

Land Division, Type I

Supplemental Application & Information Packet



216 SE 4th ST, Pendleton, OR 97801, (541) 278-6252
Email: planning@umatillacounty.gov

Note: Please also complete the Land Use Request Application.

PROCESSING TYPE I APPLICATIONS

The planning staff has 30 days to review the application for completeness; once the application is deemed complete, the Subdivision or Replat plan will be scheduled for review by the Planning Commission at the next available Planning Commission hearing. The staff will prepare a staff report (findings) for presentation at the hearing. A public notice and map will be mailed to all surrounding property owners, the affected government agencies, and utility companies 10 days prior to the hearing.

TENTATIVE APPROVAL

The planning staff will revise the “findings” according to the action taken by the planning commission. A letter will be sent to the applicant setting forth the planning commission’s decision and if approved any conditions imposed, both precedent and subsequent. Notice of the decision will be sent to all those who testify or comment. Within one year of tentative approval the precedent conditions must be met and the final subdivision plat or replat submitted to the planning department for approval.

FEES for LAND DIVISION TYPES I

TYPE I – Subdivision, Planning Department
Application Fee - \$1000.00 + \$25/lot over 10 lots
(Submitted with the application.)

Other applicable Fees for Type I Applications:

County GIS/Mapping Plat Review Fee = \$50.00

County Surveyor’s Plat Review Fee = \$500 + \$50/ lot

(The above Fees associated with the review of the Preliminary Plat are paid by the applicant to each Department at the time the Preliminary Subdivision Plat is submitted for review.)

County Records’ Plat Recording Fee – varies, please contact the County Records Department for the fee amount.

(The recording of the Final Subdivision Survey plat is paid by the applicant to the County Records Department.)

All checks may be made out to “Umatilla County”.

All of the Land Division types have additional notice costs. Notice costs are based on the number of notices mailed by the County. Legal notice, if required, is based on local newspaper notice cost. All notice costs are required to be paid prior to final approval. (Planning Fee Schedule Effective July 1, 2019)

Other County Records’ recording fees - may be applicable to all Land Divisions (i.e., covenant not to sue, covenant not to sell separately, and irrevocable consent agreements, Final Findings, etc.) and would be requested at the time of recording. Recording Fees are based on the number of pages recorded.

Note: It is the responsibility of the applicant to submit a complete application with all requested support documents.

Section 1 - Type I – Subdivision

Taken from UCDC 152.665 – .669, Type I Land Division; also review the provisions in UCDC 152.610 – 652 “General Provisions” which applies to all land division applications.

The following proposals are designated Type I Land Divisions:

- (a) Subdivisions;
- (b) Any other land division proposal which, as determined by the Planning Director, will have a substantial impact on the use or development of nearby property, such that determination at a public hearing is required, considering:
 - 1. The nature of nearby land uses or the pattern of existing land division in relation to the applicable goals and policies of the Comprehensive Plan;
 - 2. Plans or programs for the extension of streets or utility systems on or near the proposed division;
 - 3. Physical characteristics of the tract or nearby area such as steep slopes, a history of flooding, poor drainage, landslides or other existing or potential hazards;

Refer to the Umatilla County Development Code (UCDC) Type I, Subdivisions for a complete listing of all of the criteria. **Please respond individually to each criteria listed below in your attached narrative.**

UCDC 152.666 (1) *General written information required.* A statement or statements describing the type of development the applicant intends to provide on the proposed land division, including but not limited to:

(a) Type of housing to be provided;

(b) Occupancy status;

(c) Associated recreational improvements;

(d) Name, address and telephone numbers of the record owner(s), owner's representative (if any) and designer(s) of the proposed land division, and the name of the surveyor(s), and the date of the survey, if one was conducted;

(e) Proof of record ownership of the tract, (e.g., copy of the deed) and if a representative is acting in behalf of the owner, written authorization from the owner that the representative is acting in his behalf;

(f) Legal description of the tract;

(g) Present and proposed use of the tract, including any areas proposed to be dedicated to the public.

(h) If the tract of land has individual water rights, the applicant shall supply a description of how the water rights will be divided, and will submit an "acknowledged" Statement of Water Rights from the Oregon Department of Water Resources.

(i) If the tract of land has water rights through an irrigation district, a Statement of Water Rights will be filled with the tentative plan and the applicant will be submit a letter of approval from the irrigation district indicating that a plan for the division of the water rights and for the distribution of irrigation water has been agreed upon by the applicant and the district.

(j) If the tract of land has no water rights, individually or through a district, a Statement of Water Rights to that effect will be filed with the tentative plan.

