



# Final Plat Review

## Dallas Planning Department

**Official Use Only:**  
File No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fee: \$500  PAID

Final plats require review and approval by the City prior to recording with Polk County. The final plat must be recorded within two (2) years of the approval of the preliminary plat (Dallas Development Code (DDC) 4.3.090.A). The criteria for final plat approval may be found in DDC 4.3.090.B. Please submit a copy of the final plat with the completed application form to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338. For further information about the final plat review process, please contact the Planning Department at (503)831-3571.

### Section 1 – Applicant Information

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 2 – Property Owner Information

Property Owner(s) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 3 – Property Information

Approved Subdivision Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Assessor Map/Taxlot Nos. \_\_\_\_\_ Number of Lots: \_\_\_\_\_

### Section 4 – Submittal Requirements

Please submit the following information as part of the final subdivision plat review:

- Final plat – After submitting a paper or electronic copy of the final plat for City staff review, provide a copy of the mylar for signature by the appropriate City staff.
- Final plat review fee
- One set of stamped, as-built public utility construction drawings and one electronic copy (pdf)
- A warranty bond good for 2 years on all public improvements and landscaping installed in the public right-of-way. The warranty bond shall equal 15% of the total cost of improvements.
- A performance guarantee in accordance with DDC 3.4.090, as applicable.
- Six (6) percent open space fee in lieu payment, as applicable.
- A copy of the proposed Covenants, Conditions and Restrictions (CC&Rs), deed restrictions; private easements and agreements (e.g. for access, common areas, parking, etc.); and other recorded documents pertaining to common improvements referenced on the plat.

## Section 5 – Application Review Process

The City Planning Official and City Engineer, or the Planning Commission, shall review the final plat and shall approved or deny it based on findings regarding compliance with the following criteria:

1. The final plat is consistent in design (e.g. number, area, dimensions of lots, easements, tracts, right-of-way) with the approved preliminary plat, and all conditions of approval have been satisfied;
2. All public improvements required by the preliminary plat have been installed and approved by the City Engineer or appropriate service provider (e.g. road authority). Alternatively, the developer has provided a performance guarantee in accordance with Section 4.3.110;
3. The streets and roads for public use are dedicated without reservation or restriction other than reversionary rights upon vacation of any such street or road and easements for public utilities;
4. The streets and roads held for private uses have been approved by the City as conforming to the preliminary plat;
5. The plat and deed contain a dedication to the public of all public improvements, including but not limited to streets, public pathways and trails, access reverse strips, parks, sewage disposal storm drainage and water supply systems;
6. The applicant has provided copies of all recorded homeowners association CC&Rs; deed restrictions; private easements and agreements (e.g. for access, common areas, parking, etc.); and other recorded documents pertaining to common improvements recorded and referenced on the plat;
7. The plat complies with the applicable Sections of this code (i.e., there have been no changes in land use or development resulting in a code violation since preliminary plat approval);
8. Certification by the City or service district, as applicable, that water and sanitary sewer service is available to every lot depicted on the plat; or bond, contract or other assurance has been provided by the subdivider/partitioner to the City that such services will be installed in accordance with Chapter 3.4 – Public Facilities, and the bond requirements of Section 4.3.110. The amount of the bond, contract or other assurance by the subdivider/partitioner shall be determined by a registered professional engineer, subject to review and approval by the City;
9. The plat contains an affidavit by the surveyor who surveyed the land, represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92, indicating the initial point of the survey, and giving the dimensions and kind of such monument and its reference to some corner approved by the Polk County Surveyor for purposes of identifying its location.

## Section 6 – Final Plat Filing and Recording

**A. Filing Plat with County.** Within 60 days of the City approval of the final plat, the applicant shall submit the final plat to Polk County for signatures of County officials as required by ORS Chapter 92.

**B. Proof of Recording.** Upon final recording with the County, the applicant shall submit to the City a mylar copy and five (5) paper copies of all sheets of the recorded final plat. This shall occur prior to the issuance of building permits for the newly created lots.

**C. Prerequisites to Recording the Plat.** No plat shall be recorded unless all ad valorem taxes and all special assessments, fees, or other charges required by law to be placed on the tax roll have been paid in the manner as provided by ORS Chapter 92.

No plat shall be recorded until it is approved by the County Surveyor in the manner provided by ORS Chapter 92.