



Subdivision Checklist

City of Klamath Falls Planning Division, 226 South 5th Street, Klamath Falls, OR 97601

This checklist is a guide to what constitutes a complete **Tentative Subdivision** application. Applications found to be incomplete upon submittal will not be accepted or if an application is accepted and found incomplete, it will not be processed until the missing components are submitted.

Prior to applying, you have the option of requesting a pre-application meeting with City staff and other agencies to discuss and gain an understanding of the application process and the requirements you will need to meet to proceed with your proposal. Pre-application meetings cost 10% of the application fee, which will be credited toward the total fee should you choose to proceed. This fee is nonrefundable.

THE FOLLOWING ARE REQUIRED AND SHALL BE SUBMITTED WHEN APPLYING FOR A **TENTATIVE SUBDIVISION**:

- Completed General Review Application form (**TO BE COMPLETED IN INK**)
- Completed Subdivision Application form (**TO BE COMPLETED IN INK**)
- List of all property owners, map tax lots, and mailing addresses within 500 feet of the subject property and a completed Public Hearing Notice Mailing List form
- Completed Applicant and Owners Statement form and Copy of Deed
- Tentative Subdivision Plan (see Site Plan Checklist for required contents) Also submit an electronic PDF copy.
- Certification of capability and willingness to serve the subdivision from each affected utility company
- A schedule indicating the tentative timetable of improvement construction, including initiation and completion dates
- Draft or proposed deed restriction and/or covenants if any, which affect the subdivision and a signed letter from legal counsel stating the Covenants, Conditions and Restrictions meet all state requirements.
- A statement describing the financing plans for all improvements
- A statement describing the proposed sales program for the subdivision
- A statement describing how the subdivision proposal conforms with and promotes the purposes of Chapters 10 to 14 of the Community Development Ordinance.
- Application fee for *Tentative* Subdivision—\$1,500 (A fee of \$300 plus \$12 per lot, payable to the City of Klamath Falls, will be required upon submittal of the Final Subdivision Plan)
- Mailing notice costs (current postage rate plus 10 cents, multiplied by the number of property owners required to be notified).
- Legal Notice costs (not required upon application submittal but will be billed and shall be paid within 30 days).

* * *

(Continued)

Tentative Subdivisions are processed through City Planning; whereas Final Subdivisions cost \$300, plus \$12 per lot, and have different map requirements than the Tentative as described in Community Development Ordinance (CDO) Section 11.850 — 11.870. Within eighteen (18) months after approval of a tentative plan pursuant to Sections 11.800 to 11.825, the developer shall cause the subdivision, or any part thereof designated for partial recording under Subsection 11.810(5)g, to be surveyed and a plat prepared in conformance with the tentative plan as approved. In the case of partial recording, each phase or portion of the subdivision intended for partial recording shall be submitted within sequential and consecutive eighteen (18) month periods, commencing with the original tentative plan approval, until the entire subdivision is fully recorded. The developer shall submit the original drawing, five prints and any supplementary information to the Director. If the developer fails to submit the final plat as specified by this section for approval before the expiration of the period allowed by this section, the plan shall be void. The Director may however, extend the date of expiration up to not more than ninety (90) days upon proof from the applicant that a burden of hardship beyond the control of the applicant has prevented the timely completion of such final plat.

Remember: A Subdivision may only be approved if it meets all applicable review criteria including the following:

- The tentative plan must not bear a name with a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in Klamath County, except the words: town, city, place, court and addition.
- The streets and roads are laid out conforming to the plats of the subdivision and maps of partitions previously approved for adjoining property (width, general direction, etc.) unless the Planning Commission determines it is in the public interest to modify the street or road pattern.
- Streets for public use are to be dedicated without reservation or restriction
- Streets held for private uses are clearly indicated on the tentative plan and all reservations or restrictions relating to such private streets are set forth thereon.
- Streets held for private use and indicated on the tentative plan of such subdivision are approved by the Public Works Department
- The plan contains provisions for the donation to the City, all common improvements, including, but not limited to streets, parks, sewage disposal, water and geothermal supply systems: the donation of which may be made a condition of the approval of the tentative plan.
- The tentative plan complies with the Comprehensive Plan and Chapters 10 to 14 of the Community Development Ordinance
- Emergency vehicle access is adequately addressed and complies with the Uniform Fire Code



