



Scappoose Planning Department
33568 E. Columbia Ave. Scappoose, OR 97056
Phone: 503-543-7146 Fax: 503-543-7182
www.ci.scappoose.or.us

SUBDIVISION PRELIMINARY PLAT APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable code section prior to submitting an application. Applicants are required to schedule a pre-application meeting with staff prior to submitting final application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS. REFER TO SUBMITTAL CHECKLIST.**

TRACKING INFORMATION (For Office Use Only)

Application Submittal Includes:

☐ 2 Hard Copies Required (Initial Submittal) ☐ Electronic Submittal ☐ Fee

☐ 7 Hard Copies Required (Final Submittal, once deemed complete by City Planner)

Date Submitted with payment: _____

Receipt #: _____

File # _____ Hearing Date _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Site Size _____ ☐ acres ☐ sq. ft.

Dimensions _____

SUMMARY OF REQUEST

Proposed Project Name _____

Project Type/Narrative Summary: (Provide a brief summary and specify project type: Single Family Residential (SFR), Multi-family Residential (MFR), Commercial (C), Industrial (I)) _____

NOTE: If a residential project is proposed, a Residential Density Calculation Worksheet (page attached) must be submitted.

Is a Variance Requested? ☐ Yes ☐ No

If Yes, identify type of request: ☐ Minor Variance ☐ Major Variance

NOTE: Procedures and Applicable Criteria for variances may be found in SDC Chapter 17.134

SUBDIVISION PRELIMINARY PLAT APPLICATION

(CONTINUED)

	SFR Detached	SFR Attached	Multi Family	Commercial/Industrial
No. of Lots:				
Max. Lot Size (sq. ft.):				
Min. Lot Size (sq. ft.):				
Avg. Lot Size:				
Total No. of Units:				

DETAILED SITE INFORMATION

Are any of the following present on the site? *If so, please specify number of acres and/or percentage of site affected.*

Floodplain _____ Wetlands _____ Significant Natural Resources _____

Cultural Resources _____ Airport Noise Contours _____ Slopes greater than 20% _____

Water Provider: ☐ City of Scappoose ☐ Well

Does the site have access to City street(s)? ☐ Yes ☐ No (Please explain): _____

Does the site have access to County road(s)? ☐ Yes ☐ No (Please explain): _____

Are street/road improvements requested or required? ☐ Yes ☐ No (Please explain): _____

Are parking restrictions requested? ☐ Yes ☐ No (Please explain which streets are affected): _____

Are there existing structures on the site? ☐ Yes ☐ No (If Yes, briefly explain future status of structures.) _____

Are there existing wells or septic drain fields on the site? ☐ Yes ☐ No (If Yes, briefly explain future status.) _____

OWNERSHIP AND APPLICANT INFORMATION (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

Property Owner(s): Name(s) _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

SUBDIVISION PRELIMINARY PLAT

(CONTINUED)

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No (If Yes, please list tax map and tax lots) _____

Property Owner(s) Signature(s) _____ Date: _____
(If more than one property owner, please attach additional sheet with names and signatures.)

Applicant: Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

Additional Project Team Members

Applicant's Representative: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Civil Engineer: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Architect: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Landscape Architect: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel, if any:

Role _____ Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____



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RESIDENTIAL DENSITY CALCULATION WORKSHEET

To monitor compliance with State regulations, the City must track the net densities of new residential developments in the City. 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 _____

Developer / Applicant _____

Project Site Address _____

Tax Map #(s) _____ Tax Lot #(s) _____

Plan Designation _____ Zoning _____

Net residential density is calculated on net acreage, the area on a site which is eligible for development. Net acreage is calculated by subtracting undevelopable land from gross acreage.

