Criteria. The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:

1. The proposed preliminary plat complies with the applicable Development Code sections and all other applicable ordinances and regulations. At a minimum, the provisions of this Article, and the applicable chapters and sections of Article 2 (Land Use Districts) and Article 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Article 5;
2. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;
3. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat;
4. All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat; and
5. Evidence that any required State and federal permits have been obtained, or shall be obtained before approval of the final plat;
6. Evidence that improvements or conditions required by the City, road authority, Baker County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met; and
7. If any part of the site is located within a previously approved Master Planned Development, it shall conform to the applicable regulations and/or conditions.
8. No lots that are created by partition or a Type II subdivision process of 3 lots or less may be further subdivided by a Type II process within five (5) years of initial recording. Said lots may only be subdivided within the five (5) year limit through a Type III procedure.

B. Layout and Design of Streets, Blocks and Lots. All proposed blocks (i.e., one or more lots bound by public streets), lots and parcels conform to the specific requirements below:

1. All lots shall comply with the lot area and dimensional requirements of the applicable land use district (Article 2), and the standards of Section 3.1.200.J - Street Connectivity and Formation of Blocks.
2. Setbacks shall be as required by the applicable land use district (Article 2).
3. Each lot shall conform to the standards of Chapter 3.1 - Access and Circulation.
4. Landscape or other screening may be required to maintain privacy for abutting uses. See Article 2 - Land Use Districts, and Chapter 3.2 - Landscaping.
5. In conformance with the Uniform Fire Code, a 20-foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive. See Chapter 3.1- Access and Circulation.
6. Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.
7. All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.

C. Conditions of Approval. The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties. See Chapter 3.4 (Public Facilities).