Subdivision Site Plan Checklist

City of Klamath Falls Planning Division, 226 South 5th Street, Klamath Falls, OR 97601

Please draft all diagrams on sheets at least 18" X 24" in size, but no larger than 36" X 42", at a scale of one inch equals 100 feet. The scale may be increased or decreased, but should be in a multiple of 10.

REQUIRED CONTENTS FOR SUBMITTING A TENTATIVE SUBDIVISION

-Names

- Name of the subdivision, which shall not duplicate or resemble the name of another subdivision in the City or Klamath County and shall be approved by the Commission. The County Surveyor Tract Number shall also be provided.
- Names and addresses of the owner, developer and engineer or surveyor.
- Names and addresses of all property owners within 500 feet of the subdivision's proposed boundaries as shown on the last preceding tax roll of the Klamath County Assessor.

- Location

- Vicinity map showing the subdivision's relationship to the city and major public facilities.
- A legal description of the subdivision.

- Natural Features

- Contour lines, related to an established benchmark or USGS datum and having intervals appropriate to slope grades.
0-12% Slope.....2-foot intervals
More than 12%..... Slope 5-foot intervals
- Water courses (drainage ways, lakes, etc.) including their direction of flow and probable floodplain.
- Significant physical features such as wooded areas, wetlands, rock outcroppings and the like.

- Existing Conditions

- Location and description of all existing streets, easements, structures, public utilities and current land uses of the subdivision area.
- Zoning classification of the subdivision and adjacent lands.
- Boundary lines of any governmental jurisdiction including special service districts within or adjacent to the subdivision.
- Existing drainage water runoff, calculated in accordance with provisions of either the Oregon State Highway Division Hydraulics manual or the Soil Conservation Service National Engineering Handbook. The source of the calculation method shall be identified. Such calculation may be supplemented by a registered 'engineer's evaluation of the applicability of the aforementioned sources.

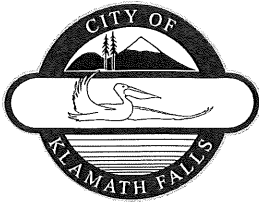
- Proposed Development

- Location, width, names, approximate grades and radii of curves of proposed streets.
- Location, width and purpose of proposed easements.
- Location and approximate dimensions of areas to be subdivided as lots.
- Location and description of all proposed utility improvements, including but not limited to sanitary sewer, domestic water and storm drainage. Certification of capability and willingness to serve the subdivision from each affected utility company shall also be included.
- Location, dimensions and characteristics of areas proposed for public or nonresidential uses.
- A schedule indicating the tentative timetable of improvement construction, including initiation and completion dates.
- A description of the area proposed for partial recording of a final plat, if phase development and recording is contemplated. If the subdivision proposal pertains to only part of the tract owned or controlled by the subdivider, a preliminary diagrammatic plan for blocks, lots, streets, sewers and drains in the unsubdivided portion shall be submitted.
- Draft of proposed deed restrictions and/or covenants if any, which affect the subdivision.
- Projected drainage water runoff, calculated in accordance with the provisions of either the Oregon State Highway Division Hydraulics Manual or the US Soil Conservation Service National Engineering Handbook. The source of the calculation methods shall be identified. Such calculation may be supplemented by a registered engineer's evaluation of the applicability of the aforementioned sources.
- Location and description of street lights including pole and fixture type.

-Residential Stormwater Plan

- Existing and proposed final grades.
- Cut/Fill quantities in cubic feet.
- Square Footage of new impervious area (pavement, roofs, etc.)
- Where and how stormwater will be directed from all impervious areas.
- How erosion will be prevented after construction is complete.

