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LAND DIVISION  
Application Checklist

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SHMC 16.16.025 Tentative Subdivision, Subdivision Replat or Partition, Partition Replat Plan Submittal. All applications for a Tentative partition or subdivision approval must include a complete application form. The Tentative Plan need not be a finished drawing but it shall show all pertinent information to scale.

1. \_\_\_\_\_ 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.
2. The following information shall be submitted:
  - a. \_\_\_\_\_ All existing subdivisions, streets and property lines of the land immediately adjoining the proposed subdivision
  - b. \_\_\_\_\_ All existing streets between the subject property and the nearest existing arterial or collector streets.
  - c. \_\_\_\_\_ The name of the owners of all land immediately adjoining the proposed subdivision.
  - d. \_\_\_\_\_ How streets and alleys in the proposed subdivision may connect with existing or proposed streets and alleys in neighborhood.
3. The name, if any, of the land division.
  - a. \_\_\_\_\_ 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.
    - i. Pre-approval of the subdivision name by Linn County Surveyor's Office is recommended.
4. \_\_\_\_\_ Date of the original submittal and of any subsequent revisions.
5. \_\_\_\_\_ North arrow.
6. \_\_\_\_\_ Scale of drawing.
7. \_\_\_\_\_ Names and addresses of owner or owners, subdivider, surveyor, and design engineer if applicable.
8. \_\_\_\_\_ 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.
9. 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.

10. Contour lines having the following minimum intervals:
  - a. \_\_\_\_\_ One foot contour intervals for ground slopes less than five percent.
  - b. \_\_\_\_\_ Two foot contour intervals for ground slopes between five and ten percent.
  - c. \_\_\_\_\_ Five foot contour levels for ground slopes exceeding ten percent.
  - d. \_\_\_\_\_ The elevations of all control points which are used to determine the contours.
11. \_\_\_\_\_ Geo-tech reports as needed.
12. \_\_\_\_\_ 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.
13. \_\_\_\_\_ Location, width, direction and rate of flow at peak discharge of all water ways.
14. \_\_\_\_\_ Location of any wetlands identified on the City of Sweet Home Local Wetlands Inventory, locally known, or identified by some other means.
15. \_\_\_\_\_ Location of any required riparian zone identified by Sweet Home Municipal Code Chapter 17.72.
16. \_\_\_\_\_ Properties in the Natural Resource zone, must show natural features, such as rock outcroppings, wooded areas and preservable trees over 12" in diameter measured at 4½' from the ground.
17. \_\_\_\_\_ Existing uses of the property and adjacent property within 100' including location of all existing structures to remain on the property.
18. \_\_\_\_\_ 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.
19. \_\_\_\_\_ Zoning on and adjacent to the subject property.
20. For all proposed streets, the following information must be shown:
  - a. \_\_\_\_\_ Location,
  - b. \_\_\_\_\_ Total right-of-way width,
  - c. \_\_\_\_\_ Curb to curb width,
  - d. \_\_\_\_\_ Sidewalk,
  - e. \_\_\_\_\_ Beauty strip,
  - f. \_\_\_\_\_ Proposed name,
  - g. \_\_\_\_\_ Grade,
  - h. \_\_\_\_\_ Approximate radii or curves,
  - i. \_\_\_\_\_ Fire hydrants,
  - j. \_\_\_\_\_ Street lights,
  - k. \_\_\_\_\_ Stop signs,
  - l. \_\_\_\_\_ Location of Post Office boxes.
21. \_\_\_\_\_ The Tentative Plan shall be drawn to a standard engineer's scale where 1" equals 20' to 100'.
22. \_\_\_\_\_ Proposed signage.
23. \_\_\_\_\_ Proposed perimeter fencing.

24. \_\_\_\_\_ The relationship of all proposed streets to any existing or approved streets and proposed future streets in the Transportation System Plan.
25. \_\_\_\_\_ Existing and proposed easements on the site, including the width and the purpose of the easements.
26. \_\_\_\_\_ Existing easements on adjoining properties, including the width and purpose of the easements.
27. Information on the proposed lots must include the following:
  - a. \_\_\_\_\_ The location of each lot,
  - b. \_\_\_\_\_ The dimensions and square footage of each lot, and
  - c. \_\_\_\_\_ Lot, block, tract, or parcel numbers.
28. \_\_\_\_\_ Proposed uses for each lot.
29. \_\_\_\_\_ Land to be deeded or dedicated for public purposes.
30. \_\_\_\_\_ Statement indicating whether the property has an existing water right or permit.
  - a. If so, the Certificate or permit number must be listed. \_\_\_\_\_
31. \_\_\_\_\_ ODOT Rail approval for any proposed crossing or development within 300' of the railroad right-of-way.
32. 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
    - i. \_\_\_\_\_ The approximate timing of installation, and
    - ii. \_\_\_\_\_ The method of financing.
  - d. Special improvements to be made by the developer and the approximate timing of such improvements are to be complete.
    - i. \_\_\_\_\_ 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.
33. \_\_\_\_\_ Proposed services or other listed items may be on a separate map for clarity.