



Subdivision Checklist

City of Klamath Falls Development Services, 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 ITEMS 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 Owner Statement form and Copy of Deed
- Tentative Subdivision Plan (see Site Plan Checklist for required contents); 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)

Revised December 2019

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 11.81 0(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