



CITY OF KEIZER SUBDIVISION/PUD/ MANUFACTURED HOME PARK APPLICATION INFORMATION SHEET

PRE-APPLICATION CONFERENCE

Prior to the actual filing of a subdivision, PUD, or Manufactured Home Park application, it is strongly recommended that the applicant contact Planning Staff for a pre-application conference. The meeting will enable Planning Staff and/or Public Works staff to review the proposal and determine if the subdivision is consistent with the Comprehensive Plan and implemented ordinances and whether public services are required and available.

SUBDIVISION (Definition)

A subdivision is where an area or tract of land is divided into four (4) or more lots within a calendar year when such areas or tracts of land exist as a unit or contiguous units of land under a single ownership at the beginning of such year. The term "Subdivision" shall include Planned Developments as defined in the Keizer Zoning Ordinance.

PLANNED UNIT DEVELOPMENT (Definition)

A type of development of a site which, as a single project, is based on a design which incorporates all elements of land, structures and uses in conformance with the applicable standards of this Ordinance.

SUBMITTAL REQUIREMENTS

The following submittal requirements shall apply to all Preliminary Plan application for subdivisions, manufactured home parks, and Planned Unit Developments.

- A. Applications shall be submitted on forms provided by the City and accompanied by the appropriate fee and supplemental information. It shall be the applicant's responsibility to submit a complete application.
- B. A Written Statement shall be submitted stating how the development meets each of the following criteria as found in Section 3.108.06 of the Keizer Development:
 1. The proposal shall comply with the applicable development standards in Section 2.405 and Section 2.3, as appropriate, including provisions for streets and utilities.
 2. Each lot shall satisfy the dimensional standards and density standard of the applicable zoning district, unless a variance from these standards is approved.
 3. Adequate public facilities shall be available and shall serve the existing and newly created parcels.
 4. Rough Proportionality. Improvements or dedications required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements or dedications are roughly proportional to the impact.

- C. Each application shall be accompanied by a preliminary plan drawn to scale of not less than one inch equals 50 feet nor more than one inch equals 200 feet, and containing at a minimum, the following:
1. Appropriate identification stating the drawing is a preliminary plan.
 2. North point, scale and date.
 3. Name and addresses of land owner, applicant, engineer, surveyor, planner, architect or other individuals responsible for the plan.
 4. Assessor Map and tax lot number of subject property.
 5. A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or contract) giving the legal description for each of the properties involved in this application.
 6. The property lines and approximate area of the subject property.
 7. Dimensions and size in square feet or acres of all proposed parcels.
 8. The approximate location of existing streets, easements or right-of-ways adjacent to, or within, the subject property, and, existing improvements on the property and important features such as section, political boundary lines.
 9. The name, address and phone number of the applicant engineer, land surveyor, or person preparing the application.
 10. Name of the PUD, subdivision, or manufactured home park.
 11. Date the drawing was produced.
 12. Vicinity sketch showing location of the proposed land division.
 13. Identification of each lot or parcel and block by number.
 14. Gross acreage of property being subdivided or partitioned.
 15. Direction of drainage and approximate grade of abutting streets.
 16. Streets proposed and their names, approximate grade, and radius of curves.
 17. Any other legal access to the subdivision, PUD, manufactured home park, or partition other than a public street.
 18. Contour lines at two foot intervals if 10% slope or less, five foot intervals if exceeding 10% slope, and a statement of the source of contour information.
 19. All areas to be offered for public dedication.
 20. Future Street Plan. Applicants for a subdivision, planned unit development, or manufactured home park shall submit as a part of their application, a future street plan. The future street plan shall show the pattern of existing and future streets from the boundaries of the proposed land division and shall include other parcels within 500 feet of the proposed land division property line. The City may determine future neighborhood street connections. A future street proposal may be modified when subsequent development proposals are submitted.

- D. Preliminary site draining and grading plans for subject area and adjoining area within 100 feet of the perimeter of the subject property. Preliminary site drainage and grading plans shall consist of the following information:
1. Flow lines of surface water onto and off the site.
 2. Estimates of existing runoff patterns from subject property onto adjacent properties, and estimates of existing runoff from adjacent properties onto subject property.
 3. Existing contours at one (1) foot intervals. State of the source of contour information.
 4. Existing and proposed drainage channels, including drainage swales, ditches, berms and proposed storm drains. Connection to existing system should be identified.
 5. Location of storm drain detention facilities;
- E. The applicant is required to provide a tree removal plan as part of the site plan review. This plan shall consist with the following:
1. A site plan shall be submitted. This plan shall include a survey performed by a professional land surveyor or arborist indicating the location and species of each tree having a height of fifty (50) feet or diameter of 12" or greater as measured at the ground level.
 2. The plan shall also indicate which trees are to be removed and the purpose for their removal. Tree removal shall be permitted for the following reasons: initial site grading, disease, accepted thinning, building sites, walkways, driveways, utility installation, building safety and maintenance and fire safety. Every attempt shall be made to retain the trees located on the north side of the property.
 3. The planting of new trees may be included in the plan. This would be a suitable alternative in those instances where a tree is removed for construction purposes that might otherwise remain. Trees may be removed for aesthetic reasons at which time a tree replanting/or-fencing plan shall be required.
- F. The following supplemental procedures shall be required for all P.U.D. preliminary plan applications.
1. Calculations justifying the proposed density of development.
 2. Proposed uses of the property, including sites, if any, for attached dwelling units, recreational facilities, parks and playgrounds or other public or semi-public uses. Clearly indicate the purpose, conditions and limitations of such reservations.
 3. The approximate location and dimensions of all commercial or multi-family structures proposed to be located on the site.
 4. Written statement identifying improvements to be made or installed including streets, sidewalks, bikeways, trails, lighting, tree planting, landscaping, and time such improvements are to be made or completed.
 5. Written statement-outlining proposals for ownership and maintenance of all open space area, private streets and any commonly owned facilities.