Residential Density Calculations: *Fill in the blanks below to calculate the net residential density.*

Total Gross Area of Subject Site (1 acre = 43,560 sq. ft.): _____ square feet

Less "undevelopable land": (as applicable)

Public street right-of-way dedication _____

Public or private access easements _____

Public or private access easements _____

Private street tracts _____

Required internal fire access drive areas _____

Storm water treatment and detention areas _____

Wetlands and required CWS vegetated corridors _____

Areas with 20% or greater slopes _____

Areas within the 100-year floodplain _____

Land dedicated to the City for parks or greenways _____

Maneuvering area for truck loading docks _____

Electrical transformer platforms, industrial chemical and/or gas storage areas, or other hazardous area where occupancy is Not Permitted for safety reasons _____

Total Net Area (total gross area minus undevelopable land): _____ square feet

Net Acreage of Subject Site (total net area divided by 43,560): _____ acres

Total Number of Residential Units Proposed: _____ units

Net Residential Density (proposed units divided by net acreage): _____ units per net acre

APPROVAL CRITERIA AND REVIEW STANDARDS

(SUBDIVISION TENTATIVE PLAN)

The approval criteria and requirements for a **Subdivision** application are listed in Chapter 17.150 of the Scappoose Development Code as follows:

Subdivision General Provisions:

17.150.020 Subdivision – General Provisions

A. An application for a subdivision shall be processed through a two-step process, the tentative plan and the final plat:

1. The tentative plan shall be approved by the planning commission before the final plat can be submitted for approval consideration; and
2. The final plat shall reflect all conditions of approval of the tentative plan.

B. All subdivision proposals shall be in conformity with all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.

C. When subdividing tracts into large lots, the planning commission shall require that the lots be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this title.

D. Where landfill and/or development is allowed within and adjacent to the one hundred-year floodplain, the city may require the dedication of sufficient open land area for a greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain.

E. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located to minimize flood damage and constructed according to public works design standards and specifications.

F. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

G. Where base flood elevation has not been provided or is not available from another authoritative source, it shall be generated by the developer.

H. All subdivision proposals shall include neighborhood circulation plans that conceptualize future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points. A circulation plan is conceptual in that its adoption does not establish a precise alignment. An applicant for a subdivision is required to submit a circulation plan unless the applicant demonstrates to the planner one of the following:

1. An existing street or proposed new street need not continue beyond the land to be divided in order to complete or extend an appropriate street system or to provide access to adjacent parcels within five hundred feet of the proposed development; or
2. The proposed street layout is consistent with a street pattern adopted as part of the city's Transportation System Plan, or a previously adopted circulation plan.

Submittal Requirements:

17.150.070 Application submittal requirements – Tentative Plan

A. All applications shall be made on forms provided by the planner and shall be accompanied by:

1. Seven copies of the tentative plan map and required data or narrative. A reproducible copy of the tentative plan and required data or narrative may be substituted for the seven required copies; and