When submitting a final subdivision plat, see section 11.850 of the Community Development Ordinance for required information on the plat.



Subdivision Application

City of Klamath Falls Planning Division
226 South 5th Street, Klamath Falls, OR 97601

File Number: _____

(TO BE COMPLETED IN INK)

This is a Subdivision application supplement, required for all Tentative Subdivision applications.

SUBDIVISION INFORMATION

Number of *existing* lots or parcels involved in the proposed Subdivision: _____

Total size of property to be subdivided (includes all existing lots or parcels): _____

Lot information

Number of lots proposed: _____ Average Lot size: _____

Size of largest lot: _____ Size of smallest lot: _____

Describe the proposed use following completion of the subdivision: _____

Describe the land uses surrounding the subject property:

North: _____ East: _____

South: _____ West: _____

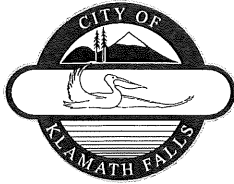
Check available utilities ⇨ -Gas -Telephone -Electricity -Cable TV -Water -Sewer

And attach letters of capacity and willingness to serve from each utility.

Check proposed utilities ⇨ -Gas -Telephone -Electricity -Cable TV -Water -Sewer

Please describe the purpose and location of any areas or improvements other than utilities, set aside for public use or common use, including a maintenance or property owner agreement: _____

Please attach a copy of proposed property/homeowner agreements, bylaws, covenants and any petitions proposing to create special service districts along with a letter from legal counsel stating the Covenants, Conditions and Restrictions meet all state requirements.



General Review Application

City of Klamath Falls Planning Division
226 South 5th Street, Klamath Falls, OR 97601

File Number(s): _____

OFFICIAL USE ONLY

Date Received: _____ Date Application Complete: _____

Hearing Date: _____ Date of Pre-App Meeting: _____

↓ DATE OF DLCD NOTICE—FOR ANNEXATION AND ZONE CHANGE ONLY ↓

Notice of Proposal: _____ Notice of Adoption: _____

APPLICATION TYPE

↓ Applications processed through the City Planning Division – *Check all that apply* ↓

- Design Review—Major (\$600)
- Design Review—Minor (\$300)
- Conditional Use Permit (\$750)
- Variance—Major (\$600)
- Variance—Minor (\$300)
- Annexation (\$500)
- Land Partition—Tentative (\$750)
- Subdivision—Tentative (\$1,500)
- Zone Change (\$1,500)
- Nonconforming Use Exception (\$175)
- Other → Please Describe: _____

APPLICANT INFORMATION

Please check primary contact person

TO BE COMPLETED IN INK

Landowner Name: _____ Daytime Phone: _____

Mailing Address: _____ E-Mail: _____

Applicant Name: _____ Daytime Phone: _____

Mailing Address: _____ E-Mail: _____

Agent (e.g. Architect, Engineer, Surveyor): _____

Mailing Address: _____ E-Mail: _____

City Business License No: _____ Daytime Phone: _____

SUBJECT SITE INFORMATION

Property Address: _____

Map & Tax Lot Number(s): _____

Subdivision, Lot & Block: _____

Current Zoning: _____ Total Size of Parcel(s): _____

Describe current uses, existing structures, other improvements and vegetation on the property: _____

Existing easements and/or deed restrictions—Purpose and Description: _____

Volume & Page Number: _____

(continued)

PROJECT INFORMATION

- Briefly describe the project & proposed use: _____

TRAFFIC STATEMENT

- Describe the amount of traffic the proposal will generate & its impact on local streets and traffic conditions: _____

ENVIRONMENTAL IMPACTS

- Describe any noise potentially generated by the proposed use (including during construction): _____

- Describe pollution emissions that will be generated by the proposed use: _____

- Describe the impact of the proposal on adjacent scenic views, historical resources or other environmental resources: _____

CONSTRUCTION IMPACTS

- If excavation or fill is planned, explain the purpose, location and amount of each: _____