UCDC 152.666 (2-4) Tentative plan map information. Please refer to the UCDC for plat requirements.

UCDC 152.666 (5) Supplementary material. The following supplementary material may be required by the Planning Director, if after the pre-application conference the Planning Director finds that such information will further assist the Planning Commission:

(a) A vicinity map showing existing lands parcels adjacent to the proposed land division, the existing uses and structures thereon, and an indication of the manner in which proposed roads and utilities within the tentative plan map may be extended on through and connect with other roads or utilities located outside the tentative plan map area;

(b) Proposed deed restriction;

(c) Copy of the proposed by-laws and regulations for any proposed homeowner association;

(d) Management plan for timber or agricultural resources to be utilized on the property;

(e) Management plans for any buffer areas proposed;

(f) Management and maintenance plans for any landscaped areas;

(g) Statements on how water will be provided;

(h) Statements on how sewage disposal will be handled;

(i) Statements indicating provisions for firefighting protection measures, including facilities and any equipment planned and how they will be maintained;

(j) Measure to protect identified historic buildings, sites or natural and scenic sites and views;

(k) Methods of proposed land clearing;

(l) Statements on how identified big game migration routes and habitat, other animal habitat, and sports fishery streams will be protected, and conflicted minimized;

(m) Other reasonable materials the Planning Director requests to assist in the review and assessment of the proposed tentative plan by the Planning Commission.

6. UCDC 152.666 (6) Criteria for approval. In granting approval of a tentative plan, the Planning Commission shall find that the tentative plan:

(a) Complies with applicable elements of the Comprehensive Plan, including, policies listed in the public facilities and services, and the transportation elements of the Comprehensive Plan.

(b) Complies with provisions of §152.019, Traffic Impact Analysis.

(c) Complies with applicable provisions listed in the zoning regulations of this chapter;

(d) Complies with applicable provisions, including the intent and purpose of the Type I regulations listed in this chapter;

(e) The tentative plan conforms and fits into the existing development scheme in the area, including the logical extension of existing streets and public facility through the tentative plan;

(f) Complies with other specific requirements listed in §152.667 for approval of certain types of subdivisions. (Ord. 83-4, passed 5-9-83; Ord. 2012-07, passed 3-13-12; Ord. 2019-03, passed 4-3-19)

Please respond to the supplemental questions included below.

1. Is the subject property in a fire protection district? If not, what will be used for fire support?
2. What is the maintenance plan for domestic water and sewage disposal systems within the subdivision? Will there be shared well agreements?
3. Have any local service needs within the proposed subdivision been identified and has a plan for funding those needs been established?
4. Have all roads been identified and named? Are you including a road naming application? Will the roads within the development be paved or gravel? If any roads end in a turnaround what is the proposed length of those roads?
5. Are temporary housing sites for emergency housing and minimum necessary services requested?
6. Has an emergency vehicle turnaround been established or will a through street be accessible to emergency vehicles?
7. Will additional covenants, conditions and restrictions (CC&R) be imposed on the land owners within the subdivision? If yes, please provide a copy of your draft CC&R document?

Below is a checklist for the submittal.

Please use the checklist below to assure you have responded to each criteria required. **The checklist is a guide, please be sure to include responses to all criteria.**

1. Is a statement describing the subdivision attached? Details of the statement are outlined in UCDC 152.666 (1) *General written information required.*

Yes, the statement is attached and follows the requirements of UCDC 152.666 (1).

2. Is a Tentative Plan Map attached? Details of the map are outlined in UCDC 152.666 (2) *Tentative plan map information.*

Yes, the map is attached and follows the requirements of UCDC 152.666 (2).

3. Is a statement describing the Existing Conditions attached? Details of the statement are outlined in UCDC 152.666 (3) *Existing Conditions.*

Yes, the statement is attached and follows the requirements of UCDC 152.666 (3).

4. Is a statement describing the Proposed Improvements attached? Details of the statement are outlined in UCDC 152.666 (4) *Proposed Improvements.*

Yes, the statement is attached and follows the requirements of UCDC 152.666 (4).

5. Are any Supplementary Materials that may be required attached and detailed in the narrative? Details of the supplemental materials are outlined in UCDC 152.666 (5) *Supplementary Materials.*

Yes, the supplemental materials are detailed and attached and follows the requirements of UCDC 152.666 (5).

6. Is a statement describing the Criteria of Approval attached? Details of the statement are outlined in UCDC 152.666 (6) *Criteria of Approval.*

Yes, the statement is attached and follows the requirements of UCDC 152.666 (6).