

Yamhill County Department of Planning & Development

APPLICATION FOR SUBDIVISION

525 NE Fourth Street, McMinnville, OR 97128 • Tel: 503-434-7516 • Fax: 503-434-7544

Docket _____
 Date _____
 Rec'd by _____
 Receipt # _____
 Fee **\$3,624.00**

APPLICANT			LEGAL OWNER (IF DIFFERENT)		
Last name	First	MI	Last name	First	MI
Mailing address (Street or PO Box)			Mailing address (Street or PO Box)		
City	State	Zip	City	State	Zip
Telephone			Telephone		
E-mail address			E-mail address		

PROPERTY INFORMATION

Tax Lot(s): _____ Zone: _____
 Size of original parcel: _____ Plan Designation: _____

PROPOSED SUBDIVISION

Number of lots to be created _____ Subdivision name: _____
 Average lot size: _____ Estimated length of roads: _____
 Minimum lot size: _____ Proposed name of new road(s): _____

PROPERTY INFORMATION:

- Is there a septic system on the property? Yes No
 If yes, which parcel(s) is the septic system on: _____
- How will water be provided? Well: _____ existing _____ proposed
 On-site spring or creek Water Association (name) _____
- What road or easement will be used as access? _____
- Is the property in a Fire District? _____ Name of Fire District: _____
- Is the property within two miles of any city limits? _____ If yes, name of city: _____
- To your knowledge, do any of the following exist on the property?
 Floodplain Areas of erosion Steep slopes Fish or wildlife habitat
 Soil limitations for building or septic

SUBDIVISION APPLICATION PROCEDURES AND FEES

The information supplied in this section applies to most subdivisions in Yamhill County. There may, however, be additional requirements that will be explained at the time of the pre-application conference.

PRE-APPLICATION CONFERENCE This conference involves discussion of the proposal, explanation of zoning and other requirements that pertain to the request, and identification of potential problems. There is no fee for this conference.

SUBMITTAL OF PRELIMINARY PLAT The application must include a preliminary plat on a separate sheet. 8 1/2 x 11 paper is preferred. The plat should be drawn on reproducible paper at a scale not less than 1" to 200'. A copy of an Assessor's map is acceptable to use as a base. The drawing should be identified as a preliminary plat and include a north arrow, the date, the map scale, the proposed name for the subdivision, and the name, address, and telephone number of the property owner, the owner's representative, applicant, and surveyor. All proposed lots and blocks should be numbered in consecutive order. The estimated dimensions and boundaries of all lots to be created should be shown, along with the size of each lot in acres or square feet. The preliminary plat should show all existing and proposed access roads, easements, and public rights-of-way, and their dimensions, the proposed name of any new public road that will be created, the location of sewage disposal facilities and wells, if known, and the location of all existing and proposed structures.

LOT SIZE AVERAGING In the AF-10, VLDR, and LDR zones, some of the lots that will be created may be smaller than the minimum lot size, as long as the average size of all of the lots complies with the minimum lot size. For example, a 50-acre parcel in the AF-10 zone may be divided into five parcels, but each lot need not be ten acres in size as long as the average lot size is ten acres.

NOTICE Yamhill County is required to send notice of all subdivision requests to surrounding property owners, and to publish a notice in a newspaper of general circulation in the county, prior to making a decision on the request. The notice distance varies by zone, from 100 to 500 feet. Those people that receive notice and others that may be affected can make comments or request that the application be considered at a public hearing before the county Planning Commission. If no one requests a hearing, the Planning Director renders the decision on the request.

PRELIMINARY DECISION Upon review and recommendation by Planning Department staff, the Planning Director renders a decision to approve, approve with modifications, or deny the request. The decision will be based on whether the application complies with the requirements of the Yamhill County Land Division Ordinance and the standards of the zoning district. The applicant and surrounding property owners will receive written notice of the decision. If the request is approved, the decision will be preliminary, subject to satisfaction of any conditions placed on the approval.

APPEALS The applicant is entitled to appeal a denial or any condition of a preliminary approval to the Board of County Commissioners. Anyone else that is aggrieved by the decision also has the right to appeal. There is a \$250 fee to file an appeal. This fee is refunded if the appellant prevails in the appeal. The Board will hold a public hearing on the appeal, and their decision may be appealed to the state Land Use Board of Appeals.

ROADWAY DEDICATION REQUIREMENTS A maximum of three lots may have access to a public road via one easement. Dedication of a public road to serve the lots will be required if the subdivision would result in more than three lots having access by one easement. Also, if a parcel being divided abuts a county road with a right-of-way less than 60 feet wide, additional dedication along the frontage may be required prior to final plat approval.

ROADWAY CONSTRUCTION Generally, all roadways providing access to a new lot (not driveways to building sites) shall be constructed, or security arranged, prior to final plat approval. If the access is an easement (not dedicated right-of-way), you may enter into a road construction agreement in lieu of the security requirement. Road construction standards are available from the Public Works Department. Fees are available by contacting Public Works or on the Public Works Web site. New accesses on a state highway must be approved by the Oregon Department of Transportation.

SURVEY REQUIREMENTS All parcels resulting from the partition that are 10 acres or less in size, and the centerline of any access easement or new public right-of-way, must be surveyed prior to final plat approval. Fees are available by contacting the County Surveyor or on the County Surveyor web site.

SEPTIC APPROVAL REQUIREMENTS New lots are required to be approved for on-site subsurface sewage disposal prior to final plat approval unless it can be demonstrated that other sewage disposal facilities are available. The septic site evaluation is required for all vacant lots created by the subdivision. The only way to waive this requirement is if a lot is labeled on the final plat as nonresidential, and a statement is placed on the face of the final plat attesting that no sewage disposal system will be provided for lots labeled as nonresidential. The fee for a septic site evaluation is \$769 per lot. In some instances, an evaluation of an existing septic system may also be required when there is a concern about the location of the system and replacement area in relation to the new property lines. The fee for an existing system evaluation is \$480.

FINAL PLAT APPROVAL When all conditions of the preliminary approval have been satisfied and a final subdivision plat prepared, final approval can be granted. The final plat is prepared by a registered land surveyor, even if no lot or road surveys are required. The property owner must sign the plat in black india type ink (not ball point pen) before a notary public. The plat must be delivered to the County Surveyor's office, where it will be reviewed by the County Engineer and County Surveyor, and signed if no deficiencies are found. The plat will be forwarded by the County Surveyor to the Planning Department, where it will be reviewed and signed by the County Sanitarian and Planning Director if all conditions of the preliminary approval have been met. The Planning Department will forward the plat to the County Tax Collector. Before the County Tax Collector will sign the plat, all taxes must have been paid in full. Once the plat has all the necessary signatures, it must be recorded in the deed and mortgage records with the County Clerk. This is the applicant's responsibility. The fee for recording a plat is \$121. The fee for recording other documents, such as a road construction agreement, affidavits, or covenants, is \$81 for the first page and \$5 for each additional page. The final plat must be submitted within one year from the date of preliminary approval, and recorded within 90 days of that date, or the preliminary approval becomes null and void.

THE APPLICATION MUST INCLUDE:

1. Completed application form, signed by the applicant and property owner (if different). The owner's signature must be notarized.
2. Preliminary plat.
3. Deed or other proof of ownership.
4. Filing fee.

NOTE: Fees are not refundable.
