



Community Development Department
PO Box 2460 16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432 Fax: (541) 536-1462
Email: info@lapineoregon.gov

Subdivision Application

File Number # _____

Name of Subdivision: _____

Number of Lots: _____

Applicant Name _____ Phone _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Property Owner _____ Phone _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

Legal Description: Tax Map & Lot Number(s) _____

Present Zoning _____

Total Land Area _____ (Square Ft.) _____ (Acres)

Present Land Use _____



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PROJECT DESCRIPTION

Describe Project

PROFESSIONAL SERVICES

Architect/Surveyor/Engineer _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip _____

Builder or Agent _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip _____

Applicant: _____ Date: _____
Signature

Owner/Agent: _____ Date: _____
(Circle One) Signature

If you are the authorized agent, please attach the letter of authorization signed by the owner.
NOTE: This may not be a complete list of land use requirements. Dependent on the specifics of the proposal, additional information may be required after further review.

FOR OFFICE USE ONLY

Date Received: _____

Rec'd By: _____

Fee Paid: _____

Receipt #: _____



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SUBMITTAL REQUIREMENTS

Step 1: Tentative Plan Review

The following information and material must be submitted by the applicant. Other information may be required in some cases.

- Application. The application must be signed by the owner(s) and include information requested on the application form. If the owner does not sign, then a letter of authorization must be signed by the owner for the agent.
- Title Report or subdivision guarantee.
- Application Fee.
- Burden of Proof Statement documenting compliance with approval criteria for Subdivisions
- A vicinity map.
- A trip generation letter. Additional traffic analyses may be required, based on the results of the trip generation estimates.
- Supplemental information: All agreements with local governments that affect the land and proposed use of property.
- Tentative Plan. Three (3) copies of the tentative plan. The tentative plan should be on a sheet 18" x 24 inches. Standard engineering scales of 1 inch equals 10, 20, 30, 40, 50, or 60, 100 or 200 feet shall be used. Electronic copies of all documents shall be submitted.

The tentative plan must include:

- Identification of the drawing as a tentative plan for a subdivision.
- Adjacent property boundaries, property owners and abutting land uses.
- A north arrow, scale and date of map and property identified.
- Location of the property by section, township and range, and a legal description defining the location and boundaries of the proposed tract to be divided.
- Names, addresses, and telephone numbers of the property owner(s), applicant(s), the engineer or surveyor.



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- The date of the plan preparation.
- Existing and proposed streets and alleys: The locations, name, pavement widths, rights-of-way width, approximate radius of curves, and street grades.
- Postal box location(s): Centralized box units (CBUs) shall be shown on the site plan and installed by applicant/developer, and accompanied by a 'letter of confirmation' from the U.S. Post Office.
- Future streets: The pattern of future streets from the boundary of the property to include other tracts surrounding and adjacent to the property unless a future street plan has been adopted.
- Access: The locations and widths of existing and proposed access points along with any off-site driveways effected by the proposal.
- Easements: The locations, widths, and purposes of all existing and proposed easements on or abutting the property.
- Utilities: The location of all existing and proposed public and private sanitary sewers, water lines and fire hydrants on and abutting the property.
- Statement from each utility company proposed to serve the proposed subdivision stating that each such company is able and willing to serve the proposed subdivision as set forth in the tentative plan, and the conditions and estimated costs of such service. Each utility purveyor shall be noted on the tentative plan.
- Drainage Plan: The location of water drainage points on the property and grades necessary to prevent off-site drainage.
- Topography: Ground elevations shown by contour lines at two foot intervals for ground slopes less than 5% and at 5 foot intervals for ground slopes 5% or greater. Such elevations shall be related to an established bench mark or other acceptable engineering datum. Source of datum shall be indicated on the plan.
- Trees: All trees with a diameter of six inches or greater measured three feet above ground level.
- Water Features: Irrigation canals, ditches & areas subject to flooding or ponding.
- Other natural features (Rock outcroppings, canyon walls, etc.)
- Lot & parcel dimensions: Dimensions of existing and proposed lots and parcels.



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- Lot & parcel numbers: Parcel numbers for partitions and lot numbers and blocks for subdivisions.
- Lot and parcel size: All proposed sizes in either square feet or acres.
- Existing uses: Setback from all property lines and present uses of all structures.
- All tracts of land intended to be deeded or dedicated for public use.
- Overlay zones: The location and dimensions of any special district which is located on or abutting the property.
- Any Proposed deed restrictions or protective covenants, if proposed to be utilized for the proposed development.

Step 2: Final Plat Application and Approval

- Signatures Required. The final plat must be signed by the City Manager, City Public Works Director, the County Surveyor, and the County Assessor.
- Recording the Final Plat. Following City approval of the final plat, the replat shall be recorded by the **applicant** within two (2) years unless an extension request is filed by the applicant and approved by the City. Platting may not occur until required public improvements have been completed, inspected and accepted, or bonded and a Land Division Agreement recorded.
- Building permits. Building permits can only be issued after the plat is recorded and improvements have been completed, inspected and accepted unless otherwise approved. Public Works issues the final letter of completion when construction of all public improvements is accepted.
- Occupancy permit. Occupancy permits can only be issued after any required Public Improvements have been accepted by Public Works.



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By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined above, and that he/she understands that omission of any listed item may cause delay in processing this application.

I (We) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Applicant: _____ Date: _____
Signature

Owner/Agent: _____ Date: _____
(Circle One) Signature

If you are the authorized agent, please attach the letter of authorization signed by the owner.
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City of La Pine Land Division Code, Requirements for approval of tentative plat for a subdivision

- (l) Requirements for approval. An outline development plan or a tentative plan for a subdivision shall not be approved unless it is found, in addition to other requirements and standards set forth by this chapter and other applicable City of La Pine ordinances, standards and regulations, that the following requirements have been met:
- (1) The proposed development is consistent with applicable goals, objectives and policies set forth by the City's Comprehensive Plan.
 - (2) The proposal is in compliance with the applicable zoning regulations applicable thereto.
 - (3) The proposal is in compliance with the design and improvement standards and requirements set forth in Section 10.0.0, or as otherwise approved by the city, or that such compliance can be assured by conditions of approval.
 - (4) The subdivision will not create an excessive demand on public facilities and services required to serve the proposed development, or that the developer has proposed adequate and equitable improvements and expansions to the facilities with corresponding approved financing therefore to bring the facilities and services up to an acceptable capacity level.
 - (5) The development provides for the preservation of significant scenic, archaeological, natural, historic and unique resources in accordance with applicable provisions of this chapter and the Comprehensive Plan.
 - (6) The proposed name of the subdivision is not the same as, similar to or pronounced the same as the name of any other subdivision in the city or within a six mile radius thereof, unless the land platted is contiguous to and platted as an extension of an existing subdivision. (ORS 92.090)
 - (7) The streets and roads are laid out so as to conform to an adopted Transportation System Plan for the area, and 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 unless the city determines it is in the public interest to modify the street or road pattern.
 - (8) Streets and roads for public use are to be dedicated to the public without any reservation or restriction; and streets and roads for private use are approved by the city as a variance to public access requirements.
 - (9) Adequate mitigation measures are provided for any identified and measurable adverse impacts on or by neighboring properties or the uses thereof or on the natural environment.



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- (10) Provisions are made for access to abutting properties that will likely need such access in the future, including access for vehicular and pedestrian traffic, public facilities and services and utilities.
- (11) Provisions of the proposed development provide for a range of housing needs, particularly those types identified as needed or being in demand.