



# MIDDLE HOUSING LAND DIVISION, TENTATIVE PLAN

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 10<sup>th</sup> Avenue, Eugene.

List all Assessor’s Map and Tax Lot numbers of the property included in the request. Proposals are required to include all property under contiguous ownership of the applicant.

Assessor’s Map	Tax Lot	Zoning	Lot Area (square feet/acres)

Name of Middle Housing Land Division: \_\_\_\_\_

Existing Use on Property: \_\_\_\_\_

Middle Housing Type (check one):  Duplex  Triplex  Fourplex  Cottage Cluster

Middle Housing Status (check one):  Developed before June 30, 2022

Developed after June 30, 2022

Proposed (new)

Under Construction. Permit No(s): \_\_\_\_\_

Does the project include Middle Housing Conversion (see definition at EC 9.0500)?  Yes  No

Is site included on acknowledged Statewide Goal 5 Inventory?  Yes  No  Uncertain

Is this application running concurrently with another Land Use Application?  No  Yes, type: \_\_\_\_\_

Adjustment Requested?  No  Yes, section number(s): \_\_\_\_\_

### 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](http://www.eugeneplanning.org)

### Submittal Requirements

Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant’s responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper site plans must be folded to a size equal or less than 11” x 17”. Per EC 9.8193(1), the application must be prepared by an Oregon Licensed Land Surveyor.

## **Written Statement**

- Submit a detailed written statement describing *how* this request is consistent with all application requirements (Eugene Code Section 9.8193) and all applicable criteria (Eugene Code Section 9.8194). *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 9.8193(5), submit documentation proving that the property included in the proposed land division is a legal lot. See the definition of a legal lot in EC 9.0500.

## **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 number 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 Middle Housing Lots and/or common area tracts.
- 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.
- Show the width and location of all existing and proposed public and private easements, including all easements required under EC 9.8194(4).
- Show the Middle Housing Land Division name. Four land divisions with 4 or more Middle Housing Lots, 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.
- Indicate on the proposed plan the Middle Housing lot configuration and show that there is one dwelling unit on each middle housing lot, except lots, parcels or tracts that include a common area.
- Include the following notes on the tentative plan:
  - The middle housing lots shown on the tentative plan were created pursuant to a middle housing land division and may not be further divided.
  - The middle housing developed on the middle housing lots shown on the tentative plan shall remain middle housing and shall not be considered to be any other housing type as a result of the middle housing land division.

**Water Supply & Electrical Requirements** (It is recommended that prior to submittal, you contact the Eugene Water and Electric Board (EWEB) regarding requirements for water and electrical services for Middle Housing Development.)

- Show a diagram (including easement) of existing and proposed electrical service lines.
- Show a diagram (including diameters) of existing and proposed water mains.
- Show that each Middle Housing Lot is served in accordance with EC 9.8194(5).
- 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 Middle Housing Lot.
- Show that each Middle Housing Lot is served in accordance with EC 9.8194(5).

**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 street classification of all streets in accordance with EC 9.6850 and EC 9.6870.
- Indicate potential slope easements.
- 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 all existing private access driveways to property.
- Show any special setbacks in accordance with EC 9.6750.

**Supporting Analysis and Documents**

- Submit a preliminary title report EC 9.8193(2).
- If developed, demonstrate that the proposed middle housing land division will not cause any existing improvements on the middle housing lots to be inconsistent with applicable standards in this land use code.
- Provide evidence that buildings or structures on the middle housing lots created by the middle housing land division will comply with applicable building code provisions related to new property lines.

**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: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_