



City of Redmond Subdivision Replat Application

Original File Number: _____ Date Recorded: _____ Replat File Number: **RP** _____

Name of Subdivision: _____ Number of Lots Affected _____

Fee \$9063.76

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

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 - T15S, R13E, Section _____ Tax Lot(s) _____
Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)
Present Land Use _____

PROJECT DESCRIPTION

Describe Project (explain in detail your proposal i.e. operating characteristics, hours of operation, loading times, etc.)

PROFESSIONAL SERVICES

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

Builder or Agent _____ Phone ____ / ____ / ____ Fax ____ / ____ / ____
Address _____ City _____ State _____ Zip Code _____

FOR OFFICE USE ONLY

Date Received: _____
Rec'd By: _____
Fee Paid: _____
Receipt #: _____
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

Step 1: Tentative Plan Review - Replat

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. Plus, if needed- Hearing (Specially Set); Non-Hearings Officer *****DEPOSIT ONLY- Fee May Be Higher Based on Actual Cost of Services**
- Burden of Proof Statement addressing approval criteria for Subdivisions RDC 8.2135.
- A vicinity map.
- Supplemental information: All agreements with local governments that affect the land and proposed use of 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.
- Tentative Plan. Five (5) copies of the tentative plan, which must be folded individually, or in sets to 8 1/2" X 11" in size and one (1) 8 1/2" x 11" or 11" x 17" reduced copy of the tentative plan is required. 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.

The tentative plan must include:

- 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.
- 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.
 - 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.
 - 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.
 - 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. (OSPR, AC)

Step 2: Final Plat Application and Approval

- Signatures Required. The final plat must be signed by Central Oregon Irrigation District, the City Community Development Director, City Public Works Director, City Manager, 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 Community Development Director. 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.

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.**