2. The required fee.

B. The tentative plan map and data or narrative shall include the following:

1. Sheet size for the tentative plan shall preferably not exceed eighteen inches by twenty-four inches;
2. The scale shall be an engineering scale, and limited to one phase per sheet;
3. Vicinity map showing the general location of the subject property in relationship to arterial and collector streets;
4. Names, addresses and telephone numbers of the owner, developer, engineer, surveyor and designer, as applicable;
5. The date of application
6. The assessor's map and tax lot number and a legal description sufficient to define the location and boundaries of the proposed subdivision;
7. The boundary lines of the tract to be subdivided;
8. The names of adjacent subdivisions or the names of recorded owners of adjoining parcels of unsubdivided land;
9. Contour lines related to a city established benchmark at two foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;
10. The purpose, location, type and size of all the following (within and adjacent to the proposed subdivision) existing and proposed: a. Public and private rights-of-way and easements, b. Public and private sanitary and storm sewer lines, domestic water mains including fire hydrants, gas mains, major power (fifty thousand volts or better), telephone transmission lines, and watercourses, and c. Deed reservations for parks, open spaces, path ways and any other land encumbrances;
11. Approximate plan and profiles of proposed sanitary and storm sewers with grades and pipe sizes indicated and plans of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;
12. Approximate centerline profiles showing the finished grade of all streets including street extensions for a reasonable distance beyond the limits of the proposed subdivision;
13. Scaled cross-sections of proposed street rights-of-way;
14. The location of all areas subject to inundation or stormwater overflow, and the location, width and direction of flow of all watercourses and drainageways;
15. The proposed lot configurations, approximate lot dimensions and lot numbers. Where lots are to be used for purposes other than residential, it shall be indicated upon such lots. Each lot shall abut upon a public street;
16. The location of all trees with a diameter six inches or greater measured at four feet above ground level (if any), and the location of proposed tree plantings, and a designation of trees to be removed and those that will remain;
17. The existing use of the property, including location of all structures and present use of the structures, and a statement of which structures are to remain after platting;
18. Supplemental information including proposed deed restrictions, if any, proof of property ownership, and a proposed plan for provision of subdivision improvements;
19. Existing natural features including rock outcroppings, wetlands and marsh areas;
20. Unless specifically exempted by the planner, a neighborhood circulation plan that conceptualizes future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points.

C. If any of the foregoing information cannot practicably be shown on the tentative plan, it shall be incorporated into a narrative and submitted with the application.

APPROVAL STANDARDS:

17.150.060 APPROVAL STANDARDS – TENTATIVE PLAN

A. The planning commission may approve, approve with conditions or deny a tentative plan based on the following approval criteria:

1. The proposed tentative plan shall comply with the city's comprehensive plan, the applicable chapters of this title, the public works design standards, and other applicable ordinances and regulations;
2. The proposed plat name is not duplicative and otherwise satisfies the provisions of ORS Chapter 92.090(1);
3. The streets and roads are laid out so as to conform to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects, including conformance with neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern; and
4. An explanation has been provided for all public improvements.

B. The planning commission may attach such conditions as are necessary to carry out the comprehensive plan and other applicable ordinances and regulations and may require reserve strips be granted to the city for the purpose of controlling access to adjoining undeveloped properties.

Subdivision Final Plat Submittal:

17.150.140

Unless otherwise provided in Section 17.150.020, the applicant shall submit final plat and two copies to the planner within one year which complies with the approved tentative plan.

Subdivision Final Plat Approval Criteria:

17.150.150 City Review of Final Plat – approval criteria

A. The planner and the city engineer shall review the final plat and shall approve or deny the final plat approval based on findings that:

1. The final plat complies with the plat approved by the planning commission and all conditions of approval have been satisfied;
2. The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;
3. The streets and roads held for private use and indicated on the tentative plan of such subdivision have been approved by the city;
4. The plat contains a donation to the public of all common improvements, including but not limited to streets, roads, parks, storm drainage, sewage disposal, and water supply systems;
5. An explanation is included which explains all of the common improvements required as conditions of approval and are in recordable form and have been recorded and referenced on the plat;
6. The plat complies with the applicable zoning ordinance and other applicable ordinances and regulations;

7. A certificate has been provided by the city engineer that municipal water system will be available to the property line of each and every lot depicted in the proposed plat;
8. A certificate has been provided by the city engineer that a public sewer system will be available to the property line of each and every lot depicted in the proposed plat;
9. Copies of signed deeds have been submitted granting the city a reserve strip as provided by Section 17.150.060(B);
10. The final plat has been made in black India ink or silver halide and is eighteen inches by twenty-four inches in size on four mil double matted mylar or in such format as is approved and accepted by the county surveyor;
11. The lettering of the entire plat is of such size and type as approved by the county surveyor and the plat is at such a scale as will be clearly legible, but no part shall come nearer any edge of the sheet than one inch;
12. If there are three or more sheets, a face sheet and index have been provided;
13. The plat contains a surveyor's affidavit by the surveyor who surveyed the land represented on the plat to the effect that the land was correctly surveyed and marked with proper monuments as provided by ORS Chapters 92.050 and 92.060 and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Surveyor, a lot corner of recorded subdivision or partition;
14. The plat contains an affidavit for signature by the city manager accepting street rights-of-way and street improvements for jurisdiction and maintenance by the city and accepting dedications of property to the city.
15. The plat contains an affidavit for signature by the city engineer certifying that the final plat meets the requirements of the public works design standards for all improvements to be maintained by the city.
16. The final plat shall not contain any information or be subject to any requirements that is or may be subject to administrative change or variance (ORS 92.050 (11)).