PROCESS

Upon receipt of the application, Planning Staff will review the application materials to determine if a complete application packet and the processing fee have been submitted. Incomplete applications will not be accepted unless specific arrangements are made with Planning Staff. Once a complete application is accepted and logged in, Planning Staff will set-up a file and begin the review of the application. This review may include requesting comments from affected public agencies such as the Keizer Public Works Department, Keizer Fire District, and additional City, County, and State agencies if required. Notice of application shall also be mailed to owners of property within 250 feet of the site and neighborhood association representatives. This notice will invite the submittal of written comments on the proposal to the City within 10 days.

Upon completion of the review of the application, Planning Staff prepares a Staff Report with a recommendation for the Land Use Hearing's Officer. The application is scheduled for a public hearing in front of the Land Use Hearing's Officer. Notice of the public hearing is sent to the applicant and all affected property owners located within 250 feet of the subject property involved in the subdivision. At the public hearing, both oral and written testimony may be provided by any affected property owner or interested person. Staff makes a presentation of the Staff Report with a recommendation to the Land Use Hearing's Officer.

Within 14 days after the public hearing date, the Land Use Hearing's Officer will issue a written Notice of Decision. A copy of the decision is sent to the applicant and all those affected property owners who testified at the public hearing or have requested a copy of the decision. In addition, decisions are available at the City Hall for review by the general public.

APPEAL RIGHTS

Upon final action on the Subdivision application by the Land Use Hearing's Officer, any person may appeal the decision by filing a Notice of Appeal in writing with the City Recorder and paying the appropriate fee no later than 10 (ten) days after the decision is rendered. The appeal is to the City Council who shall cause a public hearing to be held. If the Land Use Hearing Officer's decision is appealed, the City Council shall conduct a public hearing in accordance with Section 3.207 of the City of Keizer Development Code.

FORM OF FINAL SUBDIVISION PLAT

- A. Final Plat Requirements. The final plat shall be prepared in a form and with information consistent with ORS 92.010-92.160, and approved by the County Surveyor.
- B. Owners Association. Where applicable, all Owners Agreements, Articles and By-Laws shall be submitted with the final plat for review by the City Attorney.
 - 1. The Zoning Administrator, until the Owners Association Agreement, Articles and By-Laws are approved shall not approve the final plat.
 - 2. The Owner's Association Agreement shall be consistent with Chapter 94, Oregon Revised Statutes.
 - 3. A Certificate of Formation of a non-profit corporation, with a State seal, for the Owners Association, shall be submitted with the final plat for review by the Planning Commission.
 - 4. Signed, original documents of the Owners Association Agreement, Articles and By-Laws and the Certificate of Formation described in (3) above, shall be recorded with the final plat.
- C. Subdivision Names. All plat names shall conform to ORS 92.090.

FINAL PLAT REVIEW OF SUBDIVISIONS

- A. Final Review. The final subdivision or planned unit development plat shall be submitted to the City staff for review. Staff shall review the plat to assure compliance with the approved preliminary plat and with the conditions of approval. The Zoning Administrator shall signify staff approval of the final plat by signing the final plat.
- B. Filing Final Plat. The final subdivision plat shall be filed with the Marion County Clerk's Office.

TIME LIMIT

- A. Approvals of any preliminary plans for a subdivision, PUD, or manufactured home park shall be valid for one year after the date of the written decision. A Final Plat for a subdivision shall be recorded within this time period or the approvals shall lapse. PUDs or manufactured home parks, which do not involve the subdivision of property, shall show substantial progress toward the construction of the project within the one year period or the approval shall lapse.
- B. Time Extension. The City staff may extend the approval period for any subdivision, PUD, or manufactured home park for not more than 1 additional year at a time. Requests for extension of approval time shall be submitted in writing thirty days prior to the expiration date of the approval period.
- C. Reapplication Required. If the approval period is allowed to lapse, the applicant must resubmit the proposal, including all applicable fees, for public hearing before the Hearing's Officer. The applicant will be subject to all applicable standards currently in effect.



