

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:

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

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.

www.eugene-or.gov/planning

- 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.

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.

NOTICE STATEMENT: If the Eugene/Springfield Fire Marshall (or the Fire Marshal's designee) determine that there is inadequate water supply, apparatus access, or both, to the site for the development of one and two family dwellings that will be subject to the Oregon Residential Specialty Code, the Eugene Building Official (or the Building Official's designee) may require compliance with one or more of the fire suppression or fire containment Uniform Alternate Construction Standards set out at OAR 918-480-0125(4) and (5).

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 the 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: _____

City/State/Zip: _____

Signature: _____

APPLICANT / **APPLICANT'S REPRESENTATIVE** (Check one):

Name (print): _____

Company/Organization: _____

Address: _____

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

Phone: _____ Fax: _____

Signature: _____

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: _____