



Subdivision Preliminary Plat Application

Scappoose Planning Department

52610 NE 1st St.; Scappoose, OR 97056 | (503) 543-7184 | www.scappoose.gov

Subdivisions apply to all development proposals that involve a division of land that would create four or more total lots. If a division of land that would create three or fewer total lots is being proposed, the applicant should apply for a Partition.

Please enter the information electronically using the fillable PDF or write legibly using black or dark blue ink. While completing the application electronically is an option, a wet-ink signature is required when a signature is prompted. If you utilize the fillable PDF, please complete the prompts, print the document, and physically sign where required. Applicants are advised to review the list of submittal requirements.

TRACKING INFORMATION (for office use only)

<i>Application submittal Includes:</i>		
<input type="checkbox"/> 2 hard copies	<input type="checkbox"/> Electronic submittal	<input type="checkbox"/> Fee
<i>Date submitted with payment:</i> _____		<i>Receipt #:</i> _____

APPLICANT INFORMATION

Applicant

Name: _____ Interest in property: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Signature: _____ Date: _____

Applicant's Representative

Name: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Civil Engineer

Name: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Architect

Name: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Landscape Architect

Name: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Additional Personnel:

Name: _____ Role: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Additional Personnel:

Name: _____ Role: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing address: _____

Phone #: _____ Email address: _____

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No

If yes, please list the additional map and tax lots: _____

Signature: _____ Date: _____

SITE LOCATION & DESCRIPTION

Address or frontage street: _____

Tax map #(s): _____ Tax lot #(s): _____

Nearest cross street _____

Plan designation: _____ Zone: _____ Site size: _____ ☐ acres ☐ sq. ft.

SUMMARY OF REQUEST

Proposed project name: _____

Estimated project valuation (\$): _____

Project type (*Examples: Subdivision, Multi-Family Residential (MFR), Accessory Dwelling Unit (ADU), Commercial, Industrial, Mixed Use*): _____

Detailed project description: _____

Is a Variance being requested? ☐ No ☐ Minor Variance ☐ Major Variance

Is any other application being applied for concurrently with this proposal: ☐ Yes ☐ No

Proposed landscaping (square feet): _____ Proposed paving (square feet): _____

Number of total parking spaces: _____ Number of accessible parking spaces: _____

If mixed use, please specify the approximate percentages of overall site area for each use:

Commercial: _____% Industrial: _____% Residential: _____%

Are any of the following present on site? ☐ 100-year Floodplain ☐ Wetlands ☐ Slopes greater than 20%
☐ Riparian corridors ☐ Cultural resources ☐ Airport noise contours

Water provider: ☐ City of Scappoose ☐ Well

Does the site have direct access to a City street(s)? ☐ Yes ☐ No

Does the site have direct access to a County road(s)? ☐ Yes ☐ No

Are there currently any existing structures on site? ☐ Yes ☐ No

If yes, please list the type of each structure on site and describe the proposed plan for each one: _____

RESIDENTIAL DENSITY CALCULATION WORKSHEET (if residential development)

If your proposal includes a residential component, please complete this Residential Density Calculation Worksheet. To monitor compliance with State regulations, the City must track the net densities of new residential developments in City limits. This worksheet must be completed by the applicant and submitted with the preliminary application for any residential or mixed-use subdivision, planned unit development, partition, or development review approval.

Project name: _____

Applicant name: _____

Address or frontage street: _____

Tax map #(s): _____ Tax lot #(s): _____

Plan Designation: _____ Zone: _____

Calculations

1. Total gross area of the subject site: _____ square feet
2. Development constrained land:
 - a) Public street right-of-way dedication _____ square feet
 - b) Public or private access easements _____ square feet
 - c) Open space tracts _____ square feet
 - d) Private street tracts _____ square feet
 - e) Required internal fire access drive areas _____ square feet
 - f) Stormwater treatment and detention areas _____ square feet
 - g) Wetlands and required CWS vegetated corridors _____ square feet
 - h) Areas with 20% or greater slopes _____ square feet
 - i) Areas within the 100-year floodplain _____ square feet
 - j) Land dedicated to City for parks or greenways _____ square feet
 - k) Maneuvering area for truck loading docks _____ square feet
 - l) Public or private street tree easements _____ square feet
 - m) Electrical transformer platforms, industrial chemical and/or gas storage areas, or other hazardous area where occupancy is not permitted for safety reasons _____ square feet

