



City of Sweet Home

Community and Economic Development Department- Planning Program
3225 Main Street, Sweet Home, OR 97386 541-367-8113

Application for a Land Division

Date Received: _____

Date Complete: _____

File Number: P21-14

Subdivision/Replat Application Fee : _____

Partition Application Fee : _____

Receipt #: _____

Subdivision/Replat Hearing Date: _____

Applicant's Name:

The City of Sweet Home

Applicant's Address:

3225 Main Street

Applicant's Phone and e-mail:

541-367-8113, blarsen@sweethomeor.gov

Subject Property Address:

1400 24th Avenue, Sweet Home, OR 97386

Subject Property Assessor's Map and Tax Lot:

13S01E29 02201

Subject Property Size:

194,678 SF (4.48 acres)

Subject Property: Zoning Classification

Industrial (M) Zone

Comprehensive Plan Classification:

Planned Recreation Commercial

Application Submittal Requirements

- ☐ 1. For a subdivision or subdivision replat, ten full size copies and one 8½" by 11" copy of a plan shall be submitted with details as per the submittal checklist.
- ☒ 2. For a partition or partition replat, three full size copies and one 8½" by 11" copy of a plan shall be submitted with details as per the submittal checklist.
- ☐ 3. The tentative plan need not be a finished drawing, but it shall show all pertinent information to scale.
- ☐ 4. Where the land to be subdivided contains only part of the tract owned or controlled by the subdivider, a sketch is required of a tentative layout for streets and utilities in the unsubdivided portion indicating connections to existing or future improvements.

Additional Submittal Requirements

The submittal checklist is a part of this application. It lists the required items that must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature: _____

Date: _____

Property Owner's Signature: _____

Date: _____

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

SHMC 16.16.025 APPLICATION REQUIREMENTS

The following information shall be submitted upon application for a land division.

- ☐ 1. All existing subdivisions, streets and property lines of the land immediately adjoining the proposed subdivision.
- ☐ 2. All existing streets between the subject property and the nearest existing arterial or collector streets.
- ☐ 3. The name of the owners of all land immediately adjoining the proposed subdivision.
- ☐ 4. How streets and alleys in the proposed subdivision may connect with existing or proposed streets and alleys in neighborhood.
- ☐ 5. The name, if any, of the land division. The subdivision name must not duplicate or resemble the name of another subdivision in Linn County and shall be subject to approval by the Linn County Surveyor. Pre-approval of the subdivision name by Linn County Surveyor's Office is recommended.
- ☐ 6. Date of the original submittal and of any subsequent revisions.
- ☐ 7. North arrow.
- ☐ 8. Scale of drawing.
- ☐ 9. Names and addresses of owner or owners, subdivider, surveyor, and design engineer if applicable.
- ☐ 10. The location, widths and names of all existing or platted streets or other public ways within or directly adjacent to the tract of railroad right-of-way, city boundaries, and other important features.
- ☐ 11. The location on the site and in the adjoining streets or property for the following existing and proposed items:
 - ☐ a. Sewers and water mains and private services.
 - ☐ b. Invert elevations of sewers at points of proposed connections or adjacent manholes must also be shown.
 - ☐ c. Culverts.
 - ☐ d. Ditches and drain pipes.
 - ☐ e. Electric, gas and telephone conduits.
- ☐ 12. Contour lines having the following minimum intervals:
 - ☐ a. One foot contour intervals for ground slopes less than 5%.
 - ☐ b. Two foot contour intervals for ground slopes between 5% and 10%.
 - ☐ c. Five foot contour levels for ground slopes exceeding 10%.
 - ☐ d. The elevations of all control points which are used to determine the contours.
- ☐ 13. Geo-tech reports as needed.
- ☐ 14. Location and elevation of properties within the 100-year flood plain and other areas subject to flooding or ponding and areas subject to inundation from storm water overflow with approximate high water elevation.
- ☐ 15. Location, width, direction and rate of flow at peak discharge of all water ways.
- ☐ 16. Location of any wetlands identified on the City of Sweet Home Local Wetlands Inventory, locally known, or identified by some other means.
- ☐ 17. Location of any required riparian zone identified by Sweet Home Municipal Code Chapter 17.72.
- ☐ 18. Properties in the natural resource zone, must show natural features, such as rock outcroppings, wooded areas and preservable trees over 12 inches in diameter measured at 4½ feet from the ground.
- ☐ 19. Existing uses of the property and adjacent property within 100 feet including location of all existing structures to remain on the property.
- ☐ 20. Known structures, landmarks, sites and areas of cultural, historic or archaeological significance.
 - ☐ a. The City of Sweet Home historic sites listing and the State Historic Preservation Office shall be consulted if a historic site is identified.
 - ☐ b. Sweet Home Municipal Code Title 15 rules for historic structures must be addressed.
- ☐ 21. Zoning on and adjacent to the subject property.