B. The acceptance by the city for maintenance and jurisdiction shall follow approval of the completed improvements.

SUBMITTAL REQUIREMENTS CHECKLIST

(SUBDIVISION TENTATIVE PLAN)

Pre-Submittal Requirements:

☐ Applicants are required to schedule a pre-application meeting with Planning staff to discuss application prior to submittal of land use application. **Incomplete applications will not be accepted. No loose pages will be accepted, each submittal-set must be bound with page numbers.**

Application Submittal Requirements:

The following is a summary of the application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application.

Incomplete applications will not be accepted. No loose papers will be accepted each submittal-set must be bound with page numbers. Refer to first page for required number of sets for distribution/review.

☐ **Application Form, (Completed, and Signed):** the original completed, signed application which must include a “wet ink” signature from the property owner or owner’s authorized agent. This needs to be the cover page(s).

☐ **Application fees:** the appropriate application fee **PAYABLE TO CITY OF SCAPPOOSE**. Please consult the fee schedule for current fees.

☐ **Narrative and Response to Approval Criteria:** A written narrative/summary describing the project and addressing compliance with all approval criteria and applicable standards from the Scappoose Development Code (SDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc. The narrative shall be bound with page number format; ‘#’ of ‘#’.

☐ **Will serve letter from Postmaster, Waste Management, CRPUD, NW Natural, and Comcast (as applicable)**

☐ **Transportation Impact Analysis**

☐ **Geotechnical Report**

☐ **Storm Water Analysis**

☐ **Complete Electronic Set of all application materials:** a full electronic version of all application materials, including all applicable items listed on the following page, provided on CD, DVD, or thumb-drive (storage device will not be returned to the applicant). The electronic files must include a complete application packet in the order specified on the following pages and with correct file naming standards.

Site Plan Specifications:

GENERAL INFORMATION

☐ Map context information including date, north arrow, and scale of drawing. Plans shall be bound with no loose pages.

☐ Vicinity map showing the general location of the property in relation to the nearest major street or highway.

☐ Contact information including names, addresses, telephone numbers, fax numbers and e-mail addresses. Contacts should include owners, applicants, subdivision designers, engineers and surveyors.

☐ Identification as a tentative plat.

☐ Legal Description of the proposed subdivision sufficient to define the location and boundaries.

EXISTING CONDITIONS

- ☐ Location, name and present width of all streets, alleys and rights-of-way on and abutting the tract.
- ☐ Location, purpose and present width of all existing easements of record on and abutting the tract.
- ☐ Areas of the site that have been filled with soil or debris from the site or from off-site sources.
- ☐ All utilities on and abutting the tract. If water mains and sewers are not on or abutting the tract, the drawing must indicate the direction and distance to the nearest ones. If a septic tank or well is on site indicate their locations. \emptyset Line sizes for all existing utilities serving the property.
- ☐ Ground elevations shown by contour lines at 2-foot intervals for ground slopes of 0% to 10% and 5-foot intervals for slopes over 10%.
- ☐ 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.
- ☐ Existing uses including the scaled location and present use of all existing structures on the property. Identification of which structures will remain, and which will be removed after platting.