3. Sum of items a through m: _____ square feet
4. [Result of #1] minus [Result of #3] = _____ square feet
5. [Result of #4] divided by 43,560 = _____ acres
6. Number of proposed residential units _____ units
7. [Result of #6] divided by [Result of #5] = _____ units per acre

SUBMITTAL REQUIREMENTS CHECKLIST

NOTE: Incomplete applications will not be accepted. Loose pages will not be accepted. Each submittal set must be bound with page numbers. The pages of the application form will be the cover sheet(s) of EACH submittal set and can be on 8.5" x 11" paper.

- ☐ Pre-Application Conference completed within 6 months of land use application submittal
- ☐ 1 original completed and wet ink signed Site Development Review application form with required payment and 1 printed copy of the signed application form.

Applicant to submit two (2) collated and bound copies of the following information, attached to the application forms described above and following the electronic file naming standards described on the final page:

- ☐ If proposal has a residential component, **Residential density calculation worksheet** (8.5" x 11")
- ☐ **Compliance narrative** (8.5" x 11"): A written summary of the project, followed by a detailed, one-by-one explanation of how the proposal meets every relevant approval criterion in the Scappoose Municipal Code (SMC) and Scappoose Development Code (SDC). City staff will identify the relevant chapters that require a narrative response in the required Pre-Application Conference.
- ☐ **Existing conditions plan** (11" x 17"), including the following:
 1. Scale
 2. North arrow
 3. Location and length of all existing legal lot lines
 4. Location and dimensions of existing street(s), rights-of-way, and public/private access easements on and adjoining the site
 5. Location, use, height, and square footage of all existing structures on the site
 6. Location and dimensions of existing driveways, off-street parking (vehicular and bicycle), and loading areas
 7. Location, height, and orientation of existing lighting
 8. Location and species of existing landscaping
 9. Location, diameter, and material of existing public and private underground and above ground utilities
 10. Areas of the site that have been filled with soil or debris from other locations of the site or off the site
 11. Ground elevations shown by contour lines (2-foot intervals for slopes less than 10%, 5-foot intervals for slopes 10% or greater)
 12. Natural features such as watercourses, rock outcroppings, wetlands, wooded areas (other than brush and scrub), and areas of the site within the 100-year floodplain
- ☐ **Subdivision plat** (11" x 17"), including the following:
 1. Scale
 2. North arrow
 3. Location, dimensions, area, and numeration of all proposed lots
 4. Location and dimensions of existing and proposed street(s), rights-of-way, and public/private access easements on and adjoining the site
 5. Location, use, height, square footage, and setbacks of all existing and proposed structures on the site
 6. Location, purpose, type, and size of all public and private easements, tracts, and deed reservations for parks, open spaces, pathways, and any other land uses
 7. Location and dimensions of each proposed right-of-way dedication
- ☐ **Utility plan** (11" x 17"), including the following:
 1. Scale

2. North arrow
3. Location of existing and proposed street(s) or rights-of-way
4. Location of all existing and proposed structures on the site
5. Location, diameter, and material of existing and proposed public and private underground and above ground utilities

- ☐ **Grading and stormwater plan (11" x 17")**, including the following:
1. Scale
 2. North arrow
 3. Elevation contour lines in 2-foot increments
 4. Location of manholes and catch basins
 5. Location, diameter, and material of existing and proposed sanitary and stormwater lines

