



CITY OF WINSTON SUBDIVISION APPLICATION

INFORMATION SHEET

The application for a subdivision is a quasi-judicial action before the Winston Planning Commission. The subdivision application shall consist of the following information:

Prior to the division (within a calendar year) of a single unit of land into four or more lots (regardless of the size of each lot) the City of Winston Zoning and Subdivision Ordinances require that a written application from the property owner(s) and subdivision plans must first be submitted to the City Administrator to be reviewed for completeness. A subdivision lot includes any portion of the original unit of land remaining in the ownership of the subdivider after the other sub-unit or lots have been created or sold. The application is a quasi-judicial action before the Winston Planning Commission.

Formal application for a subdivision requires:

1. Conformance to the zoning classification.
2. Conformance to the design and development standards of the Zoning Ordinance.
3. A completed Subdivision Application Form (form attached) and associated filing fee.
4. Submit either:
 - a). Ten (10) original copies of a preliminary subdivision plan and supplemental materials, and one 8 ½" x 11" exhibit suitable for reproduction
 - b). One reproducible 11" x 17" copy of preliminary subdivision plan and supplemental materials

In either option, the preliminary subdivision plan(s) shall contain the minimum information required by Section 4 of the Subdivision Ordinance.

5. The subdivider shall ascertain in advance of a formal application that water, sanitary sewer and other utility services to the subdivision site are available.

The Subdivision Ordinance provides the process through which tentative subdivision plans may be approved. A tentative plan and an application form must be submitted to the City Administrator for a public hearing before the Planning Commission. Within thirty (30) days after the application is deemed complete, the City Administrator cause a public hearing to be scheduled before the Winston Planning Commission so that the Commission may hear and decide the matter.

Prior to submission of the proposed application, the City planning staff may hold a review session with the members of various affected utility agencies and the City Public Works Department to coordinate and review the design of the proposed development. The subdivider or his/her representative should attend this review session. The purpose of this meeting is to promote coordination for the installation of utilities, water and sewer services, storm drainage facilities, public roads and traffic circulation and to obtain additional input into the subdivision plans.

Once the City approves tentative subdivision plans, the approval is binding upon the City. The applicant must then have a professional land surveyor registered with the State of Oregon prepare the final plan (survey requirements of Sections 6, 7 and 8 of the Subdivision Ordinance and requirements of ORS 92) of the subdivision. This plat must be submitted to the City Administrator within one year of the date of tentative approval, unless a phasing schedule has been approved, or the tentative approval will become null and void. All conditions of approval and the applicable requirements of the Subdivision Ordinance, such as street engineering and improvements, must be completed and installed, before the City can approve the final subdivision plat. You may also be required to enter into an Agreement for Improvements and file a performance bond with the City to complete all improvements required by the final subdivision plan.



CITY OF WINSTON LAND USE CHANGE APPLICATION & FEE SCHEDULE

TYPE OF PERMIT

Address	\$10/address G	Nonconforming Use Change	\$200 G
Annexation	\$750 + cost G	Planned Unit Development Application	\$1500 + \$30/lot + cost G
Appeal	\$250 to P/C G \$350 on record to CC G	Pre-application Meeting (Fee goes toward application)	\$50 G
Comprehensive Plan Amendment Map and Text	\$1500 + cost G	Property Vacation	\$350 G
Urban Growth Boundary (includes amendment & zone change)	\$2500 + cost G	Site Plan Review Commercial	\$550 + cost G
Conditional Use Permit	\$500 + cost G	Residential	\$450 + cost G
Excavation Permit	\$25 G	Steep Slopes/Hill Side	\$150 + cost G
Hardship	\$200 G	Subdivision 4-7 lots	\$1500 + \$40/lot + cost G
Home Occupation	\$200 G	8-19 lots	\$1800 + \$35/lot + cost G
Land Partition	\$500 + cost (admin) G \$1000 + cost (P/C) G	20+ lots	\$2500 + \$30/lot + cost G
Lot Line Adjustment	\$200 G	Temporary Use Permit	\$250 G
Manufactured Home Park \$1500 + \$30/space + cost G		Variance	\$350 + cost (admin) G \$500 + cost (P/C) G
		Zone Change	\$1500 + cost G

Admin = Administrative
P/C = Planning Commission

OFFICE USE ONLY	
Date Filed _____	Amount Received _____
Staff Person _____	Receipt No. _____



CITY OF WINSTON SUBDIVISION APPLICATION

The application for a subdivision is a quasi-judicial action before the Winston Planning Commission. The subdivision application shall consist of the following information. It is imperative that you complete this application form as completely and accurately as possible. An evaluation of your request will be based on the answers and information you provide.

