

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 Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the request. Proposals are required to include all property under contiguous ownership of the applicant.

Assessor's Map	Tax Lot	Zoning

Current site address(es): _____

Name of Partition Plat: _____

Adjustment Requested? Yes No Specify type of adjustment being requested: _____

Does adjustment request include stormwater drainage facilities: Yes No
(If request includes Pollution Reduction/Flow Control, submit approved alternative design. If request includes Source Control, submit DAR form.)

	Existing Use	Area (acres/sq. feet)
Proposed Parcel 1		
Proposed Parcel 2		
Proposed Parcel 3		
Total Area:		

Tentative Plan Approval Criteria type (check one):

- General (EC 9.8215)
- Needed Housing (EC 9.8220)

Commercial or Industrial Building(s) located on site?

- Yes – Submit a fourth copy of written statement and set of site plans at the time of initial submittal.
- No

Expedited Land Divisions

If your proposal meets the following requirements, you have the option of proceeding under the Expedited Land Division process or the standard city process. **Please refer to the information sheet for further details.**

Does your application qualify as an Expedited Land Division? My application:

- Includes only land that is zoned for residential uses and is within the urban growth boundary;
- Is solely for the purpose of residential use;
- Does not propose dwellings or accessory buildings on land specifically designated for full or partial protection of natural features;
- Satisfies minimum street or other right-of-way connectivity standards, as set forth in Eugene Code; and
- Results in development that either:
 - ___ Creates parcels that allow building residential units at 80% or more of the maximum net density permitted by the underlying zoning; **or**
 - ___ Will be sold or rented to households with incomes below 120% of the median family income for Lane County

Please refer to ORS 197.360 for a full description of these qualifications.

If you checked each box above, select “yes” below. If not, select “no”.

- Yes, my project qualifies as an Expedited Land Division
- No, I do not qualify

If you selected “yes” above, please select the specific option you wish to proceed under below. If you select the Expedited Land Division process, **please include all necessary information in your application demonstrating how you qualify.** If you selected “no” above, please select the “standard” process below.

Tentative Plan Process (see Information Sheet)

Please check one option:

- Standard Process (EC 9.7200-9.7230)
- Expedited Land Division process (ORS 197.360-197.365)

Neighborhood/Applicant Meeting Requirements

For partitions resulting in 3 parcels, provide the following documentation that a neighborhood/applicant meeting was held per EC 9.7007 (see EC 9.7010):

- The list of persons to whom notice was mailed pursuant to EC 9.7007(5) and a signed statement that notice was posted and mailed to those on the list;
- A copy of the notice;
- A copy of the meeting notes and sign-in sheet described at EC 9.7007(9); and
- A copy of the site plan presented at the meeting.

Filing Fee

- 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 and Information Center to determine the required fee or check website: www.eugeneplanning.org

www.eugene-or.gov/planning

Planning & Development

Planning Division

99 W. 10TH Avenue, Eugene, OR 97401

Phone: 541.682.5377 or E-mail: planning@ci.eugene.or.us

Updated: September 2022

Submittal Requirements:

Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant's responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper site plans must be folded to a size equal or less than 11" x 17".

Written Statement

- Clearly state whether the application is to be reviewed under the General or Needed Housing Criteria.
- Submit detailed written statement describing how this request is consistent with all applicable criteria (EC 9.8215, or EC 9.8220 for "needed housing" proposals). Applications involving "needed housing" proposals, flag lots, small lot provisions, or adjustment review requests shall specifically address additional related criteria. *Please note: it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria. Failure to provide such information may result in a denial of your application.*
- In accordance with EC 9.8210(3), submit documentation proving that the property included in the proposed land division is/are legal lot(s). See the definition of a legal lot in EC 9.0500.

Tentative Plan Requirements

- Show the date, north arrow, and standard engineer's scale on the proposed plan.
- Show the Assessor's Map and Tax Lot numbers on the proposed plan.
- Show a vicinity map on the proposed plan (vicinity map does not need to be drawn to scale).
- Show the dimensions of the proposed plan boundary, including the dimensions and approximate square footage calculations of all proposed parcels.
- Show the location of parcel lines and other site layout details for future division and parcels greater than 13,500 square feet.
- Show the location, setbacks and height of all existing structures, including those under pending building permits. Indicate whether existing structures will remain or be removed. If any existing structures will be 3 feet or less from a new property line, show eaves and overhangs.
- Proposed plan is prepared, stamped and signed by registered professional land surveyor.
- Show the width and location of all existing and proposed public and private easements.
- Show the names of all recorded subdivisions and partitions contiguous to proposed partition, and the layout of adjacent lots.

- Show all contiguous property under the same ownership. The application shall include all contiguous property under the same ownership.
- Show the type and size of existing or proposed fencing and/or landscape buffering.

Tree and Significant Vegetation Requirements (Needed Housing Applications Only)

- Provide a tree preservation plan and report prepared by a certified arborist or approved equivalent, showing compliance with EC 9.6885 and/or other applicable requirements.
- Show the location, size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground). Provide an assessment of the condition of the existing trees, indicate whether they will be preserved or removed, and indicate the means of preservation, when applicable.
- Identify other significant vegetation and natural features and indicate whether they will be preserved or removed. Indicate means of preservation when applicable.

