

Community Development

Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113

www.ci.cornelius.or.us

Written Narrative Requirements

- _____ A. **Checklist:** Please provide one completed and signed copy of this checklist.
- _____ B. **Description of proposal:** Please describe the existing conditions on-site and the changes proposed to the site, structure, landscaping, parking, and land use, including the number of parcels created. Provide findings verifying that the intended use is allowed by the City's *Development Code*.
- _____ C. **Approval criteria findings:** Please provide a narrative that evaluates and verifies the proposal meets the approval criteria identified below:

Section 17.05.020 of the Development Code

- 1. An additional lot is not created by the lot line adjustment and the existing parcel reduced in size by the adjustments is not reduced below the minimum lot size established by the approved zoning for that district.*
- 2. By reducing the lot size, the lot or structures(s) on the lot will not be in violation of the site development regulations for that district.*

- _____ D. **Pre-Screening Site Assessment Letter:** Please provide a copy of a completed and signed Pre-Screening Site Assessment Letter. This letter may be obtained from the City Engineer. If a 'sensitive' area is on or nearby the subject site then documentation of a Service Provider Letter from Clean Water Services is required at the time of submittal.
- _____ E. **Site Plan:** Please provide a detailed site plan as described in the 'Plans Requirements' section of this checklist.

Plan Requirements

All plans shall be presented at a minimum scale of 1" = 20', and on a maximum sheet size of 24" x 36", along with one copy that is 8 1/2" x 11" in size. Please include all of the following information on the plan.

_____ A. **Existing Conditions Plan** includes the following:

- _____ 1. North arrow, scale and date of plan.
- _____ 2. Vicinity map.
- _____ 3. All existing and proposed lot sizes, lot lines and dimensions.
- _____ 4. Points of existing access, interior streets, driveways, and parking areas.
- _____ 5. Location of all existing buildings and structures, including refuse storage locations and pedestrian/bike paths.
- _____ 6. Existing right-of-way and improvements, including sidewalk dimensions.
- _____ 7. Dimension from right-of-way centerline to edge of existing property line and to required right-of-way dedication.
- _____ 8. Dimensions of all improvements, including setbacks.
- _____ 9. Location of existing public and private utilities, and 100-year floodplain.

_____ B. **Proposed Preliminary Plat** includes the following:

- _____ 1. Location, widths and names of all existing, proposed streets and public ways within or adjacent to the plat. Illustrate easements for utilities, other encumbrances and railroad right-of-ways. New streets shall be designated with proposed street names.
- _____ 2. Dimension from right-of-way centerline to edge of existing property line and to required right-of-way dedication.
- _____ 3. Location of existing and proposed easements.
- _____ 4. Location of at least one temporary benchmark within the plat boundaries.
- _____ 5. Square footage of all proposed lots.
- _____ 6. The total gross acreage of the lots.

I have provided the items required in this submittal checklist. I understand that any missing information, omissions or both may deem my project incomplete, which may lengthen the time to process the request.

Signature

Date

Print Name

Telephone Number