The applicant for a subdivision bears the burden of proving the request is acceptable. In establishing such proof, you will have to address a number of considerations. Depending on the type of change you are seeking, the location of your property and the types of uses you desire, other topics will also become important.

GENERAL SUBDIVISION INFORMATION

1. The name of the proposed subdivision is _____
The number of lots this subdivision contains is _____
The number of access roads proposed by this subdivision is _____
Will this subdivision be developed in phases? _____ If so, how many? _____
What is the proposed development schedule (Lots per year)? _____

Construction is scheduled to begin _____
Construction completion date _____

2. APPLICANT:
Name _____ Phone _____
Address _____

TITLEHOLDER OF THE SUBJECT PROPERTY:
Name _____ Phone _____
Address _____

CONTRACT PURCHASER OF LESSEE OF SUBJECT PROPERTY:
Name _____ Phone _____
Address _____

3. Will a representative assist the applicant with this development request? _____
Name of Representative _____ Phone _____
Address _____

4. SPECIFIC DIRECTIONS TO PROPERTY:

5. SPECIFIC DESCRIPTION OF SUBJECT PROPERTY:
T _____ R _____ S _____ TAX LOT(s) _____
PROPERTY I.D. NO(s). R _____
ZONE _____ COMPREHENSIVE PLAN _____
SIZE OF PARCEL: _____
LEGAL DESCRIPTION (**Attach copy of legal description of property**)

6. GENERAL DESCRIPTION OF SUBJECT PROPERTY:
Current Use: _____

Topography: _____

Does it front a public road? _____ Name of Road _____
Does it front a private road? _____ Name of Road _____
What buildings are on the subject property? _____

7. GENERAL DESCRIPTION OF ADJOINING PROPERTY:
Identify any buildings or structures and give their approximate distances from your property lines. _____

Explain surrounding uses: _____

EXPLANATION OF THE SUBDIVISION PLAN

1. Prior to acceptance of this application, the applicant should notify and coordinate with the following applicable utilities and agencies of this proposal:
 - a. Electricity
 - b. Water
 - c. Sewer
 - d. Phone
 - e. Fire District
 - f. School District
 - g. Gas Company
 - h. Cable (television)

2. Coordination with the affected utilities and agencies should address the following questions with regard to your proposal:
 - a. Can they service your proposal?
 - b. When could service be installed?
 - c. What is the distance and size of line extension necessary?
 - d. Will the lines be buried or overhead?
 - e. What is the impact on other users in the area?
 - f. Are there funds budgeted to complete the installation within this subdivision?
 - g. Is there a need for easements? If so, at what locations? What sizes?
 - h. Additional comments or concerns.

3. Sewer service provider: _____
4. Water provider: _____
5. Electrical service provider: _____
6. Telephone service provider: _____
7. Natural Gas: _____

Access and Easement Information

8. Describe means of access to the proposed subdivision:

9. Do your tentative subdivision plans delineate any necessary:

Drainage easements? _____ Sewer easements? _____
Water easements? _____ Utility easements? _____

Covenants and Restrictions

10. Do you propose any covenants or private restrictions for the proposed subdivision?
_____ If yes, attach a copy of the proposed restrictions to this application.

11. Subdivider shall submit proposed plan for draining surface water from the development and a description of any effects on adjacent properties.

Drainage proposal attached.

TRANSPORTATION CRITERIA

1. Your proposed use(s) may impact the City’s transportation system, including traffic circulation, bicycle and pedestrian facilities, etc. The jurisdiction providing access (State, County or City) may require you submit a completed Traffic Impact Study (TIS) to evaluate the proposed impacts.

Give an estimated traffic count (average daily trips) for the proposed use. How will the potential traffic resulting from the increased use or activity be controlled?

How will access to public roads be located to ensure traffic safety?

Please explain how the proposed change in use will affect the road system serving your area.

What other methods of transportation are available to your area (limited route bus, van pooling, bicycling, walking)? Explain how they will be included as part of your development.

SITE SUITABILITY

1. Identify and explain any characteristics that suit the subject property to the proposed subdivision and use (location in relationship to centers of population, schools, commercial areas, and places of employment; conformance to development pattern and surrounding land uses; access, availability of water, sewerage, and utilities; topography, soil, climate, etc.)

2. Identify and explain any drainage issues that may result from this proposed subdivision

3. Provide a **DETAILED TENTATIVE SUBDIVISION PLAN AND SUPPORTING DOCUMENTS** (see attached list for required information)

SIGNATURE REQUIRED:

I (we) _____

(Print Name in Full)

am (are) the titleholder or contract purchaser (under a duly executed recorded contract) of the property described in this application and herein certify that the statements and information contained herein are in all respects true, complete and correct to the best of my (our) knowledge and belief.

