



Subdivision

A subdivision means to divide a tract of land into four (4) or more lots within a single calendar year when such land exists as a unit or contiguous units under a single ownership at the beginning of the year. Lots created through the subdivision process shall meet the Development Standards for Land Divisions found in Carlton Development Code (CDC) Chapter 17.88*, and other applicable development standards found in the Carlton Development Code and Public Works Design Standards (PWDS). Each lot shall satisfy the dimensional standards of the applicable zoning district, unless a variance from these standards is approved. In addition, adequate public facilities shall be available to serve the existing and newly created lots (CDC 17.176).

A master plan is required for any application that leaves a portion of the subject property capable of redevelopment (CDC 17.176.010).

Application Process

Subdivisions are reviewed through a two-step process. Preliminary plats for subdivisions are first reviewed in accordance with the Type II land use review procedures found in CDC Section 17.188.020. The Planning Commission conducts a public hearing to review the request and makes a final decision on whether or not to grant preliminary subdivision approval. The Planning Commission's decision may be appealed to the City Council by filing an appeal application within twelve (12) days following the final written notice of the Commission's decision.

Upon receiving preliminary subdivision approval, the applicant has eighteen (18) months to complete the required conditions of approval and record the final survey plat. Final plats are reviewed in accordance with the provisions found in CDC 17.176.040-17.176.050. No final plat shall be approved by the city unless:

1. The plat is in substantial conformance with the Carlton Development Code and the provisions of the preliminary plan as approved, including any conditions imposed in connection therewith;
2. The plat contains free and clear of all liens and encumbrances a donation to the public of all common improvements, including but not limited to streets, roads, sewage disposal and water supply systems, the donation of which is required by the Carlton Development Code or was made a condition of the approval of the preliminary plat;

3. Explanations of all common improvements required as conditions of approval of the preliminary plan have been recorded and referenced on the plat;
4. All reserve blocks shown on the preliminary plan or required as conditions of approval have been deeded in fee simple to the city;
5. The city has received adequate assurances that the applicant has agreed to make all public improvements that are required as conditions of approval of the preliminary plan. The following constitute acceptable adequate assurances:
 - a. Certification by the City Engineer that all required public improvements are completed and approved by the city; or
 - b. The City Engineer certifies that seventy-five (75) percent of the improvements are completed and a performance guarantee as provided by Section 17.216.010.

Application Requirements

To request a subdivision, there shall be submitted to the City Recorder:

___ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

___ Application filing **fee**

Expiration of Approval

If the final survey plat is not recorded within eighteen (18) months, the preliminary approval shall lapse. The City Manager shall upon written request by the applicant and payment of the required fee; grant an extension not to exceed six (6) months provided that:

1. No changes are made to the approved preliminary plat;
2. There have been no changes in existing conditions, facts, or applicable policies or ordinance provisions on which the original approval was based (CDC 17.172.050).

The Planning Commission may extend the approval period for any subdivision or PUD for not more than one (1) additional year at a time. Requests for extension of approval time shall be submitted in writing thirty (30) days prior to the expiration date of the approval period.

*The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Subdivision Application

City of Carlton

Docket No.: _____

Date: _____

Fee: _____

Receipt No.: _____

Applicant: Name _____

Mailing Address _____

Phone _____

Title Holder: Name _____

Mailing Address _____

Surveyor and/or Engineer (if applicable):

Name _____

Phone _____

Location: Street Address _____

Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation _____

Current Zoning _____

Prerequisites: In accordance with Carlton Development Code Section 17.12.020, Subdivision is defined as:

Subdivision: To divide a tract of land into four or more lots within a single calendar year when such land exists as a unit or contiguous units under a single ownership at the beginning of the year.

To request a hearing and approval of a subdivision by the City Planning Commission, there shall be submitted to the City Recorder with this application and filing fee, the following information:

____ A preliminary subdivision plan on sheets that are no larger than 24 by 36 inches in size. Preliminary plans shall be drawn to a scale of one-inch equals 100 feet or larger.

1. The following general information shall be shown on the preliminary plan:
 - a. Vicinity map extending 1,200 feet in each direction showing all streets, property lines, streams, and other pertinent data to locate the proposal.
 - b. North arrow, scale of drawing, and date of preparation.
 - c. Tax map and tax lot number or tax account of the subject property.
 - d. Dimensions and size in square feet or acres of the subject property.
 - e. The names and addresses of the property owner, subdivider (if different), and engineer, surveyor, or other individual responsible for laying out the partition.
 - f. Location of all existing easements within the property.
 - g. Location of City utilities (water, sanitary sewer, storm drainage) within or adjacent to the property proposed for use to serve the development.
 - h. The location and direction of watercourses or drainage swales. The location and disposition of any wells, wetlands identified on the State Wetland Inventory, septic tanks, and drain fields in the development.
 - i. Existing uses of the property, including location of existing structures on the property. It should be noted whether the existing structures are to be removed or to remain on the property.
 - j. Contour lines related to an established benchmark, having the following minimum intervals:
 - (1) Areas with less than 5% slope: One-foot contours
 - (2) Areas with slope between 5% and 10%: Two-foot contours.
 - (3) Areas with slope greater than 10%: Five-foot contours.
2. The preliminary plan shall clearly show to scale the following:
 - a. Proposed name of the PUD or subdivision.
 - b. Locations, approximate dimensions and area in square feet of all proposed lots. Identification of each lot and block by number.
 - c. Proposed streets and their names, approximate grade, radius of curves, and right-of-way widths.
 - d. Any other legal access to the subdivision or PUD, other than a public street.
 - e. Location, width and purpose of any proposed easements.
 - f. If the development is to be constructed in phases, indicate the area of each phase.
3. Supplemental Information.
 - a. Proposed deed restrictions, if any, in outline form.

____ The names and addresses of all property owners within 100 feet of the site boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR, phone: (503) 434-7521.

____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

Review Standards: All subdivisions shall conform to all applicable Zoning District standards, development standards, and other provisions of the Carlton Development Code.

Variance Application: When necessary, the Planning Commission may authorize variances to the requirements of the Carlton Development Code in conjunction with a subdivision request. Application for a variance shall be made by petition of the subdivider, stating fully the grounds for the application. The Planning Commission shall review the Variance in accordance with Development Code Section 17.148. An Application for a Variance ____ **Does** ____ **Does Not** accompany this subdivision application.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.