- ☐ **Landscaping plan (11" x 17")**, including the following:
1. Scale
 2. North arrow
 3. Location of existing and proposed street(s) or rights-of-way
 4. Location of all existing and proposed structures on the site
 5. Location of all existing and proposed vehicular parking spaces
 6. Location and species of existing and proposed landscaping

- ☐ **Exterior lighting plan (11" x 17")**, including the following:
1. Scale
 2. North arrow
 3. Location of existing and proposed street(s) or rights-of-way
 4. Location of all existing and proposed structures on the site
 5. Location, height, and orientation of existing and proposed lighting

- ☐ **Architectural elevation plan (11" x 17")**

- ☐ **Interior floor plan (11" x 17")**

- ☐ **Will serve letter from Postmaster, Waste Management, Columbia River PUD, NW Natural Gas, Comcast, Lumen (CenturyLink), and AT&T (as applicable) (8.5" x 11")**

- ☐ **Transportation Impact Study (TIS) (8.5" x 11")** - See below for applicability:
1. TIS **Letter** for developments that generate 10 or fewer peak hour trips and 100 or fewer daily trips
 2. TIS **Report** for developments that generate more than 10 peak hour trips or more than 100

- ☐ **Geotechnical report (8.5" x 11")**

- ☐ **Stormwater analysis (8.5" x 11")**

- ☐ **Electronic (PDF) copy of all materials above. The electronic copy should be saved directly from the electronic file rather than a scan of printed materials (except for the application form; that may be scanned so that the electronic copy includes the hand-written signature).**

ELECTRONIC FILE NAMING STANDARDS

Submission of electronic files provided on an electronic storage device, should be numbered and named according to their order listed on the provided Title Sheet, Cover Sheet or Table of Contents. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. NOTE: Please limit the number of characters in the file name to 40 characters or less – abbreviations are acceptable and encouraged. Do not include dashes or other special characters in the file name. Below are examples of acceptable file names.

Application packet order of contents	Electronic file naming standards
Application form (signed and scanned)	01 Application Form.pdf
Residential density calculation worksheet	02 Res Density Calc.pdf
Compliance narrative	03 Narrative.pdf
Site plans (consolidated)	04 Preliminary Site Plans.pdf
Will serve letters (consolidated)	05 Will Serve Letters.pdf
Transportation Impact Study	06 TIS [Letter or Report].pdf
Geotechnical report	07 Geotechnical Report.pdf
Stormwater analysis	08 Stormwater Analysis.pdf

Drawing File Naming Standards: (Drawing files shall start with a three-digit number)

The following components make up the file name:

Sequential Display Order No.	Sheet Number	Sheet Title/Name	File Name
001	G001	Cover Sheet	001 G001 Cover Sheet

The following examples highlight acceptable naming standards for drawing sheets:

Lists of sheets provided on Drawing Cover Sheet:

Drawing Index	
SHEET NO.	DRAWING TITLE
	COVER SHEET
0.1	PRELIMINARY EROSION & SEDIMENT CONTROL PLAN
1.0	PRELIMINARY SITE PLAN
1.1	EVERGREEN ACCESS PLAN
1.2	PRELIMINARY PHASING PLAN
1.3	PRELIMINARY CIRCULATION PLAN
2.0	PRELIMINARY GRADING AND DRAINAGE PLAN
3.0	PRELIMINARY UTILITY PLAN
3.1	PRELIMINARY LIGHTING PLAN
1.0	LANDSCAPE PLAN
EXISTING CONDITIONS PLAN (ALTA SURVEY)	
1 OF 1	TOPOGRAPHIC SURVEY

Examples of Drawing File Names:

The number value in front of the file name ensures display order

001 Cover Sheet
002 0.1 Erosion Control
003 1.0 Prelim Site Plan
004 1.1 Evergreen Access
005 1.2 Phasing
006 1.3 Circulation
007 2.0 Grading and Drainage
008 3.0 Utility
009 3.1 Lighting
010 1.0 Landscape
011 Topographic Survey