Wastewater Requirements

- Show the location and flowline elevation of the existing public wastewater sewer at proposed connection point(s).
- Show the existing and proposed wastewater sewer layout, including service to each lot (each lot must be connected to the public wastewater sewer).

Water Supply Requirements

- Show a diagram (including diameter) of existing and proposed water mains.
- Show existing and proposed fire hydrants.

Is any part of the property located above 500 feet in elevation?

- Yes -- If yes, contact EWEB Water Engineering at 541-685-7377 to discuss water service/capacity for the site prior to application submittal
- No

Storm Drainage Requirements

- Show the location and flowline elevation of the existing public piped system at proposed connection point(s).
- Delineate the Special Flood Hazard Area and determine the base flood elevation.
- Delineate the tops-of-banks of all drainage-ways on and adjacent to the property.
- A description of the extent to which a watercourse will be altered or relocated as a result of proposed development, including a stormwater analysis of pre- and post-development flows.
- Show existing and proposed storm drainage, including the type of facilities proposed for collection, conveyance, and treatment of storm water for all lots and development consistent with the stormwater provisions at EC 9.6790 – 9.6795.

- Submit a stormwater analysis (3 copies) that demonstrates compliance with stormwater drainage provisions at EC 9.6790 – 9.6795.
- Indicate whether the stormwater system or portions thereof are proposed for public or private maintenance. If applicable, submit a draft Operations and Maintenance Plan (for private facilities) and/or Operations and Maintenance Agreement (for public facilities) consistent with EC 9.6797.

Street and Utility Improvement Requirements

- Note on plat the location, size and species of existing and proposed street trees.
- Note on plat the location of any existing or proposed street lights.
- Show existing and proposed public and private improvements.
- Note on the plat whether public improvements are to be constructed publicly or privately.
- Show that utility plans comply with underground utility requirements at EC 9.6775.
- Show existing electric facilities, service lines and related easements.

Street and Public Access Way Requirements

- Show the location and widths (right-of-way and paving widths) of all existing and proposed streets, intersections, and bike and pedestrian access ways, both within and adjacent to the plat.
- Identify the street classification of all streets.
- Indicate potential slope easements.
- Provide a street center profile using ground elevations when proposed street intersect 15% grade.
- Show existing and proposed curbs and sidewalks on the site and adjacent to the site.
- Show street connectivity and provide supporting narrative to address applicable street connectivity standards from EC 9.6815.
- Show that the proposal is consistent with EC 9.6780, Vision Clearance Area.
- Show secondary emergency vehicle access.
- Show street names for all existing and proposed streets (public and private), in accordance with EC 9.6855.
- Indicate the radii of all curves in the plat.
- Show the location and type of existing and proposed transit-related facilities.

- Identify any street grade over 12 %.
- Show all existing private access driveways to property. When the property fronts a street under Lane County jurisdiction, also show driveway locations for adjacent properties.
- Show any special setbacks, in accordance with Section 9.6750.
- Submit an Alternative Traffic Safety Study (ATSS) if an adjustment is requested to required internal vehicle stacking at EC 9.6703(3)(a).
- Note any amount of increase to the development site's peak hour trips due to the proposed development; particularly if the increase is more than 50% and there will be 20 or more additional peak hour trips than the previous/existing use.
- Demonstrate that access to the development site is located in accordance with EC 7.420.

Contour Intervals

Show existing and proposed contours at one of the following intervals *and must be based on City Bench Mark (North American Vertical Datum of 1988 (NAV 88)). The City Bench Mark used must be noted on the plan.*

Indicate bench mark used.

- One-foot contour intervals for ground slopes up to five percent.
- Two-foot contour intervals for ground slopes between five and ten percent.
- Five-foot contour intervals for ground slopes exceeding ten percent.

Supporting Analysis and Documents

- Submit a preliminary title report. EC 9.8210(1).
- Geotechnical Analysis submitted, as required in accordance with EC 9.6710(2) for general criteria applications and EC 9.6710(6) for needed housing applications.
- The applicant is responsible for meeting State/Federal wetland requirements. Submit a wetland determination and a letter of acceptance of the determination from the Oregon Division of State Lands (ODSL) and if necessary, a wetland delineation report for potential wetlands identified on the Eugene Local Wetlands Inventory (LWI) maps, West Eugene Wetlands Plan (WEWP) maps, Wetland Determination reports, or other sources which indicate the potential presence of wetlands.

NOTICE STATEMENT: If the Eugene/Springfield Fire Marshall (or the Fire Marshal's designee) determine that there is inadequate water supply, apparatus access, or both, to the site for the development of one and two family dwellings that will be subject to the Oregon Residential Specialty Code, the Eugene Building Official (or the Building Official's designee) may require compliance with one or more of the fire suppression or fire containment Uniform Alternate Construction Standards set out at OAR 918-480-0125(4) and (5).

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 the 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 (Also the Applicant? Yes / No):

Name (print): _____ Phone: _____

Address: _____

City/State/Zip: _____

Signature: _____

APPLICANT / **APPLICANT'S REPRESENTATIVE** (Check one):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____

APPLICANT'S REPRESENTATIVE / **DESIGNATED CONTACT PERSON** (Check all that apply):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____