PROPOSED IMPROVEMENTS

- ☐ Location, width and purpose of proposed easements.
- ☐ Number of lots proposed, square footage of each lot, dimensions of each lot, and lot numbers. Each lot shall abut upon a public street.
- ☐ Proposed use of property, type of building: single-family, duplex, multifamily, other.
- ☐ Narrative statement of the subdivision improvements proposed. Include a timeline of the improvements to be made or installed.
- ☐ Proposed domestic water system. Connection to existing lines, line sizes and fire hydrant locations must be shown. Relationship of water supply on subject site to adjacent sites.
- ☐ Proposed method of sewage disposal. Connection to existing lines and line sizes must be shown. Relationship of sewage disposal on subject site to service adjacent sites
- ☐ Proposed method of storm water disposal. Connection to existing lines, line sizes and drainage ways must be shown. Relationship of storm water disposal on subject site to adjacent sites.
- ☐ Proposed method and location of storm water management conforming to Clean Water Services rules.
- ☐ Approximate Centerline profile showing the finished grade of all streets including street extensions for a reasonable distance beyond the limits of the proposed subdivision.
- ☐ Scaled cross-sections of the proposed street rights-of-way
- ☐ A neighborhood circulation plan that conceptualizes future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points.

ELECTRONIC FILE ORDER AND DETAIL

(SUBDIVISION PRELIMINARY PLAT)

File Order and Detail: Application materials must be provided in the following order on the submitted electronic storage device:

1) Application Form (Completed, Signed): The original completed, signed application form. The original application form must include a “wet ink” signature from the property owner or authorized agent.

2) Residential Density Calculation Worksheet: One completed form if a residential project is proposed.

3) Narrative and Response to Approval Criteria: A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Scappoose Development Code (SDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc.

4) Transportation Study or Traffic Impact Analysis: If applicable, transportation study or traffic impact analysis as determined by pre-application meeting.

5) Technical Reports: Other necessary technical reports, such as Geotechnical Report or Stormwater Analysis.

6) Plans/Drawings: Appropriate and necessary plans and/or drawings. A vicinity map showing existing conditions within 500 feet of the proposed subdivision, including topography, lot patterns, utilities and transportation facilities; existing conditions plan; site development plan showing building footprints and on-site circulation, building elevations and floor plans, landscape plan; fencing and lighting plan, grading and erosion control plan, and on site and adjacent infrastructure plan.

Plans Saved to Scale:

All plans must be saved to a legible and reasonable scale. Examples of preferred plan scales include: - Site plans: 1" = 20' (22" x 34"); 1" = 40' (11" x 17")

Landscape plans: 1" = 20' (22" x 34"); 1" = 10' for detailed plans; 1" = 40' (11" x 17")

Architectural drawings: floor plans, building elevations, and other architectural drawings: 1/8" = 1'; no smaller than 1/16" = 1'; 1/4" = 1' for detailed plans.

ELECTRONIC FILE NAMING STANDARDS

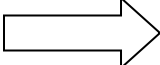
Submission of electronic files provided on an electronic storage device, should be numbered and named according to their order listed on the provided Title Sheet, Cover Sheet or Table of Contents. File names should start with a numeric value followed by the document name. The numeric value at the beginning 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 special characters in the file name. Below are examples of acceptable file names.

Document File Naming Standards: (Document files shall start with a two-digit number)

Application Packet Order of Contents:	Document File Naming Standards:
Application Form (Completed, signed)	01 Application.pdf
Residential Density Calculation Worksheet	02 Res Density Calcs.pdf
Narrative and Response to Approval Criteria	05 Narrative.pdf
Transportation Study or Traffic Impact Analysis	06 Traffic Report.pdf
Technical Reports: Geotechnical Report	07 Geotech.pdf
Technical Reports: Stormwater Analysis	08 Storm Analysis.pdf
Plans/Drawings	See Below for Examples

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
<u>EXISTING CONDITIONS PLAN (ALTA SURVEY)</u>	
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