- If tree removal is planned, explain the purpose of removal and the location and number of trees to be removed: _____

ECONOMIC IMPACTS

- New Business or Expansion: _____
- New Employment Positions: _____
- Estimated Valuation: _____
- Estimated Revenue: _____

PLEASE NOTE

- If driveways are planned as part of your proposal, please note the type (residential or commercial), width and location of each on the site plan.
- If sidewalks are planned, show the width and location on the site plan.
- If water and sewer are planned, show the main lines and service lines on the site plan.
- If storm water is planned, show the main lines and service lines or on-site detention/retention on the site plan.



Applicant & Owner Statement

City of Klamath Falls Planning Division, 226 South 5th Street, Klamath Falls, OR 97601

I (we) the undersigned applicant(s) and/or owner(s) of the parcel of land located at the address listed below; identified as the Tax Account Number(s) also listed below, realize that this application rests upon the above answers and accompanying data and do hereby affirm and certify under penalty of perjury, that the foregoing statements and answers are in all respects true and correct to the best of my/our knowledge. By submission of this application, the owner and developer hereby grant the City permission to erect a public notice sign on the subject property for public information purposes.

Subject Property Address: _____

Subject Property Tax Account Number(s): _____

APPLICANT(S):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

If the applicant listed on this application is not the sole deed holder of the property or properties described above, complete the following or submit a separate written authorization from the owner:

AUTHORIZATION TO ACT AS AGENT

I (we) the undersigned, hereby certify that as deed holder(s) of record of property or properties described above, hereby authorize the person(s) listed as the applicant(s) on this application to act and appear as agent, with respect to this application.

LANDOWNER(S):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____



Public Hearing Notice Mailing List

City of Klamath Falls Planning Division, 226 South 5th Street, Klamath Falls, OR 97601

INSTRUCTIONS FOR PROVIDING PUBLIC HEARING NOTICE INFORMATION FOR: **Subdivision, Urban Growth Boundary, Zone Change**

When applying for any of the above, please provide the information necessary to notify the nearby property owners about all public hearings for your project. This information is to be provided in the following manner:

Obtain a current copy of the County Assessor map (tax maps) that include your project site and all parcels within **500 feet** of any part of the parcel on which your project is located, including public rights-of-way. The exterior property lines of the parcel(s) on which your project is located, even if your project will occupy only a portion of the parcel(s), must be clearly outlined on the map, and another line must be clearly drawn indicating a distance of **500 feet** from all exterior property lines you have outlined. Check the scale shown on each map (they may be different), and use the adjoining maps if necessary to include all property within **500 feet**. **The County Assessor Office may be able to print a list of addresses for you. If interested, you may inquire with them at the County Government Center at 305 Main Street, Klamath Falls, OR 97601.**

Obtain names, addresses and tax lot numbers of all owners of property within 500 feet, as listed on the last preceding tax roll of the Assessor of Klamath County. List the above information in the following order:

- Tax Account Number
- Property Owner Name
- Street Address
- City, State and Zip Code

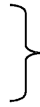
NOTE: Type or print labels on the form provided or on a sheet of labels. Print them legibly or the mailing list will be returned. Typed mailing labels will speed the application process.

You are required to pay for the Mailing Notice costs (current postage rate plus 10 cents multiplied by the number of property owners to be notified) with your application fee.

You may also be required to pay for Legal Notice costs. These costs will be billed to you and shall be paid within 30 days of the final decision.

ACKNOWLEDGMENT OF MAILING LIST

STATE OF OREGON
COUNTY OF KLAMATH
CITY OF KLAMATH FALLS



I, _____, do hereby certify that on the _____ day of _____, I submitted with my application, such names, addresses and Tax Account Numbers as are listed on the last preceding tax roll of the Assessor of Klamath County.

That said list contains a true copy of all property owners within 500 feet of the subject property.

Applicants Signature _____ Date _____

Subscribed and Sworn to before me this _____ day of _____

Notary Public for Oregon