Signed: _____

Date: _____

A lessee or agent of the property owner may sign this application provided that written permission from the property owner is attached.

FEE: A non-refundable fee, as specified in the most recent City of Winston fee schedule, must accompany this application. Make all checks payable to the City of Winston.

REQUEST FOR EXTENSION OF TIME FOR FINAL LOCAL DECISION

The City of Winston Land Use and Development Ordinances authorizes the City Administrator to choose, in his discretion, whether to make an Administrator=s decision (subject to possible appeal to the Planning Commission) or to refer applications directly to the Planning Commission for the initial City decision. An Administrator=s decision that is not appealed generally becomes the City=s final decision faster than an application that is referred directly to the Planning Commission for the initial City decision. Whether an applicant grants an extension of the time limit set forth in the A120 Day Rule@ (see ORS 227.178) is up to the applicant. The City will not compel an applicant to grant an extension of the time limit as a condition for taking any action on an application. The total off all extensions may not exceed 245 days.

The reason for the extension of time to complete the final local decision _____

I (We), as applicant(s) in this request for approval of a: _____
hereby irrevocably offer to extend the date for the final City decision on the above land use request to the _____ day of _____, 200__.

Signed: _____
Applicant

Signed: _____
Applicant

COMPLETENESS CHECK

The City Administrator shall check an application for completeness as per Zoning Ordinance 11.065. The Administrator shall notify the applicant of any missing materials within 30 days of receipt of the application. The applicant shall have 180 days from the date the applicant was informed what materials were missing to submit the missing materials. The application shall be deemed complete when all required materials are received, when 180 days have expired since the applicant was notified of the missing material(s) or on the 31st day after submittal of any incomplete application if the applicant has submitted a written statement that the missing materials will not be submitted.

This application has been inspected by me and found to be sufficiently complete to initiate the review process.

Planner: _____

Fee Receipt No: _____

Date: _____

DETAILED TENTATIVE SUBDIVISION PLAN AND SUPPORTING DOCUMENTS

You must provide a DETAILED TENTATIVE SUBDIVISION PLAN AND SUPPORTING DOCUMENTS for your proposed subdivision development, outlining the following items.

Existing Conditions:

- ✓ Location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract, railroad rights-of-way and other important features, such as section lines and corners, City boundary lines and monuments.
- ✓ Contour lines having the following minimum intervals:
 - (i) One foot contours for ground slopes less than two (2%) percent.
 - (ii) Two foot contours for ground slopes between two and five (2% -5%) percent.
 - (iii) Five foot contours for ground slopes exceeding ten (10%) percent.
 - (iv) Contours shall be related to the City of Winston datum.
- ✓ Existing site conditions, including water courses, floodplains and other areas subject natural hazards, riparian vegetation and marshes, significant landscape features and forest cover.
- ✓ Location of areas subject to inundation by storm water; direction and flow of water courses (and whether each water course is continuous or intermittent), and other such information required to comply with the City's floodplain standards.
- ✓ Existing uses of the property, including the location of all existing structures and other improvements, and indicating which of those will remain on the property after platting.
- ✓ Elevation of adjoining property to evaluated drainage and view blockage.
- ✓ Show existing and proposed access to adjoining property.

Hazardous Areas:

- ✓ If development is proposed in an area of potential slop or soil hazards, the tentative subdivision plan shall be accompanied by an analysis by a qualified, licensed civil engineer stating whether or not each proposed lot is stable and suitable for its intended use, and any conditions necessary to insure that each lot is stable and suitable for its intended use.

Proposed Subdivision Plan:

- ✓ Proposed layout design and approximate dimensions of all lots.
- ✓ Location of existing and proposed traffic circulation; including off-street parking and loading areas and major points of access, and bicycle and pedestrian paths and streets.
- ✓ Locations, widths, names and approximate radii of curves of existing and proposed streets, and the relationship of all streets to any projected streets as shown in the City's comprehensive plan.
- ✓ Location of easements on the site or on abutting property, showing the width and purpose of all existing and proposed easements.

- ✓ Types of land uses proposed.
- ✓ Location of existing and proposed utilities, including plans and profiles of proposed sanitary and storm sewers, water distribution system and fire hydrants and how they will be extended from existing utilities.

Explanatory Information to accompany the tentative plan:

- ✓ Proposed deed restrictions in outline form, if more restrictive than current City codes.
- ✓ Approximate centerline profiles showing the finished grade of all streets as approved by the City engineer, including extensions for a reasonable distance beyond the limits of the proposed subdivision.
- ✓ Typical cross-sections of proposed streets showing the widths of rights-of-way, pavement and curbs, and the location and widths of sidewalks.