Cornelius
Oregon's Family Town

Subdivision - Preliminary Plat Submittal Checklist

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 copy of this five-page 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 lots created. Provide findings verifying that the intended use is allowed within the particular zoning of the site by the City's Development Code.

✓ C. **Approval criteria findings**: Please provide a detailed narrative that evaluates and verifies the proposal meets the all of the approval criteria identified below.

Section 17.05.040(C) of the Development Code

1. *The proposal conforms with the City's Comprehensive Plan.*
2. *The proposal complies with all applicable statutory and ordinance requirements.*
3. *All proposed lots conform to the size and dimensional requirements of this ordinance; and*
4. *Adequate public facilities are available to serve the proposal*
5. *All proposed improvements meet City standards; and*
6. *That the phasing plan, if requested, can be carried out in a manner, which meets the objectives of the above criteria and provides necessary public improvements for each phase as it develops.*

Section 18.155, of the Development Code

If the subject parcel is located in the R-10 or R-7 zones, or it will be developed with a single-family dwelling, the proposal shall meet the Solar Access Protection design standards identified in *Section 18.155*. The

applicant will state which option is chosen and provide a list of those lots meeting the Basic Solar Standard, and those lots proposed for Exemption from, or Adjustment to the Basic Solar Standard.

✓ D. **Additional Requirements:** Please be advised that special studies, investigations and reports may be required to ensure that the proposal does not adversely affect the surrounding community, and does not create hazardous conditions for persons or improvements on the site. These studies may include investigations and reports on noise attenuation, air quality, traffic control, soil conditions, flooding of waters and storm water run-off, natural resources, tree preservation, and other concerns. A pre-application meeting is highly recommended to identify all of the additional requirements that may be required.

All applicable requirements from Metro, Clean Water Services, Oregon Department of Transportation, Division of State Lands and other applicable agencies will need to be addressed within the application.

_____ E. **Fee Ownership:** If applying for a Fee Ownership Land Division please provide findings specifically addressing each of the approval criteria found in *Section 17.05.050*, of the City's Planning Code, in addition to the approval criteria listed in item "C" above.

1. *As a whole, the development of which the unit is a part meets ordinance criteria for lot area, lot dimensions, setbacks, parking, lot coverage, landscaping, public facilities and street frontage.*

2. *The development as a whole, the unit for which fee ownership is desired and any unit affected by the division shall meet all building, plumbing and fire code standards.*

3. *Ingress and egress is provided to all lots.*

4. *Parking is provided in accordance with ordinance standard for the individual unit either on the new lot or through easements as described in subsection 6, below. If assigned parking is provided, it shall meet ordinance standards.*

5. *Adequate public facilities are provided to the new lot.*

6. *The applicant provides deed covenants required that address: parking, maintenance of buildings and utilities, landscaping and common areas, ingress and egress. The deed covenants must be approved by the City Attorney and Community Development Director.*

✓ F. **Sensitive Area Pre-Screening Site Assessment Letter**: Please provide a copy a completed and signed Sensitive Area Pre-Screening Site Assessment Letter or form from the City of Cornelius City Engineer or Clean Water Services (CWS). Please contact the City if you have questions.

✓ G. **Neighborhood Review Meeting:** information required (*Dev. Code Section 18.10.030.*). (Only required for Type III Reviews)

_____ 1. A copy of the notice sent to surrounding property owners.
_____ 2. A copy of the mailing list used to send out meeting notices.
_____ 3. An affidavit of mailing notice.
_____ 4. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
_____ 5. Notes of the meeting, including the meeting date, time, and location, the names and addresses of those who attended, and oral and written comments received.

Plan Requirements

All plans shall be presented at a minimum scale of 1" = 20', and on a maximum sheet size of 24" x 36". Please provide staff three (3) full sheets sets for review, one (1) 8 ½" x 11" sheet set and one electronic PDF file, which include all of the following information.

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

_____ 1. North arrow, scale and date of plan.
_____ 2. Vicinity map.
_____ 3. All existing 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.
_____ 10. Topographical information, (2 ft. contour lines) of existing grades.
_____ 11. Existing trees larger than 6" in dbh (diameter at breast height), including genus, species and size. Dbh is measured at 54" above grade.
_____ 12. Location of existing wetlands, 100-year floodplain, streams or other natural resources.

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

_____ 1. The dimension of all new lots with their size (sq. ft.), the location, widths and names of all existing, proposed streets and public ways within or adjacent to the plat. Please include illustrations of all 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 bench mark within the plat boundaries.

_____ 5. Square footage of all proposed lots.

_____ 6. The total gross acreage of the subdivision plat.

_____ 7. Identify and label on the plat all lots in conformance with the Solar Ordinance requirements.

_____ 8. Delineation showing minimum/proposed setback requirements within each lot/parcel.

✓ C. **Preliminary Plat Reduction & Electronic PDF:** Provide one proposed preliminary plat that is reduced to 8.5" x 11" and provide staff an electronic PDF copy of the proposed plans.

✓ D. **Proposed Improvement Plan** includes the following:

_____ 1. North arrow, scale and date of plan.

_____ 2. All proposed lot sizes, lot lines and dimensions.

_____ 3. Dimension from right-of-way centerline to edge of existing and proposed property line and to required right-of-way dedication.

_____ 4. Existing and proposed right-of-way and improvements, including sidewalk dimensions.

_____ 5. Topographical information, (2 ft. contour lines) of existing and proposed grades and fill.

_____ 6. Preliminary location of proposed public water, sewer, stormwater and private utilities such as electric, cable and telephone. Please include any proposed easements, and 100-year floodplain.

_____ 7. Preliminary plans and profiles of proposed sanitary and storm sewers, showing that gravity service is feasible for all lots.

_____ 8. Existing trees, larger than 6" dbh, proposed to be saved and removed. Include genus, species, and size. Proposed location of street trees and their size and species.

_____ 9. Cross-section of all street and bike path improvements.

_____ 10. Preliminary location of proposed stormwater quality/quantity facility and preliminary sizing calculations showing location has sufficient space for a facility meeting current requirements

✓ E. **Landscape Plan**:

_____ 1. Submit proposed detailed landscaping plan of any proposed common space, landscaped areas within the public right-of-way (ROW) and other non-buildable tracts.

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.

Brendan Mason
Signature

8-5-2022
Date

Brendan Mason
Print Name

206.605.4898
Telephone Number