



City of Scio

PO Box 37
38957 NW 1st Avenue
Scio, OR 97374

Planning File No.:

PH: (541)394-3342
FAX: (541)394-2340
Website: ci.scio.or.us
cmartin.cityofscio@smt-net.com

Subdivision Application

APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

Applicant Certification

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.

I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.

Signature: _____ Date: _____

PROPERTY INFORMATION

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Comprehensive Plan Designation for Property: _____	
Total Area (sq ft. or acres): _____	
Current Property Use: _____	
Existing Structures: _____	

Estimated Starting Date of Project: _____	
Estimated Completion Date: _____	

Significant Natural Features on Site (unstable soils, significant trees, standing water, drainage ways, areas subject to flooding, wetlands, etc.)

PROPOSED USE

Proposed Use: _____

PHASING PLANS AND NEW LOTS CREATED

How many Phases are Proposed: _____

Number of Lots: Phase 1: _____, Phase 2: _____, Phase 3: _____

Total Number of Lots: _____ Lot Size of Smallest Lot: _____

Average Lot Size: _____ Lot Size of Largest Lot: _____

PROPOSED PARKS, OPEN SPACE OR LOTS FOR OTHER THAN SFR/MH USE

Lot Number: _____ Purpose: _____

Lot Number: _____ Purpose: _____

Lot Number: _____ Purpose: _____

INFRASTRUCTURE

Describe Road Access to Property: _____

Streets within the Subdivision to be maintained as: Private Dedicated to City

Utilities:

At Property Line: _____

Location of proposed water connection: _____ Pipe Size: _____

Location of proposed sewer connection: _____ Pipe Size: _____

Will require extension of services from: _____

ENGINEER/DESIGNER/SURVEYOR CONTACTS

Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____
Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____

FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT’S RESPONSIBILITY

The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.

If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant’s representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city’s land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee’s are paid in full or otherwise resolved.

By executing and filing this land use application, the applicant and/or applicant’s representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.

PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____ _____	Cell: _____
	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____ _____	Cell: _____
	Email: _____

REQUIRED SUBMITTALS

- Signed Application
- A _____ Deposit, (TBD by number of lots) to be drawn on for actual costs incurred.
- Preliminary Plat drawings (1) 8 ½ x 11 copy for reproduction and (15) larger size copies. Tentative plan maps shall include:
 - a. Proposed name of the subdivision.
 - b. Date, north arrow, and scale.
 - c. Identification as tentative plat.
 - d. Vicinity map showing surrounding area within 500’.
 - e. Names and addresses of owner, developer, and surveyor
 - f. Location, width and names of opened and unopened streets within or adjacent to property.
 - g. Easements on property.
 - h. Section lines, corners, City boundary lines, and monuments.
 - i. Contour lines (see Section 5.030 of ordinance).
 - j. Location and direction of drainage channels.
 - k. Areas subject to flooding.
 - l. Natural features on the site such as wooded areas, wetlands, drainage ways.
 - m. Existing uses of property including location and use of all structures.
 - n. Plan of development including:
 - o. Proposed street location, width, names, approximate grades, and radii of curves.
 - p. Easements – location, width and purpose.
 - q. Lots – location, approximate dimensions, approximate square footage, proposed lot numbers.
 - r. Calculation of land area to be devoted to various uses.
 - s. Calculation of net residential density (not including street right of way or lots not to be used for residential purposes.
 - t. Sites allocated for purposes other than single-family dwellings.
 - u. Land to be deeded to a public body, and purpose of dedication.
 - v. Location of pedestrian paths or walkways.
 - w. Supplemental information to accompany plat:
 - x. Proposed deed restrictions
 - y. Location within the subdivision and adjacent streets of existing water and sewer lines, culverts, drainpipes, gas lines and electric lines.
 - z. General utility plans for domestic water supply, sewage disposal, storm drainage, gas, electric, telephone, cable television, and street lighting.
 - aa. Any proposals to phase development of the subdivision.
- Assessor’s Map highlighting the affected Property.
- Applicant’s Narrative. A brief letter or narrative describing the proposal and addressing the subdivision approval criteria in Section 5 of Scio Land Division Ordinance No. 562.
- Supplemental Information. The City may request the applicant provide additional information with the partition application including, but not limited to, a flood plain development permit, flood elevation certificates, storm drainage calculations or analysis, proposal for water and sewer service extensions or road access permits from either Linn County or the Oregon Department of Transportation.

APPROVAL CRITERIA

A proposal for a subdivision must comply with the following criteria:

1. The subdivision is consistent with the standards of the Land Division Ordinance, the Zoning Ordinance, other applicable city ordinances, and the Scio Comprehensive Plan.
2. The subdivision is compatible with and will not adversely affect the livability or appropriate development of the surrounding area.
3. Vehicular access to the property is adequate.
4. All necessary public utilities can be provided to the proposed development without hindering service delivery or capacity in other parts of the City.
5. No landlocked parcels will be created. Full and orderly development of the surrounding area can be maintained.
6. Physical characteristics of the property, such as potential soil erosion or landslides, drainage, flooding or other potential natural hazards have been considered and will not be detrimental to the partition or to the surrounding area.

APPROVAL PROCESS

1. The Scio Planning Commission will hold a public hearing and make a decision to either approve or deny the proposal. A written notice of decision will be issued by the City. Notice shall be provided within five (5) days of the Planning Commission's decision.
2. Preliminary Plat approval shall be effective for a period of one-year from the date of the City's notice of decision. The preliminary plat will lapse if a final plat has not been submitted to the City and the Linn County Surveyor within the one-year period.
3. Final Plat. A registered land surveyor must prepare a final plat that complies with ORS 92 and the Linn County Surveyor requirements.
4. City Review and Approval of the Final Plat. The City staff will review the final plat to ensure it is consistent with the approved preliminary plat and that all conditions of approval have been addressed. When all conditions of approval have been met, city officials may sign the final plat and the final plat may be recorded with the Linn County Surveyor.

FINAL PLAT SUBMISSION

If the application is approved, a final plat will need to be submitted and the applicant must comply with all of the conditions of approval listed in the Notice of Decision approving the preliminary subdivision plat.

The final plat must be reviewed and approved by the city prior to recording with Linn County. The final plat must be prepared and submitted to the City of Scio within one year of the date of the City's Notice of Decision approving the preliminary plat, or the City approval expires.

Once the final plat is approved by the City and the plat is signed by City officials, it must be recorded with Linn County within 90 days.

This information is only a summary. For additional information or clarification, please refer to the Scio Land Division Ordinance No. 562 or request clarification from city staff.

OFFICE USE ONLY
PROCESS SUMMARY TIMELINE

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____ _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____

FINAL PLAT

Date Received: _____	City Planner Review: _____
Corrections Requested: _____ _____	
Review Complete on: _____	
Date Final Plat signed by City Officials: _____	
Copy of the County approved Subdivision filed in the City's Land use file: _____	