



Minor Replat Tentative Plan

Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name:		Phone:	
Company:		E-mail:	
Address:			
Applicant's Rep.:		Phone:	
Company:		E-mail:	
Address:			
PROPERTY 1			
Assessors Map #:		Lot #:	
Property Address:			
Property Owner:		Phone:	
Address:		E-Mail:	
PROPERTY 2			
Assessors Map #:		Lot #	
Property Address:			
Property Owner:		Phone:	
Address:		E-Mail:	
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application.			
Existing Use:			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		<i>(City Intake Staff: complete this section)</i>	
Associated Applications:		Signs:	
Case No.:	Date:	Reviewed by:	
Application Fee: \$			
TOTAL FEES: \$	Technical Fee: \$	Postage Fee: \$	
		PROJECT NUMBER:	

Signatures

An application without the Owner's original signature will not be accepted.
Signatures

Applicant:	The undersigned acknowledges that the information in this application is correct and accurate.
_____	Date: _____
Signature	

Print	

Property Owner 1:	If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
_____	Date: _____
Signature	

Print	

Property Owner 2:	If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
_____	Date: _____
Signature	

Print	

Minor Replat Tentative Application Process

- **Applicant submits a Minor Replat Tentative Application to the Development Services Department**
 - The application must conform to the *Minor Replat Tentative Submittal Requirements Checklist* on page 4 of this application packet.
 - The Planning Division Staff screen the submittal at the front counter to determine whether all required items listed in the *Minor Replat Tentative Submittal Requirements Checklist* have been submitted.
 - Applications missing required items will not be accepted for submittal.

- **City Staff Conduct Detailed Completeness Check**
 - Planning Division staff conducts a detailed completeness check within 30 days of submittal.
 - The assigned Planner notifies the applicant in writing regarding the completeness of the application.
 - An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
 - Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

- **City Staff Review the Application and Issue a Decision**
 - A Type II decision, made after public notice, but without a public hearing, unless appealed, is issued within 120 days of submittal of a complete application.
 - Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
 - There is a 14-day public comment period, starting on the date notice is mailed.
 - Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
 - Applications may be approved, approved with conditions, or denied.
 - At the applicant's request, the Planner can provide a copy of the draft land use decision prior to issuing the final land use decision.
 - The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
 - The decision issued is the final decision of the City but may be appealed within 15 calendar days to the Planning Commission or Hearings Official.

Replat Minor Tentative Submittal Requirements Checklist

NOTE:

- If you feel an item on the list below does not apply to your specific application, please state the reason why and attach the explanation to this form.

- Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. Any applicable application, technology, and postage fees are collected at the pre-submittal and submittal stages.
- Replat Minor Tentative Application Form**
- Narrative** explaining the purpose of the proposed development, the existing use of the property, and any additional information that may have a bearing in determining the action to be taken.
- Copy of the Deeds**
- Copy of a Preliminary Title Reports** issued within the past 30 days documenting ownership and listing all encumbrances.
- Copy of the Replat Plan Reduced to 8½" x 11"**, which will be mailed as part of the required neighboring property notification packet.
- Three (3) Copies of the Following Plan Sets:**
 - All of the following plans must include the scale appropriate to the area involved and sufficient to show detail of the plan and related data, north arrow, and date of preparation.
 - All plan sets must be folded to 8½" by 11" and bound by rubber bands.
- a. Site Assessment of Existing Conditions**
 - Prepared by an Oregon licensed Landscape Architect, Engineer or Surveyor
 - Vicinity Map
 - The name, location, and dimensions of all existing site features including buildings, curb cuts, trees, and impervious surface areas, clearly indicating what is remaining and what is being removed. For existing structures to remain, also indicate present use and required setbacks from proposed property lines.
 - The name, location, dimensions, direction of flow and top of bank of all watercourses and required riparian setback that are shown on the Water Quality Limited Watercourse Map on file in the Development Services Department
 - The 100-year floodplain and floodway boundaries on the site, as specified in the latest adopted FEMA Flood Insurance Rate Maps or FEMA approved Letter of Map Amendment or Letter of Map Revision
 - Physical features including, but not limited to trees 5" in diameter or greater when measured 4 ½ feet above the ground, significant clusters of trees and shrubs, riparian areas, wetlands and rock outcroppings

b. Replat Tentative Plan

- Prepared by an Oregon licensed Land Surveyor
- City boundaries, the Urban Growth Boundary, and any special service district boundaries or railroad right-of-way which cross or abut the proposed replat.
- Location and width of all existing and proposed easements on and abutting the proposed Replat.
- Boundaries of entire area owned by the property owner, of which the proposed replat division is a part, as well as dimensions and size of each parcel and the approximate dimensions of each building site indicating the top and toe of cut and fill slopes to scale
- Location of existing and required traffic control devices, fire hydrants, power poles, transformers, neighborhood mailbox units and similar public facilities
- Location and dimensions of existing and proposed driveways
- Location and width of all existing and proposed sidewalks, sidewalk ramps, pedestrian access ways and bike trails
- Location and size of existing and proposed utilities on and adjacent to the site including sanitary sewer mains, stormwater management systems, water mains, power, gas, telephone, and cable TV. Indicate the proposed connection points
- The word "Minor Replat" shall be shown in the title block.
- The name or reference number of the previous Plat and any additional recording information shall be retained in the title of the Replat
- Blocks, lots/parcels and portions thereof which are being replatted shall be identified, where applicable
- Original Plat information being deleted, abandoned, or changed by the Replat shall be shown in a distinct line type on the drawing with a note of explanation.
- Any Replat of existing lots/parcels containing buildings shall show existing building outlines including their setbacks from the proposed property lines and lot/parcel coverage requirements, where applicable.
- If applicable, obtain conveyance approval from the mortgage holder.

Additional Materials That May be Required

IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ADDITIONAL STANDARDS/APPLICATIONS APPLY TO THE PROPOSED DEVELOPMENT. THE APPLICANT SHOULD CONSIDER UTILIZING PRE-DEVELOPMENT MEETINGS AS DISCUSSED IN SDC 5.1-120:

- Proposed deed restrictions and a draft of any Homeowner's Association Agreement
- Riparian Area Protection Report for properties located within 150 feet of the top of bank of any Water Quality Limited Watercourses (WQLW) or within 100 feet of the top of bank of any direct tributaries of WQLW
- A Geotechnical Report prepared by an engineer must be submitted concurrently if

there are unstable soils and/or a high water table present

- Where the development area is within an overlay district, address the additional standards of the overlay district
- If five or more trees are proposed to be removed, a Tree Felling Permit as specified in SDC 5.19-100
- A wetland delineation approved by the Oregon Division of State Lands must be submitted concurrently where there is a wetland on the property
- Any required federal or state permit must be submitted concurrently or evidence the permit application has been submitted for review
- Where any grading, filling or excavating is proposed with the development, a Land and Drainage Alteration permit must be submitted prior to development
- An Annexation application, as specified in SDC 5.7-100, where a development is proposed outside of the city limits but within the City's urban service area and can be served by sanitary sewer.