



# City of Redmond Subdivision Application

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

Name of Subdivision: \_\_\_\_\_ # of Lots: \_\_\_\_\_ File #: **SUB** \_\_\_\_\_

**4-20 Lots Fee \$11636.55      21-50 Lots Fee \$14349.56      51 + Lots Fee \$18741.78**

If a hearing is required, a deposit\*\*\* of \$3,310.32 is required at the time of application

## APPLICANT AND PROPERTY OWNER INFORMATION

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) \_\_\_\_\_  
Tax lot number: T15S, R13E, Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_  
Present Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ (Square Ft.) \_\_\_\_\_ (acres)  
Present Land Use \_\_\_\_\_

## PROJECT DESCRIPTION

Describe Project: \_\_\_\_\_

## PROFESSIONAL SERVICES

Surveyor/Engineer \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_  
Realtor or Agent \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## FOR OFFICE USE ONLY

Received By: \_\_\_\_\_  
Subdivision Fee Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Hearing Fee: \_\_\_\_\_  
Hearing Fee receipt #: \_\_\_\_\_

If needed- Hearing (Specially Set); Non Hearings Officer  
**\*\*\* DEPOSIT ONLY- Fee May Be Higher Based on Actual Cost of Services**

## SUBMITTAL REQUIREMENTS

The following information and material must be submitted by the applicant. Please note: additional information may be required by the City.

- Application. The application must be signed by the owner(s) and shall include the information requested on this form. If the owner does not sign this application, then a letter of authorization must be signed by the owner for the agent.
- Title report or subdivision guarantee, including legal description of property.
- Fee (please see attachment). Note: the hearing fee is separate.
- Burden of proof statement addressing approval criteria RDC Section 8.2135
- Vicinity map.
- ODOT Conditional Approval Letter for all projects on Hwy 97 and Hwy 126
- Supplemental information: All agreements with local governments that affect the land and proposed use of property.
- Traffic impact study, 4 complete copies (if more than 20 single family lots or more than 20 dwelling units are anticipated, or if required by the City Engineer).
- Deposit for a hearing, if a hearing is required by the City.
- Tentative Plan. Seven (7) copies of the tentative plan (18" x 24 inches), which must be folded individually, or in sets to 8 ½" X 11" in size, one (1) 8 1/2" x 11" or 11" x 17" reduced copy and one (1) electronic copy (JPEG or TIFF) on a CD of the tentative plan is required. Standard engineering scales shall be used. The tentative plan shall include:
  - Adjacent property lines, property owners, zoning and land uses.
  - North arrow, scale and date of plat preparation.
  - 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), and engineer or surveyor.
  - Existing and proposed streets and alleys: The locations, name, pavement widths, rights-of-way width, approximate radius of curves, and street grades.
  - 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.
  - 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.
  - 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.
  - 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.
  - Tree locations for 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.
  - Natural features (rock outcroppings, canyon walls, etc.)
  - Lot dimensions of existing and proposed lots.
  - Lot numbers and blocks for subdivisions.
  - Lot sizes in either square feet or acres.
  - Setback from all property lines and present uses of all structures.
  - All tracts of land intended to be deeded or dedicated for public use.
  - Zero lot line residential developments: All building footprints and setbacks shall be clearly indicated on the plan.
  - Overlay zones: The location and dimensions of any special district which is located on or abutting the property.
- Advance Notice:** If your project involves using any underground injection control (UIC) devices (drywells), please contact the Portland Office of the DEQ at (503) 229-5945 *immediately* to begin permitting process. Failure to obtain the necessary DEQ permits early can substantially delay your project. You may contact the City of Redmond's wastewater treatment specialist at (541) 504-5079 for assistance.

**By signing this application, the undersigned certifies that he / she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision, the Community Development Director may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Applicant / Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Please note: additional information may be required by the Planning Division prior to the application being deemed complete.**