

# Partition, Final Plat Application

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact staff at the Permit Applications Center, 555 Liberty Street SE, Room 320, Salem, Oregon 97301-3513 or at 503-588-6211.

## SECTION 1: PARTITION INFORMATION

TENTATIVE PARTITION	
File Number	
Approval Date	
Expiration Date	

List the Assessor's Map and Tax Lot numbers of the property included in the request. Please indicate if only a portion of a lot is included in the request and attach any additional map and lot numbers for the property.

LOT NUMBERS	
Assessor's Map	Tax Lot

Area of Request \_\_\_\_\_ Number of Parcels Created \_\_\_\_\_

## PROCESSING PATH

Check one of the options below:

- ☐ **Standard Final Plat Process** with 30-day completeness review and 180-day period to make application complete. This option requires a complete application (all items specified as required, including the below Tier 1 and Tier 2 materials) before any evaluation of the application material can occur. Note: Once the application is deemed complete, there will be only one review to determine whether the application is approved or denied.
- ☐ **Alternative Final Plat Process** with time waiver agreement. This option requires signature of time waiver agreement form (available at the Permit Applications Center) and Tier 1 application materials as specified herein. There will be no completeness review, and City evaluation of the material submitted will begin immediately.

## SECTION 2: TIER 1 APPLICATION REQUIREMENTS

---

- ☐ A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit Application Center to determine the required fee or check the City of Salem website at [www.cityofsalem.net](http://www.cityofsalem.net).

### SUBMITTAL REQUIREMENTS

Provide 3 paper copies and one CD copy (PDF or TIFF format) of all application materials (e.g., written statement, site plans) at the time of initial submittal. Please note that it is the applicant's responsibility to make sure that the CD and paper copies are identical. Following completeness review, an updated CD and additional paper copies may be required. All site plans must be folded to a size equal or less than 11" x 17".

- ☐ **Written statement that indicates the following.** (Informational items identified during the tentative approval may be applicable during the final plat stage.)
  - ☐ How the final application addresses the conditions of approval.
  - ☐ How the final application meets the criteria for final plat approval.
- ☐ **Plat signed by an Oregon licensed land surveyor.** A list of plat requirements subject to City Survey staff review is available at the City of Salem Public Works Department, at 555 Liberty Street SE, Room 325, Salem, Oregon 97301-3513.
- ☐ **As required, include the following:**
  - ☐ Delineation of the flood plain or floodway boundaries.
  - ☐ The community number, map/panel number and effective date of the relevant FIRM map.
  - ☐ A note including the Base Flood Elevation for each lot.
  - ☐ A stamped, dated narrative from the surveyor or engineer explaining the methodology used to determine the Base Flood Elevation.
- ☐ The applicant is responsible for submitting a **copy of the plat** signed by an Oregon licensed land surveyor to the Marion County Survey's office along with necessary review fee.
- ☐ **Current title report** issued by a title insurance company licensed by the State of Oregon, verifying ownership by the applicant of the real property.
- ☐ Draft **Irrevocable Petition for Public Improvements**, as required.
- ☐ ~~Draft **Bargain and Sale Deeds** for reserve strips, as required.~~
- ☐ Draft **Conditions, Covenants, and Restrictions** or **Joint Access Easement and Maintenance Agreement**, as required.
- ☐ ~~**Drywell certification** signed by a civil engineer, based on field-observed soil types and percolation rates, as required.~~
- ☐ **Off-site easements and right-of-way**, as required.
- ☐ ~~**Alternate Methods and Materials (AMM) application**, fire separation easement, and receipt demonstrating the AMM has been submitted to Building and Permit Services staff for review, as required.~~

- ☐ Verification of the storm drainage maintenance agreements, as required.
- ☐ Verification that street tree agreement is in progress, as required.
- ☐ Copy of wetland documents, as required.
- ☐ Deed restrictions, as required.
- ☐ Closures for lots, right-of-way, centerline, irregularly shaped easements.

### SECTION 3: TIER 2 APPLICATION REQUIREMENTS

---

- ☐ Final plat mylars
- ☐ Concurrences
- ☐ **Performance Bond**, if required for public improvements.
- ☐ All document specified as Draft in Tier 1 shall be final.
- ☐ Additional documentation or evidence to demonstrate compliance with tentative approval conditions and final plat approval criteria, as required.

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.

### SECTION 4: OWNER AND APPLICANT STATEMENTS

---

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing this application. I/We the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my/our knowledge.

#### OWNER INFORMATION:

Is the owner also the applicant?

