

MAJOR PARTITION MAP, PLAT PROCEDURE

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11-4-1: APPLICATION: An application for major partition map or subdivision plat approval shall be made by the person proposing the subdivision or major partition, or his authorized agent or representative, on a form prescribed by the City and submitted to the Planning Director after the effective date of tentative plan approval. Said applications shall be accompanied by plats or maps and additional information as prescribed in this Chapter. (Amd. Ord 30, Series 1990).

11-4-2: REQUIREMENTS:

A. Drafting: Provisions for drafting shall be as follows:

1. Subdivision Plats: One original and ten (10) copies eighteen inches by twenty seven inches (18" x 27") in size and drawn with black India ink. Original plats shall be in substantial conformity to the approved tentative plan and shall conform to the Lane County Surveyor's specifications and requirements pertaining to material that has characteristics of adequate strength and permanency as well as suitability for binding and copying.

Plats shall be in clear and legible form and may be placed on as many sheets as necessary but a face sheet and an index page shall be included for all plats placed on both sides of a sheet. Scale requirements shall be the same as specified for tentative plans. Lettering and the dedication and affidavit of the surveyor shall be of such size or type as will be clearly legible and no part of the plat shall come nearer than one inch (1") to any edge of any sheet.

2. Major Partition Maps: One original and five (5) copies drawn in black India ink in clear and legible form. Original maps shall be in substantial conformity to the approved tentative plan and shall otherwise conform to the Lane County Surveyor' specifications and requirements, but in any event, scale requirements shall be the same as specified for tentative plans. Sheet dimensions and size shall be as specified by the County Recording Officer for major partition maps offered for recording.

B. Information Required: The application itself, or the proposed subdivision plat or the major partition map, must contain the following with respect to the subject area:

1. Transverse computation sheets, subdivisions only. The registered engineer or licensed land surveyor signing the surveyor's affidavit on the plat shall submit transverse computation sheets for the use of the City in checking the plat. Said sheets shall include the calculation of each course and distance by latitude and departure of all the boundary lines and of all lot lines in the subdivision area, and for all boundaries and all lots in the plat which are not completely rectangular in shape. Each course and distance, and each latitude and departure shall be tabulated on the transverse computation sheet in the proper order to show the closure limits of each area, and rectangular coordinates of every angle point shall be extended and shown from a single meridian and from a single point of origin.
2. The lengths of all chords, radii points of curvature and tangent bearings.

3. The lot lines of all lots within the subdivision, or all parcel lines within the major partition, with dimensions in feet and hundredths of feet and with all bearings shown; the acreage or square footage of each lot.
4. Numbers designating each block and lot in subdivisions, lots in each block to be numbered consecutively.
5. Where a plat is an addition to a plat previously recorded, numbers of blocks and lots in consecutive continuation from such previous plat.
6. The description and location of all permanent reference monuments.
7. An affidavit of a surveyor, who is an Oregon registered engineer or Oregon licensed land surveyor and who surveyed the subdivision or major partition, conforming to the requirements of the Oregon Revised Statutes.
8. The date, north point and scale of the drawing, and a sufficient description to define the location and boundaries of the subdivision or major partition.
9. The locations, names and widths of all streets, existing or being created.
10. The width and location of all existing easements for public utilities, and such easements being created, and also all reserve strips required as provided for by this Chapter.
11. A designation of all areas covered by water, and the location, width and direction of flow of all watercourses.
12. A designation of all area being dedicated by the applicant including proposed uses, and an effective written dedication thereof.
13. Designation of all donations to the public of all common improvements including but not limited to streets, roads, parklands, multi-use trails and paths, sewage disposal and water systems, the donation of which was made a condition of approval of the tentative plat for the subdivision or major partition.
14. A copy of all protective deed restrictions being proposed.
15. A title report issued by a title insurance company licensed by the State of Oregon verifying ownership by the applicant of the real property that is to be dedicated to the public (Ord. 626, 6-30-80)
16. A landscaping plan will be required delineating shrubs, trees, screen planting and natural vegetation corridors. The plan will show approximate height, species (and alternatives), placement and areas. The location of all trees measuring ten inches (10") minimum (DBH) existing prior to development will be shown and those proposed to be removed. A maximum number of these trees will be retained, subject to provision of adequate area for building, parking and yard area, protection from windthrow hazard and solar access. (Ord. 626, 6-30-80; amd. Ord. 669, 5-17-82)

11-4-3: REVIEW BY OTHER AGENCIES AND DEPARTMENTS: Within five (5) working days after the subdivision or major partition application is duly submitted the Planning Director shall distribute copies thereof to the City Manager, to each public utility, the County Health Department, and to each government subdivision that may be affected by the application for review, comments and recommendations. If no written response is received by the Planning Director within thirty (30) days, it shall be assumed that the agency(s) approves of the application as submitted unless an extension is requested. (Amd. Ord 30, Series 1990).

