



**CITY OF PHILOMATH**

980 Applegate Street  
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Philomath, OR 97370

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www.ci.philomath.or.us

**A P P L I C A T I O N**

**SUBDIVISION**

**Application Fee: \$ 2,500**

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

**PROPERTY OWNER(S) INFORMATION**

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION**

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Interest in Property (*Owner, Purchaser, Agent, etc.*): \_\_\_\_\_

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION**

Site Address: \_\_\_\_\_

Assessor's Map & Tax Lot Number(s): \_\_\_\_\_ Lot Size: \_\_\_\_\_

Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current use(s) of the property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Request Summary

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### REQUIRED APPLICATION INFORMATION (PMC 18.110.050(B))

An application for a subdivision must show that the request complies with the review criteria in the Philomath Municipal Code. Copies of the applicable sections of the Code are available at the City Manager's Office. The information listed below must be submitted with the application and will be used to determine if the application complies with the requirements for a preliminary plat.

Submit twelve copies of a preliminary plat that complies with the standards of the Philomath Development Code and ORS Chapter 92. The preliminary plat shall illustrate the proposed subdivision. A survey is not required for the preparation of the preliminary plat. The preliminary plat shall be prepared on a sheet which is a minimum of 18 x 24 inches in size. The scale shall be one inch equals some multiple of 10 feet. The preliminary plat shall show:

1. General information:
  - a. Name of subdivision. This name must not duplicate the name of another subdivision in the county in which it is located (please check with County surveyor);
  - b. Date, north arrow, and scale of drawing;
  - c. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
  - d. Names, addresses and telephone numbers of the owners, designer, and engineer or surveyor if any, and the date of the survey; and
  - e. Identification of the drawing as a "preliminary plat".
2. Site analysis:
  - a. If the site is or has been zoned or used for industrial or agricultural purposes, a Phase I Environmental Assessment by a certified company shall be provided.
  - b. Based on the results of the Phase I Environmental Assessment, a Phase II Assessment may be required, accompanied by a mitigation plan for all contamination identified in the assessment.
3. Impact study:
  - a. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. A Transportation Impact Analysis must be included when proposing more than 20 new housing units on a local street or 200 new housing units on a collector or arterial street. A Phase I and Phase II Environmental Assessment must be included when the property to be developed has previously been used for or zoned for industrial use. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development.
4. Proposed improvements:
  - a. Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
  - b. Easements: location, width and purpose of all easements;
  - c. Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all lots and tracts;
  - d. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use;

- e. Proposed improvements, as required by Division 3 of the Philomath Municipal Zoning Code (Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
- f. The proposed source of domestic water;
- g. The proposed method of sewage disposal, and method of surface water drainage and treatment if required;
- h. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
- i. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with Oregon Department of Transportation related to proposed railroad crossing(s);
- j. Changes to navigable streams or other watercourses. Provision or closure of public access to these areas shall be shown on the preliminary plat, as applicable;
- k. Identification of the base flood elevation. Evidence of contact with the Federal Emergency Management Agency to initiate a flood plain map amendment shall be required when development is proposed to modify a designated 100-year flood plain;
- l. Evidence of contact with Oregon Department of Transportation (ODOT) for any development requiring access to a highway under the State's jurisdiction; and
- m. Evidence of contact with the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands and other sensitive lands, as identified in Chapter 18.90 of the Philomath Municipal Zoning Code.

**Signature(s)**

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

Applicant Signature	Date
Co-Applicant or Property Owner Signature	Date
Co-Applicant or Property Owner Signature	Date

**PROCESSING INFORMATION** (PMC 18.105.040)

This application will be reviewed at a public hearing before the Planning Commission. Surrounding property owners will be notified of the application and given an opportunity to submit evidence and testify at the hearing. The City will also send notices of the hearing and final decision to the applicant, affected government agencies, owners of land within 250 feet of the boundaries of the property, and all other persons who participate in the proceedings. If the application is approved, Conditions of Approval specified in the Notice of Decision must be satisfied within the time specified in the approval.

Anyone who submitted written testimony or oral testimony to the Planning Commission may appeal a decision of the Planning Commission to the City Council by filing an appeal application with the City within 14 days of the decision.

<i>For Office Use Only</i>			
Date Application Received: _____	Receipt Number: _____	By: _____	
Internal File Number: _____	ePermitting File Number: _____		
Planner Assigned: _____	Date Application Deemed Complete: _____		