- ☐ 22. For all proposed streets, the following information must be shown:

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| ☐ a. Location | ☐ e. Beauty strip | ☐ i. Fire hydrants |
| ☐ b. Right-of-way width | ☐ f. Proposed name | ☐ j. Street lights |
| ☐ c. Curb to curb width | ☐ g. Grade | ☐ k. Stop signs |
| ☐ d. Sidewalks | ☐ h. Approximate radii or curves | ☐ l. Location of post office boxes |

- ☐ 23. The tentative plan shall be drawn to a standard engineer's scale where 1 inch equals 20 feet to 100 feet.
- ☐ 24. Proposed signage.
- ☐ 25. Proposed perimeter fencing.
- ☐ 26. The relationship of all proposed streets to any existing or approved streets and proposed future streets in the transportation system plan.
- ☐ 27. Existing and proposed easements on the site, including the width and the purpose of the easements.
- ☐ 28. Existing easements on adjoining properties, including the width and purpose of the easements.
- ☐ 29. Information on the proposed lots must include the following:
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|---|
| ☐ a. The location of each lot. |
| ☐ b. The dimensions and square footage of each lot |
| ☐ c. Lot, block, tract, or parcel numbers. |
- ☐ 30. Proposed uses for each lot.
- ☐ 31. Land to be deeded or dedicated for public purposes.
- ☐ 32. Statement indicating whether the property has an existing water right or permit. If so, the Certificate or permit number must be listed.
- ☐ 33. ODOT Rail approval for any proposed crossing or development within 300' of the railroad right-of-way.
- ☐ 34. The following additional information must be submitted with the tentative plan:
- | | | |
|--|---|----------------------------|
| ☐ a. Total acreage of the parcel to be subdivided. | | |
| ☐ b. The percent of land dedicated to the public, not including easements. | | |
| ☐ c. All public improvements proposed to be installed, including: | | |
| <table border="1"> <tr> <td>1) The approximate timing of installation</td> <td>2) The method of financing</td> </tr> </table> | 1) The approximate timing of installation | 2) The method of financing |
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| ☐ d. Special improvements to be made by the developer and the approximate timing of such improvements are to be complete. Sufficient detail regarding proposed improvements shall be submitted so that they may be checked for compliance with the objectives of these regulations, State laws and other applicable city ordinances | | |
- ☐ 35. Proposed services or other listed items may be on a separate map for clarity.

SHMC 16.16.040 LAND DIVISION REVIEW CRITERIA.

Approval of tentative plans will be granted if the city finds that the proposal substantially conforms to the applicable provisions of Sweet Home Municipal Code Titles 16 and 17 and the comprehensive plan. The following criteria apply:

- ☐ A. The information required by this chapter has been provided.
- ☐ B. The design and development standards of Sweet Home Municipal Code, Titles 16 and 17 and the comprehensive plan, have been met where applicable.
- ☐ C. Development of any remainder of the property under the same ownership can be accomplished in accordance with this code.
- ☐ D. Adjoining land can be developed or is provided access that will allow its development in accordance with all applicable city codes.
- ☐ E. The proposed street plan provides for the circulation of traffic and meets the street design standards of this title.

- ☐ F. The location and design allows development to be conveniently served by public utilities.
- ☐ G. Any special features of the site, including topography, floodplains, wetlands, vegetation, or historic sites, have been adequately considered, and protected if required by city, state or federal law.
- ☐ H. If the tentative plan provides for development in more than one phase, the Planning Commission must make findings and conclusions that such phasing is necessary due to the nature of the development.
- ☐ I. An application for residential development can be denied based on a lack of school capacity if: residentially zoned property.