

Neighborhood/Applicant Meeting Requirements

Provide the following documentation that a neighborhood/applicant meeting was held per EC 9.7007 (see EC 9.7010):

- The list of persons to whom notice was mailed pursuant to EC 9.7007(5) and a signed statement that notice was posted and mailed to those on the list;
- A copy of the notice;
- A copy of the meeting notes and sign-in sheet described at EC 9.7007(9); and
- A copy of the site plan presented at the meeting.

Filing Fee

- 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

- Clearly state whether the application is to be reviewed under the General or Needed Housing criteria. Submit a detailed written statement describing *how* this request is consistent with all applicable criteria (Sections 9.8500-9.8510 and 9.8515 or 9.8520 of the Eugene Code). Applications involving flag lots, small lot provisions, or adjustments shall specifically address additional related criteria. *Please note: it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria. Failure to provide such information may result in a denial of your application.*
- In accordance with EC 9.8510(4), submit documentation proving that the property included in the proposed land division is/are legal lot(s). See the definition of a legal lot in EC 9.0500.

General Tentative Plan Requirements

- Show the date, north arrow, and standard engineer's scale on the proposed plan.
- Show the Assessor's Map and Tax Lot numbers on the proposed plan.
- Show a vicinity map on the proposed plan. (Vicinity map does not need to be drawn to scale.)
- Show the dimensions of the plat boundary, including the dimensions and approximate square footage calculations of all proposed lots.
- Show the location of lot lines and other site layout details for future division of parcels greater than 13,500 square feet.

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- Show the location, setbacks and height of all existing structures, including those under pending building permits are shown. Indicate whether existing structures will remain or be removed.
- Proposed plan is prepared, stamped and signed by a professional land surveyor.
- Indicate on the proposed plan and provide a supporting written statement addressing the solar lot standards contained in EC 9.2790 of the Eugene Code. (This applies only to land zoned R-1, and R-2.)
- Show the width and location of all existing and proposed public and private easements.
- Show the subdivision name. The name must be verified with the Lane County Surveyor's Office to have not been used previously in the Metro area.
- Show the names of all recorded subdivisions and partitions contiguous to proposed subdivision, and the layout of adjacent lots.
- Show all contiguous property under the same ownership. The application shall include all contiguous undeveloped or partially developed property under the same ownership.
- Show the type and size of existing or proposed fencing and/or landscape buffering.
- Indicate on the proposed plan any lots designated for duplexes, triplexes and/or fourplexes (R-1 zoned property) as provided for in EC 9.2760-9.2761.
- Include a phasing plan that indicates any proposed phasing for development, including the boundaries and sequencing of each phase, in accordance with EC 9.8510(3).

Water Supply Requirements

- Show a diagram (including diameters) of existing and proposed water mains.
- Show existing and proposed fire hydrants.

Is any part of the property located above 500 feet in elevation?

- Yes -- If yes, contact EWEB Water Engineering at 541-685-7377 to discuss water service/capacity for the site prior to application submittal
- No

Wastewater Requirements

- Show the location and flow line elevation of the existing public wastewater sewer at proposed connection point(s).
- Show the existing and proposed wastewater sewer layout, including service to each lot. (Each lot must be connected to a public wastewater sewer.)

Storm Drainage Requirements

- Show the location and flow line elevation of the existing piped public system at proposed connection point(s).

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- Delineate the tops-of-banks of all drainage-ways on and adjacent to the property.
- Delineate the Special Flood Hazard Area and determine the base flood elevation.
- A description of the extent to which a watercourse will be altered or relocated as a result of proposed development, including a stormwater analysis of pre- and post-development flows.
- Show existing and proposed storm drainage, including the type of facilities proposed for collection, conveyance, and treatment of storm water for all lots and development consistent with the stormwater provisions at EC 9.6790 – 9.6795.
- Submit a stormwater analysis (3 copies) that demonstrates compliance with stormwater drainage provisions at EC 9.6790 – 9.6795.
- Indicate whether the stormwater system or portions thereof are proposed for public or private maintenance. If applicable, submit a draft Operations and Maintenance Plan (for private facilities) and/or Operations and Maintenance Agreement (for public facilities) consistent with EC 9.6797.

