



Subdivision Application Dallas Planning Department Type III Review

Official Use Only:
File No.: _____
Date: _____
Fee: _____ PAID

A SUBDIVISION means to divide land into four (4) or more lots in a calendar year. Lots created through the subdivision process shall meet the requirements for land divisions found in Dallas Development Code (DDC) Chapter 4.3. Each lot shall satisfy the dimensional standards of the applicable land use district, unless a variance from these standards is approved. In addition, adequate public facilities shall be available to serve the existing and newly created lots. A pre-application conference is required before application may be submitted. Please return a completed application form with attachments, and the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

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 – Project Description

Please describe your project:

Site Address: _____ Total Land Area: _____
Assessor Map/Taxlot No. _____ Zoning: _____
Present Use of Property: _____

Section 4 – Application Submittal Information

Submit one electronic copy (PDF format preferred) and one paper copy of the following information:

- Completed application form.
- Required fee.
- Deed of the property, including any restrictions or prior improvement agreements.
- Preliminary Plat (see Preliminary Plat Information Checklist)
- Narrative that addresses the relevant criteria in sufficient detail for review and decision-making (see Section 7 below).
- Traffic Impact Analysis, (if required).
- Public Facilities and Services Impact Study.

Preliminary Plat Information Checklist

General Information:

- Name of subdivision (may not duplicate the name of another subdivision in Polk County);
- Date, north arrow, and scale of drawing;
- Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site;
- 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.

Site Analysis:

- Streets: Location, name, present width of all streets, alleys and rights-of-way on and abutting the site;
- Easements: Width, location and purpose of all existing easements of record on and abutting the site;
- 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;
- Ground elevations shown by contour lines at 2-foot vertical interval, except where the City Engineer determines that larger intervals are adequate; i.e., for steep slopes. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor;
- The location and elevation of the closest benchmark(s) within or adjacent to the site;
- Potential natural hazard areas, including any areas identified as subject to a flood hazard as identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the City, County, or State as having a potential for geologic hazards;
- Sensitive lands, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection;
- Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
- Designated historic and cultural resources on the site and adjacent parcels or lots;
- The location, size and species of trees having a caliper (diameter) of 6 inches or greater at 4 feet above grade; and
- Other information, as deemed necessary by the City Planning Official for review of the application.

Proposed Improvements:

- 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;
- Easements: location, width and purpose of all proposed easements;
- 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;
- Proposed uses of the property, including all areas proposed to be dedicated to the public or preserved as open space for the purpose of surface water management, recreation, or other use;
- 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.);
- Preliminary location of development showing those future buildings can meet siting and dimensional standards of the district.
- Proposed source of domestic water;
- Proposed method of sewage disposal;
- Proposed method of surface water drainage and treatment if required;
- The approximate location and identity of other utilities, including the locations of street lighting

fixtures;

- 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);
- Changes to navigable streams, or other watercourses. Status of public access to these areas shall be shown on the preliminary plat, as applicable;
- Written evidence of initiation of a FEMA flood plain map amendment shall be required when development is proposed to modify a designated 100-year flood plain;
- Evidence of contact with the road authority for any development requiring access to its facility; and
- Evidence of notice to applicable natural resource regulatory agencies for any development within or adjacent to wetlands, river, streams or other regulated water bodies.

Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

PROPERTY OWNER(S)

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

APPLICANT(S)

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Section 6 – Application Review Process

Subdivisions are approved by means of a preliminary plat evaluation and a final plat evaluation. The preliminary plat is reviewed in accordance with the Type III land use review procedures found in DDC 4.1.040 before the final plat can be submitted for approval consideration. The final plat must include all conditions of approval of the preliminary plat. The City may attach conditions to the preliminary plat decision that are necessary to carry out the provisions of the Development Code, and other applicable ordinances and regulations.

When a preliminary plat subdivision application is submitted, the City will notify the applicant in writing within 30 days as to whether the application is complete or what information is required to make the application complete. Once a complete application is submitted, the City will schedule a public hearing before the Planning Commission and provided written notification of the hearing to abutting properties located within 100 feet of the property. A staff report and recommendation for the application will be available approximately one (1) week prior to the public hearing. Upon holding a public hearing, the Planning Commission will issue a decision on the application. The Planning Commission's decision may be appealed to the City Council within ten (10) days of the mailed decision.

Upon receiving preliminary plat approval, the final plat must be recorded within two (2) years of the preliminary plan approval. If the final plat is not recorded within two (2) years, the preliminary plan approval will lapse. The City Planning Official may, upon written request by the applicant, grant one (1) written extension of the approval period not to exceed one (1) year provided the request is made before expiration of the original approved plan, and the extension meets the approval criteria found in DDC 4.3.050.D.

Section 7 – Application Review Criteria

Approval of a preliminary subdivision plan is based upon whether or not the plan meets the following criteria:

General Subdivision 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 Article 4, 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, Polk 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 an Overlay Zone, or previously approved Master Planned Development, it shall conform to the applicable regulations and/or conditions.

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 General Development Standards of the applicable land use district (Article 2), and the standards of Section 3.4.010.G.4 Street Connectivity and Formation of
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 for 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.

Housing Variety Standards (For 20 or more lots) DDC 2.2.080.

Requires new neighborhoods and large subdivisions to contain a variety of housing types. The purpose of the housing variety standards is to support housing at price ranges and rent levels that are commensurate to local incomes, promotes livability by offering housing choices, and contribute to the development of complete neighborhoods, consistent with the Comprehensive Plan. Section 2.2.080 applies to land divisions creating or having the potential to create twenty (20) or more lots on any parcel or contiguous parcels in the RL and RM zones.