Planning & Development
Planning
City of Eugene
99 West 10th Avenue
Eugene, Oregon 97401
(541) 682-5377
(541) 682-5572 Fax
www.eugene-or.gov

SUBDIVISION, FINAL PLAT APPLICATION

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

Tentative Subdivision	
File Number:	
Approval Date:	
Expiration Date:	

List the Assessor's Map and Tax Lot number(s) of the property included in the request. Please indicate if only a portion of a lot is included in the request and attach any additional map and lot numbers for the property.

Assessor's Map	Tax Lot

Area of Request: **Number of Parcels Created:**

Name of Subdivision Plat:

PROCESSING PATH (check one of the options below)

☐ "Standard" Final Plat Process *with 30-day completeness review and 180-day period to make application complete*. This option requires a complete application (all items specified as required, including the below Tier 1 and Tier 2 materials) before any evaluation of the application material can occur. Note: Once the application is deemed complete, there will be only one review to determine whether the application is approved or denied.

☐ "Alternative" Final Plat Process *with time waiver agreement.* This option requires signature of time waiver agreement form (available at the Permit and Information Center) and Tier 1 application materials as specified herein. There will be no completeness review and City evaluation of the material submitted will begin immediately.

TIER 1 APPLICATION REQUIREMENTS

☐ A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check website at www.eugeneplanning.org

Submittal Requirements:

Provide 3 paper copies and one CD copy of all application materials (i.e. written statement, site plans, etc.) in pdf format at the time of initial submittal. Please note that it is the applicant's responsibility to make sure that the CD and paper copies are identical. Following completeness review, an updated CD and additional paper copies may be required. All site plans must be folded to a size equal or less than 11" x 17".

☐ Written statement that indicates how the final application addresses the final plat approval criteria and the conditions of approval (informational items identified during the tentative approval may be applicable during the final plat stage).

☐ Plat signed by an Oregon licensed land surveyor. A list of plat requirements subject to City Survey staff review is available at the City of Eugene Public Works offices, at 858 Pearl Street, Eugene, OR 97401.

- ☐ As required, include the following:
  - ☐ Delineation of the flood plain or floodway boundaries.
  - ☐ The community number, map/panel number and effective date of the relevant FIRM map.
  - ☐ A note including the Base Flood Elevation for each lot.
  - ☐ A stamped, dated narrative from the surveyor or engineer explaining the methodology used to determine the Base Flood Elevation.

☐ The applicant is responsible for submitting a copy of the plat signed by an Oregon licensed land surveyor to the Lane County Surveyor's office along with necessary review fee.

☐ A current title report issued by a title insurance company licensed by the State of Oregon, verifying ownership by the applicant of the real property.

☐ Closures for lots, right-of-way, centerline, and irregularly shaped easements.

☐ Draft Irrevocable Petition for Public Improvements, as required

☐ Draft Bargain and Sale Deeds for reserve strips, as required.

☐ Draft Conditions, Covenants, and Restrictions or Joint Access Easement and Maintenance Agreement, as required

☐ Drywell certification signed by a civil engineer, based on field-observed soil types and percolation rates, as required.

☐ Draft copies of off-site easements and right-of-way, as required.

☐ Draft storm drainage maintenance agreement, as required.

☐ Copy of the receipt for the Street Tree Agreement submitted to the City's Urban Forester, as required.

- ☐ Copy of wetland documents, as required.
- ☐ Deed restrictions, as required.
- ☐ Submit a legal description of property included in the subdivision application. This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.
- ☐ Alternate Methods and Materials (AMM) application, fire separation easement and receipt demonstrating the AMM has been submitted to Building and Permit Services staff for review, as required.

TIER 2 APPLICATION REQUIREMENTS

- ☐ Final plat mylars
- ☐ Concurrences
- ☐ Performance Bond, if required for public improvements.
- ☐ Documentation of water service availability to each lot in the plat.
- ☐ All documents specified as Draft in Tier 1 shall be final.
- ☐ Additional documentation or evidence to demonstrate compliance with tentative approval conditions and final plat approval criteria, as required.
- ☐ Post-monumentation certificate, identification of corners to be post-monumented, deposit estimate, and check, as required.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing this application. I (We) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

OWNER (Also the Applicant? ☐ Yes / ☐ No)**:**

Name (print): Phone:

Address: E-mail (if applicable):

City/State/Zip:

Signature: Date:

APPLICANT ☐ **/ APPLICANT'S REPRESENTATIVE** ☐ **/ SURVEYOR** ☐ (Check all that apply):

Name (print):

Company/Organization:

Address:

City/State/Zip: E-mail (if applicable):

Phone: Fax:

Signature: Date:

APPLICANT'S REPRESENTATIVE ☐ **/ DESIGNATED CONTACT PERSON** ☐ (Check all that apply):

Name (print):

Company/Organization:

Address:

City/State/Zip: E-mail (if applicable):

Phone: Fax:

Signature: Date:

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.

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FINAL PLAT COMPLETENESS REVIEW WAIVER AGREEMENT

The City reviews land use applications for completeness, in accordance with Eugene Code (EC) section 9.7015. This process provides the City 30 days to determine if an application is complete and provides an applicant 180 days to submit any missing information, otherwise the application becomes void. In the case of final subdivision and partition plat applications, the City recognizes that in most cases, there are practical difficulties in providing all the required application materials upon initial submittal or within 180 days of initial submittal of the final plat application. Some of the required application materials may be difficult to prepare until an applicant has had an opportunity to consult with City staff regarding the specifics of other application materials. As such, the City has established an optional 2 tiered process for submittal of application materials for partition and subdivision final plat applications.

Under the tiered review option, an applicant shall initially submit just Tier 1 application materials. Tier 1 application materials are those which have been identified by the City as items which may be necessary to enable the applicant to prepare Tier 2 application materials. The items specified for each tier are identified on the application submittal checklists, available at the Permit and Information Center. An applicant may wait to submit the Tier 2 application materials to the City until it has completed its consultation with the City with regard to the Tier 1 materials.

An applicant wishing to utilize the optional tiered process for final plat application submittal must sign the following waiver form.

I hereby waive my rights to the time lines and procedures specified in EC 9.7015.

I request that the City begin processing my application based upon only the Tier 1 materials.
I understand that my application will not become void pursuant to EC 9.7015 if both Tier 1 and Tier 2 materials are not submitted within 180 days of initial submittal of the final plat application.

Signature: Date:

Tentative Subdivision or Partition Application Number:

Form Last Revised: July 6, 2009