



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

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## Final Plat Review Application

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Fee \$ 500.00

File Number # \_\_\_\_\_

Number of Lots \_\_\_\_\_

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**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

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### PROPERTY DESCRIPTION

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

\_\_\_\_\_

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Legal Description T-15 R-13 Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Present Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ (Sq Ft.) \_\_\_\_\_ (Acres)

Present Land Use \_\_\_\_\_



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**PROJECT DESCRIPTION**

Subdivision or Partition Approval No. \_\_\_\_\_ Phase \_\_\_\_\_  
 Subdivision Name \_\_\_\_\_ Number of lots \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
 Rec'd By: \_\_\_\_\_  
 Date Routed: \_\_\_\_\_  
 Date of Notice: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

Routing:

Engineering \_\_\_\_\_  
 Public Works \_\_\_\_\_  
 City Manager \_\_\_\_\_  
 Planning \_\_\_\_\_  
 Other \_\_\_\_\_

**Final Plat Application and Approval**

- Signatures Required. The final plat must be signed by the entities required by the City.
- Recording the Final Plat. Following City approval of the final plat, the subdivision shall be recorded by the **applicant** within two (2) year unless an extension request is filed by the applicant and approved by the Community Development Director. If it is a phased subdivision the first phase shall be recorded within one year. Phased developments can be processed and recorded over a 5 year period of time or as approved by the hearings body. 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. Public Works issues the final letter of completion when construction of all public improvements is accepted.



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- Occupancy permit. Occupancy permits can only be issued after any required Public Improvements have been accepted by Public Works.

**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.**

**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.**

**Provide a digital copy and 2 copies of the recorded plat to the City**