11-4-4: APPROVAL OF MAP, PLAT: Within ten (10) days of the receipt of all comments and recommendations requested from appropriate agencies and departments or within forty five (45) days of the receipt of a major partition map or subdivision plat application as provided for in this Title, the Planning Commission shall approve, deny or, when further information is required, postpone a decision on the application. The Planning Commission may or its designee shall approve, deny or, when further information

is required, postpone a decision on the application. The Planning Commission may require its designee to submit any tentative approval to the Commission for review prior to notification of the applicant. In the event of a denial, the application shall be reviewed by the Planning Commission within forty five (45) days. Approval shall be granted provided affirmative findings can be made that: (Amd. Ord 30, Series 1990).

- A. Streets, roads and alleys for public use are dedicated without any reservation or restriction other than reversionary rights upon vacation of any such street or road and easements for public utilities.
- B. Streets and roads held for private use and indicated on the tentative plan of such subdivision or major partition have been approved by the City.
- C. The proposal conforms to the requirements of this Title, Title 9, all applicable provisions of the Oregon Revised Statutes, the Florence Zoning Ordinance, Comprehensive Plan, and all other applicable laws and regulations as well as Section 11-1-1, Purpose, of this Title.
- D. The plat or map is in substantial conformity with the provisions of the tentative plan for the subdivision or the major partition as approved.
- E. The plat or map contains a donation to the public of all common improvements including but not limited to streets, roads, parklands, multi-use trails and paths, sewage disposal and water supply systems, the donation of which was made a condition of the approval of the tentative plan for the subdivision or major partition or in the case of parklands could also have been voluntarily donated.
- F. Explanations of all common improvements required as conditions of approval of the tentative plan of the subdivision or the major partition have been accounted for and referenced on the plat or map.
- G. There exists an adequate quantity and quality of water and an adequate sewage disposal system to support the proposed plat or map
- H. Either:
 - 1. Improvements as required by Titles 9 and 10, or as a condition of tentative plan approval have been completed and filed with the City; or
 - 2. A performance agreement (bond) or suitable substitute as agreed upon by the City and applicant has been filed with the Finance Officer in a sufficient amount of time to insure the completion of all required improvements; or
 - 3. A petition for improvements has been properly executed by the applicant who is affecting the partition or subdivision and will be assessed for said improvements.
- I. Taxes, as well as public liens, assessments and fees with respect to the subdivision or major partition area have been paid; or adequate guarantee has been provided assuring said taxes, liens, assessments and fees will be paid prior to recordation.

11-4-5: ACKNOWLEDGING DECISIONS: Subdivision or major partition approval shall be evidenced by the signature thereon of the chairman of the Planning Commission with the date of such approval. In the event of denial, the chairman of the Planning Commission shall cause notice and the reasons for same to be furnished to the applicant. Where the Planning Commission's designee has taken action on major partitions, the action may be evidenced by the signature of the designee. (Amd. Ord 30, Series 1990).

11-4-6: EXPIRATION OF APPROVALS: If the conditions set at the time of approval are not fulfilled and the plat or map offered for recording by the partitioner or subdivider in the office of the County Recording Officer within one year, subdivision or major partition approval, as the case may be, is null and void, and a new application for plat or map approval must be submitted for reconsideration.

If, in the opinion of the Planning Commission, conditions have changed to a sufficient degree to warrant reconsideration of the tentative plan, an application for tentative plan approval must be resubmitted and approved prior to subdivision plat or major partition map application submittal and reconsideration.

11-4-7: DELIVERY OF MAP OR PLAT TO COUNTY RECORDER:

- A. In the case of an approved major partition, the Planning Director shall deliver it to the office of the County Clerk and notify the partitioner that such has been done and that the major partition may be offered for recording.
- B. In the case of a subdivision, the Planning Director shall:
 - 1. Obtain on the approved subdivision plat the signature of the County Assessor, whose signature shall certify that all taxes on the property have been paid;
 - 2. Obtain on the approved subdivision plat the signature of the Planning Director, whose signature shall certify that the platting laws of the State and the requirements of this Title have been complied with; (Amd. Ord 30, Series 1990).
 - 3. Obtain the signature on the approved subdivision plat of a majority of the Board of County Commissioners whose signatures shall certify that the plat is approved by them;
 - 4. Deliver the approved subdivision plat to the office of the County Clerk;
 - 5. Notify the subdivider that the approved subdivision plat has been delivered to the office of the County Clerk and may be offered for recording.

11-4-8: DELIVERY OF RECORDED PLATS, MAPS TO CITY: In addition to the requirements of Oregon Revised Statutes pertaining to filing and recording of approved subdivision plats, the subdivider shall furnish the City one exact reproducible copy thereof, composed of the same materials as required by the County Surveyor, or if not so required, of such materials and specifications as required by the City. Said copy shall be furnished to the City within two (2) working days of recordation.

In the case of an approved and recorded major partition map, the partitioner shall furnish the City one exact reproducible transparency of same; otherwise, the procedures and requirements shall be the same as specified in connection with delivery of subdivision plats to the City. (Ord. 626, 6-30-80)

Amended by Ord No. 30, Series 1990

11-4-2-B13 & 11-4-4-E Amended by Ord 2, Series 2011 (effective 3-11-11)

Sections 11-4-4-C and 11-4-4-H Amended by Ord. No. 18, Series 2011 (effective 9-19-11)