- ☐ Yes    ☐ No

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Street or PO Box

City

State

Zip

Owner Signature

Date

**APPLICANT INFORMATION:**

**Please check all that apply:**

☐ Applicant's Representative    ☐ Surveyor    ☐ Designated Contact

**Name of Applicant** \_\_\_\_\_

**Company/Organization** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Address** \_\_\_\_\_

Street or PO Box

City

State

Zip

Applicant Signature

Date

**Please check all that apply:**

☐ Applicant's Representative    ☐ Surveyor    ☐ Designated Contact

**Name of Applicant** \_\_\_\_\_

**Company/Organization** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Address** \_\_\_\_\_

Street or PO Box

City

State

Zip

Applicant Signature

Date

# Final Plat Completeness Review Waiver Agreement



The City of Salem reviews land use applications for completeness, in accordance with state law (ORS 227.178). This process provides the City 30 days in which to deem an application complete. In the case of final subdivision and partition plat applications, the City recognizes that in most cases, there are practical difficulties in providing all of the required application materials upon initial submittal of the final plat application. Some of the required application materials may be difficult to prepare until an applicant has had an opportunity to consult with City staff regarding the specifics of other application materials. As such, the City has established an optional 2-tiered process for submittal of application materials for partition and subdivision final plat applications.

Under the tiered review option, an applicant shall initially submit just Tier 1 application materials, Tier 1 application materials are those which has been identified by the City as items which may be necessary to enable to the applicant to prepare Tier 2 application materials. The items specified for each tier are identified on the application submittal checklists, available at the Permit Applications Center. An applicant may wait to submit the Tier 2 application materials to the City until it has completed its consultation with the City with regard to the Tier 1 materials.

An applicant wishing to utilize the optional tiered process for final plat application submittal must sign the following waiver form.

**I hereby waive my rights to the time lines and procedures specified in ORS 227.178(s).**

**I request that the City of Salem begin processing my application based upon only the Tier 1 materials and I understand that my application will not be deemed complete for purposes of calculating the 120-day time period, described in ORS 227.178(1), until the City of Salem has received and reviewed both the Tier 1 and Tier 2 application materials and has issued a written statement deeming my application complete.**

---

Applicant Signature

Date

**Tentative Subdivision or Partition Application Number** \_\_\_\_\_

# Plat review Internal checklist

## Oregon Administrative Rules Checklist

- ☐ ORS 205.234 1. Check Cover page for compliance with ORS 205.234 regarding uniformity & consistency.
- ☐ ORS 209.250(2) 2. Map referenced to separate narrative.
- ☐ ORS 209.250(2)3b 3. Date of Survey listed.
- ☐ ORS 209.250(2)3a 4. Does map show location of survey by ¼ section, township, range, or by subdivision block & lot.
- ☐ ORS 209.250(2)3g 5. Surveyor's seal, license expiration date, & original signature on each sheet.
- ☐ ORS 209.250(2)3h 6. Surveyor's business name & address on each sheet (no stick-on's will be accepted)
- ☐ Marion/Polk 7. Surveyor's name & address shall be no smaller than CL-80 (.08") for uppercase letters & CL-100 (0.10") for lower case letters. All letters must be clear & reproducible.
- ☐ ORS 209.250(2) Marion/Polk 8. Final plat maps shall be capable of being reproduced legibly on microfilm or by scanning.
- ☐ ORS 209.250(2) Marion/Polk 9. Final plat map is of permanent nature, stable base reproducible material (mylar, vellum), & on 18" x 24" material. (Minimum thickness of 3 mil in Polk County)
- ☐ ORS 209.250(2) Marion/Polk 10. A minimum one-half inch (1/2") border space.
- ☐ ORS 209.250(2) Marion/Polk 11. Recording label space 1 ½" by 3 ½" on the left-hand corner of the map in Marion County & a 1 ¾" by 4 ¼" space in the upper right or lower right corner of the map in Polk County for **recording label**.
- ☐ ORS 209.250(2)3c 12. Scale of drawing using standard engineering scale format and north arrow.
- ☐ ORS 209.250(2)3d 13. Course and distance for all lines traced or established.
- ☐ ORS 209.250(2)3d 14. Check basis of bearings (identify the line & monuments, and the astronomic observation or reference document used).
- ☐ ORS 209.250(2)3d 15. Check measured course & distance to a monumented section corner, 1/4 corner, 1/16 corner & DLC Corner or to a monumented lot or parcel corner or boundary corner of a recorded subdivision, partition, or condominium.
- ☐ ORS 209.250(2)3e 16. Check all measured bearings or angles and distances used in establishing or re-establishing lines or monuments.
- ☐ ORS 209.250(2)3f 17. Check all monuments **set** and their relation to older monuments found.
- ☐ ORS 209.250(2)3f Marion/Polk 18. check detailed description of **found** monuments (type, diameter, cap description, & markings, depth or height from the ground surface, etc).
- ☐ ORS 209.250(2)3f 19. check detailed description of monuments **set** (type, length, diameter, cap description & markings, etc).



## Plat review Internal checklist

### Oregon Administrative Rules Checklist

- ☐ Marion/Polk      20. Check ROW width of streets or roads
- ☐ Marion County      21. Review title report no older than 15 days prior to final recording

### ORS Items regarding narratives; Does the Narrative....

- ☐ ORS 209.250(2)      22. Describe the purpose of the survey
- ☐ ORS 209.250(2)      23. Describe how the boundary of other lines were established
- ☐ ORS 209.250(2)      24. Say which deed records, deed elements, survey record, found survey monuments, plat or any other pertinent data which was controlling when lines were established or reestablished.
- ☐ ORS 209.250(2)      25. Provide answers to the question of What, Why, Where & When