Application Packet: Subdivision (Tentative Plan)

PURPOSE
A subdivision is a division of land that creates four or more lots within a calendar year. Approval of a subdivision is a two step process that first involves approval of a subdivision tentative plan and then ends with the approval and recording of a final plat.

Requirements pertaining to Subdivisions are contained in Salem Revised Code (SRC) Chapter 205.

PROCEDURE TYPE
An application for a Subdivision Tentative Plan is processed as a Type II procedure under SRC Chapter 300.

PROCESS
Most decisions are issued within 60 days of application submittal (State Law requires the City to issue a decision within 120 days of the date the application is deemed complete).

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320);
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information;
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: https://splash.cityofsalem.net
- After all required information is submitted and the application is deemed complete, staff sends notice of proposal, indicating a public comment period of 14 days, to the applicant, property owner, neighborhood association, and property owners within 250 ft. (notification list of property owners within 250 ft. is prepared by staff);
- Staff prepares posting sign(s) and sends notice of posting requirements to applicant;
- Applicant posts sign(s) along street frontage(s) of property 10-14 days prior to the end of the 14 day comment period;
- The Planning Administrator issues a decision to approve or deny the application based upon whether the proposal meets the applicable criteria for a Subdivision Tentative Plan under SRC 205.010(d);
- Staff sends copy of decision (noting 15-day appeal period) to applicant, property owner, neighborhood association, and property owners within 250 ft.;
- If no appeal is filed, and the City Council does not initiate review of the application, the Subdivision Tentative Plan decision becomes effective.

FINAL PLAT
- If the Subdivision Tentative Plan is approved, the applicant must construct all required improvements, comply with required conditions of approval, and submit a Final Plat for review and signature by the Planning Administrator and City Surveyor.
After the Final Plat is signed by the Planning Administrator and City Surveyor, the applicant must record the Final Plat with the appropriate County.

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under “Revised Codes”.

APPLICATION CHECKLIST

An application for Subdivision Tentative Plan shall contain the following:

☐ COMPLETED APPLICATION FORM. The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.

☐ APPLICATION FEE. The application fee must be paid at the time of filing your application.

☐ RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION. A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.

☐ TRIP GENERATION ESTIMATE (TGE) FORM. A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted to the Department of Public Works, Traffic Engineering Section, Room 325, to determine whether a Transportation Impact Analysis (TIA) is required for the application.

☐ TRANSPORTATION IMPACT ANALYSIS (TIA). If required for the development, a TIA shall be provided in the format, and based on thresholds, specified in standards established by the Director of Public Works.

☐ WRITTEN STATEMENT. A written statement shall be submitted describing the proposal and how it conforms to the following approval criteria for a Subdivision Tentative Plan (SRC 205.010(d)):

- The tentative subdivision plan complies with the standards of this Chapter and with all applicable provisions of the UDC, including, but not limited to, the following:
  - Lot standards, including, but not limited to, standards for lot area, lot width and depth, lot frontage and designation of front and rear lot lines.
  - City infrastructure standards.
  - Any special development standards, including, but not limited to, floodplain development, special setbacks, geological or geotechnical analysis, and vision clearance.

- The tentative subdivision plan does not impede the future use or development of the property or adjacent land.

- Development within the tentative subdivision plan can be adequately served by City infrastructure.

- The street system in and adjacent to the tentative subdivision plan conforms to the Salem Transportation System Plan.

- The street system in and adjacent to the tentative subdivision plan is designed so as to provide for the safe, orderly, and efficient circulation of traffic into, through, and out of the subdivision.

- The tentative subdivision plan provides safe and convenient bicycle and pedestrian access from within the subdivision to adjacent residential areas and transit stops, and to neighborhood activity centers within one-half mile of the development. For purposes of this
criterion, neighborhood activity centers include, but are not limited to, existing or planned schools, parks, shopping areas, transit stops, or employment centers.

- The tentative subdivision plan mitigates impacts to the transportation system consistent with the approved Traffic Impact Analysis, where applicable.
- The tentative subdivision plan takes into account the topography and vegetation of the site so the need for variances is minimized to the greatest extent practicable.
- The tentative subdivision plan takes into account the topography and vegetation of the site, such that the least disruption of the site, topography, and vegetation will result from the reasonable development of the lots.
- When the tentative subdivision plan requires an Urban Growth Preliminary Declaration under SRC Chapter 200, the tentative subdivision plan is designed in a manner that ensures that the conditions requiring the construction of on-site infrastructure in the Urban Growth Preliminary Declaration will occur, and, if off-site improvements are required in the Urban Growth Preliminary Declaration, construction of any off-site improvements is assured.

- **TITLE REPORT.** A current title report for the property.

- **TREE INVENTORY & TREE CONSERVATION PLAN.** A completed tree inventory on a form as provided by the Director and, if required under SRC Chapter 808, a Tree Conservation Plan.

- **GEOLOGIC ASSESSMENT OR GEOTECHNICAL REPORT.** A geological assessment or geo-technical report, if required by SRC Chapter 810.

- **PROPOSED STORMWATER MANAGEMENT SYSTEM.** A description of the proposed stormwater management system, including pre and post construction conditions, prepared in accordance with the Public Works Design Standards.

- **SCHEMATIC UTILITY PLAN.** A schematic plan showing the location of existing and proposed City infrastructure.

- **FUTURE DIVISION PLAN.**
  - For residentially zoned property, where the subdivision will result in a lot that is **one-half acre or larger**, a plan for the lot showing the location of lot lines and other details of layout, and demonstrating that future further division of the lot may readily be made without violating the development standards of the UDC and without interfering with the orderly extension and connection of adjacent streets.

- **APPROVED SUBDIVISION NAME.** A statement from the County Surveyor approving the name of the subdivision.

- **EXPEDITED LAND DIVISION FORM.** A form that is available on the Planning Division’s webpage, which explains a land division applicant’s ability under state law to request an expedited land division process. The applicant must indicate on this form whether they are requesting an expedited land division process.

- **TENTATIVE SUBDIVISION PLAN.** Two copies of the tentative subdivision plan must be submitted. One copy must be either 22 inches or 24 inches by 36 inches and the other a reproducible copy no larger than 11 inches by 17 inches. The plan must include the following information:
  - Title Block: Type of application (i.e., “Tentative Subdivision Plan”), the proposed subdivision name, the names and addresses of the landowner; the names and addresses of the professional engineers or surveyors responsible for preparing the plan; date; and township, range and section of the subject property;
  - Scale and north arrow;
  - The location of all property lines within 50 feet of the perimeter of the subject property;
  - The boundaries, dimensions, and area of each proposed lot;
- The location, width, and names of all existing streets, flag lot accessways, and public accessways abutting the perimeter of the subject property;
- The location, width, curve radius, grade, and names of all proposed streets, flag lot accessway, and public accessways;
- The location of all existing and proposed easements;
- The location, dimensions, and use of all existing and proposed public areas, including, but not limited to, stormwater management facilities and detention facilities;
- The location, dimensions, and use of any existing buildings and structures on the subject property, indicating which will remain and which will be removed;
- The location of any canals, ditches, waterways, detention facilities, sewage disposal systems, and wells on the subject property, indicating which will remain and which will be removed or decommissioned;
- The location of any natural topographic features on the subject property, including, but not limited to, creeks, drainage ways as shown on the most recent USGS maps, wetlands as shown on the Local Wetland Inventory, and flood plains; and
- Site topography shown at 5-foot contour intervals, or 2-foot contour intervals for areas within a flood plain.