TREE REMOVAL PLAN

A. PURPOSE

It is the intent of the provisions to recognize the existing trees located on the subject property and to assure the inherent character and benefits, including visual screening and noise reduction, of the trees are not diminished by the proposed development. The City does, however, fully recognize that factors such as disease, concerns for safety and the requirements for site development will require removal of mature trees.

B. MANAGEMENT PROVISIONS

The applicant shall be required to provide a tree removal plan as part of the site plan review. This plan shall consist of the following.

1. A site plan shall be submitted. This plan shall include a survey performed by a professional land surveyor or arborist indicating the location and species of each tree having a height of fifty (50) feet or a diameter of 12" or greater as measured at the ground level.
2. The plan shall also indicate which trees are to be removed and the purpose for their removal. Tree removal shall be permitted for the following reasons: initial site grading, disease, accepted thinning, building sites, walkways, driveways, utility installation, building safety and maintenance and fire safety. Every attempt shall be made to retain trees located on the property.
3. The planting of new trees may be included in the plan. This would be a suitable alternative in those instances where a tree is removed for construction purposes that might otherwise remain. Trees may be removed for aesthetic reasons at which time a tree replanting/or-fencing plan shall be required.

C. APPROVAL

The tree removal plan shall be reviewed and approved by the Keizer Community Development Director prior to submittal of the final plat. The City may use the services of a professional arborist in determining the appropriateness of the submitted plans. The approved management plan shall become a part of the conditions of approval.

1. The City may require that significant trees that are removed (including those within two years prior to the application) be replaced at the rate of two new trees for each significant tree removed.
2. Replacement trees shall have a trunk, when measured at 6" above ground level, of at least 2" when planted, and shall be a type that will be at least 12" in diameter at ground level when fully mature.



**CITY OF KEIZER
SUBDIVISION/PUD/
MANUFACTURED HOME PARK
APPLICATION**

- Subdivision
- PUD
- Manufactured Home Park

If there are any questions, who should be contacted (Agent)?

Name: _____

Address: _____

Daytime Phone Number: _____

Fax: _____ Email: _____

1. Applicant Name

Address

Phone _____

Complete the following property owner information if the property owner is different from the applicant. Please be aware that the current property owner must also **sign** the application.

2. Property Owner Name

Address

Phone _____

3. This application is made for conceptual approval of a proposed _____ lot subdivision to be known as _____.

4. Street Address of subject property: _____.

5. Acreage to be subdivided: _____ acres.

6. Number of lots to be created: _____. Proposed number of residential units _____.

7. Range of lot sizes: Smallest _____ (acres/square feet)

Largest _____ (acres/square feet)

Average _____ (acres/square feet)

- A. Please provide a written response to the following Review Criteria as specified in Section 3.108.06 of the Keizer Land Development Code.
1. The proposal shall comply with the applicable development standards in Section 2.405 and Section 2.310 as appropriate, including provisions for streets and utilities.
 2. Each lot shall satisfy the dimensional standards and density standard of the applicable zoning district, unless a variance from these standards is approved.
 3. Adequate public facilities shall be available to serve the existing and newly created parcels.
- B. Please attach 15 copies of preliminary plan with required information as noted on attached information sheet.

STREET/ACCESS EASEMENT NAMING

If new street(s) or private access easement(s) are created with the proposed development, please provide four name choices in order of preference.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

THE APPLICANT(s) SHALL CERTIFY THAT:

- (a) The above subdivision request does not violate any deed restrictions that may be attached to or imposed upon one, both, or all of the subject properties.
- (b) If the application is approved, the applicant(s) will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
- (c) All of the above statements and the statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicants knowledge; and the applicants acknowledge that any permit issued on the properties may be revoked if it is found that any statements are false.
- (d) The applicant(s) acknowledge that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

SIGNATURE(s) of APPLICANTS

NOTE: If the applicants are not the property owner(s), the current property owner **MUST** sign the application.

_____	_____
	Date
_____	_____
	Date

AGENT AUTHORIZATION

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, _____, hereby authorize _____
to act as my representative and agent in all matters pertaining to the processing and approval of this
land use application, and agree to be bound by all representations and agreements made by the
above designated agent.

Date

Date

AUTHORIZATION BY PROPERTY OWNER(S)

Property owners and contract purchasers are required to authorize the filing of this application and must sign below. All signatures represent that they have full legal capacity to and do hereby authorize filing of this application and certify that the information and exhibits herewith submitted are true and correct.

SIGNATURE

ADDRESS & PHONE

Phone _____

SIGNATURE

ADDRESS & PHONE

Phone _____

FOR OFFICE USE ONLY

Township ____ Range ____ Section _____

Application elements submitted:

Tax Lot Number(s) _____

____ (a) Title transfer

Zone _____

____ (b) Plot plan (15 copies)

____ (c) Applicant Statement/questions

____ (d) Filing fee

Date application determined complete

Application accepted by