Tree Preservation Requirements

- Provide a tree preservation plan and report prepared by a certified arborist or approved equivalent. Both the plan and the report shall demonstrate compliance with EC 9.8515(7)(b), (c), (d) and/or other applicable requirements.
- Show the location, size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground). Provide an assessment of the condition of the existing trees, indicate whether they will be preserved or removed, and indicate the means of preservation when applicable.
- Show the “critical root zones” for trees to be preserved and provide supporting information that preserved trees will not be impacted so as to constitute “tree removal,” as defined in EC 9.0500.

Natural Features Assessment and Delineation of Applicable Boundaries on Site Plan

Site plans shall show the following information in accordance with EC 9.8515(7)(a):

- Significant on-site vegetation, including rare plants (those that are proposed for listing or are listed under State or Federal law), and native plant communities.
- All documented habitat for all rare animal species (those that are proposed for listing or are listed under State or Federal law).
- Prominent topographic features, such as ridgelines and rock outcrops.
- Wetlands, intermittent and perennial stream corridors, and riparian areas.
- Natural resource areas designated in the Metro Plan diagram as “Natural Resource” and areas identified in any city-adopted natural resource inventory.

- Submit a mitigation plan to address restoration or replacement of significant natural features, in accordance with EC 9.8515(7)(c).
- Submit a narrative report from qualified professional providing an evaluation of existing resources, anticipated impacts and proposed mitigation.

Contour Intervals

Show existing and proposed contours at one of the following intervals *and must be based on City Bench Mark (North American Vertical Datum of 1988 (NAV 88)). The City Bench Mark used must be noted on the plan.*

Indicate bench mark used.

- One-foot contour intervals for ground slopes up to five percent.
- Two-foot contour intervals for ground slopes between five and ten percent.
- Five-foot contour intervals for ground slopes exceeding ten percent.

Street and Utility Improvement Requirements

- Show existing and proposed public and private improvements.
- Note on the plat whether public improvements are to be constructed publicly or privately.
- Note on plat the location, size and species of existing and proposed street trees.
- Note on plat the location of any existing or proposed street lights.
- Show that utility plans comply with EC 9.6775, Underground Utilities.

Street and Public Access Way Requirements

- Identify the number of peak hour trips based on the proposed development that will occur on all lots resulting from the land division. If the development will generate 100 or more trips during any peak hour, a Traffic Impact Analysis Review shall be required in accordance with EC 9.8650 - 9.8680.
- Identify the street classification of all streets in accordance with EC 9.6850 and EC 9.6870.
- Indicate potential slope easements.
- Provide a street center profile using ground elevations when proposed streets intersect 15% grade.
- Show the location and widths (right-of-way and paving width) of all existing and proposed streets, intersections, and bike and pedestrian access ways, both within the plat and adjacent to the plat.
- Show existing and proposed curbs and sidewalks on site and adjacent to property involved.
- Show street connectivity and provide supporting narrative to address applicable street connectivity standards from EC 9.6815.
- Show that the proposal is consistent with EC 9.6780, Vision Clearance Area.

- Show secondary emergency vehicle access.
- Show street names for all existing and proposed streets (public and private), in accordance with EC 9.6855.
- Indicate the radii of all curves on the plat.
- Show location and type of existing and proposed transit-related facilities.
- Identify any street grade over 12 %.
- Show all existing private access driveways to property. When the property fronts a street under Lane County jurisdiction, also show driveway locations for adjacent properties.
- Show any special setbacks in accordance with EC 9.6750.

Supporting Analysis and Documents

- Submit a preliminary title report EC 9.8510(1).
- Submit Geotechnical Analysis, as required to satisfy applicable criteria.

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: _____