

File Number: SDV-_____

Fee _____

**WASCO COUNTY
FINAL SUBDIVISION APPLICATION**

Date Submitted: Planner Initials: Date complete: Planners Initials:

Applicant/Owner Information:
Applicant(s) _____ **Property Owner(s)** _____

Mailing Address _____ **Mailing Address** _____

Phone (H) _____ **(W)** _____ **Phone (H)** _____ **(W)** _____

Email _____ **Email** _____

Signatures:
Applicant(s) _____ **Date** _____

_____ **Date** _____

Property Owner(s) _____ **Date** _____

FINAL SUBDIVISION PLAN REQUIREMENTS

The approval of a final subdivision plan is reviewed by the Planning Commission subject to the following requirements:

1. **Expiration:** Prior to the expiration of the preliminary approval the applicant shall initiate a request for final approval by filing with the Director a Final Subdivision Request.

Expiration date of preliminary approval? _____

Date Final Subdivision Request Submitted? _____

2. **Phased Approval:** Was the preliminary approval for a phased subdivision? NO YES

If yes list the phase(s) for which you are requesting final approval _____

3. **Conformance:** The final subdivision plat map will substantially conform with the approved preliminary map and does not include any major amendments. If the final subdivision plan includes minor amendments they may be approved by the Director. Major amendments will require a new application.

"Minor Amendment" means a change which:

- a. Does not change the number of parcels created by the subdivision or partition;
- b. Does not enlarge the boundaries of subdivided or partitioned area;
- c. Does not change the general location or amount of land devoted to a specific land use; or
- d. Includes only minor shifting of the established lines, location of buildings, proposed public or private streets, pedestrian ways, utility easements, parks or other public open spaces.

"Major Amendment" means any change which is not a minor amendment.

Does the final subdivision plat include any amendments?

NO YES

If yes describe.

4. Signatures: Prior to submission for final approval, the final subdivision plat shall be signed by all persons who own land in the subdivision and the mortgagees, or by their authorized representatives or any title-holder. The plat shall bear the signature and seal of the licensed land surveyor responsible for its preparation and certification that the plat has been correctly surveyed and properly monumented. All signatures must be with black ink.

The final subdivision plat includes all of the required names and signatures?

NO YES

5. Information Required in the Final Subdivision Plat: The following information shall be included on the final plat or in the supporting documents, and the plat shall otherwise comply with O.R.S. 209.250. Check all items that are indicated on the submitted Final Subdivision Plat.

- Name of Subdivision.
- North point, scale and date the plat was prepared.
- Legal description of the subdivision boundaries, area of the subdivision in acres, and the location of the subdivision by one-fourth section and Donation Land Claim, Township and Range.
- Names and addresses of the subdivider, owner, mortgagee, if any, and the person preparing the plat.
- Subdivision block and lot boundary lines and street right-of-way and center lines with dimensions to the nearest 1/100th of a foot, bearings or deflection angles, radii, arcs, points of curvature, chord bearings and distances, and tangent bearings. Subdivision boundaries, lot boundaries, and street bearings shall be shown to the nearest thirty (30) seconds with basis of bearings.
- Names and width of the portion of streets being dedicated, the width of any existing right-of-way, and the width on each side of the center line. For streets on curvature, curve data shall be based on the street center line. In addition to the center line dimensions, the radius and central angle shall be indicated.
- Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference. If an easement is not of record, a certified copy of the easement shall be provided. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.
- Locations and widths of drainage channels, railroad rights-of-way, reserve strips at the end of stubbed streets or along the edge of partial width streets on the boundary of the subdivision.
- Numbering of blocks and lots, as follows:
 - a. Block numbers beginning with the number "1" and continuing consecutively without omission or duplication throughout the subdivision. The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure or lot numbers. In an addition to a subdivision of the same name, numbers shall be a continuation of the numbering in the original subdivision.
 - b. Lot numbers beginning with the number "1" and numbered consecutively in each block.
- Ties to any city, county, or adjacent subdivision boundary lines.
- Zoning classification of the property within the subdivision.
- The course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner, one-sixteenth corner or Donation Land Claim corner in Township and Range.

- Space for date and signature of the County officials specified below.
 - a. Planning Commission Chairman;
 - b. County Surveyor;
 - c. County Assessor/Tax Collector;
 - d. An authorized representative of the Department of Environmental Quality, State of Oregon, or the County Sanitarian;
 - f. County Judge and County Commissioners;
 - g. County Clerk.
 - Any conditions specified by the Approving Authority upon granting preliminary approval.
 - A copy of the covenants, if any, that will be placed on the subdivision, including the volume and page(s) of recording with Wasco County.
 - A copy of all documents relating to establishment and maintenance of private facilities, common areas and easements, including the volume and page(s) of recording with Wasco County.
 - A copy of all documents relating to additional requirements or restrictions required by the County as a condition of approval.
 - A certificate signed and acknowledged by all parties having any record title interest in the land consenting to the preparation and recording of the plat.
 - A certificate signed and acknowledged by all parties having any record title interest in the land dedicating all land intended for public use and common improvements, including but not limited to streets, roads, parks, sewage disposal and water supply systems the donation of which was made a condition of the approval of the tentative plan.
 - A narrative per O.R.S. 209.250(2).
 - All subdivisions outside the boundaries of an irrigation district, drainage district, water control district, or district improvement company must file a statement of water rights. If a water right is appurtenant to the lands of the subdivision, the statement of water right and a copy of the subdivision plan must be submitted to the Oregon Water Resources Department. A copy of the acknowledgment from the Water Resources Department must be submitted with the final subdivision plat.
6. Survey Requirements for Final Plat: The final plat shall meet the following survey requirements. Use the check boxes to verify the final plat meets these requirements.
- Format. All plats shall be drawn with a good quality black ink, approved by the County Surveyor, on .005 inch thick polyester based transparent drafting film, or an equivalent, matted on both sides, eighteen inches by twenty-four inches (18"x24") in size with a three (3) inch extension at the left end (overall size shall be 18 inches by 27 inches) that is suitable for binding and copying purposes. The quality of said drafting film and any other drafting particulars will be subject to the County Surveyor's approval. No diazo process may be used.
 - Scale. The plat shall be drawn to a scale of 1"=100'. Any deviation from this scale shall be allowed only with the approval of the County Surveyor.
 - Survey Accuracy.
 - a. The survey for the plat shall be of such accuracy that the error of closure shall not exceed one (1) foot in five thousand (5,000) feet. Any lesser accuracy shall be allowed only with the approval of the County Surveyor.
 - b. The dimensions shown on the plat shall be of such accuracy that the error of closure of any portion shall not exceed one (1) foot in ten thousand (10,000) feet.
 - Measurements. The plat shall contain the following measurements:
 - a. The boundary lines with distances and bearing the exact location and width of existing or recorded streets intersecting the boundary.
 - b. The lengths of arcs, radii, internal angles, lengths and bearings of tangents and lengths and bearings of chords.
 - c. Block indications, lot numbers and lot lines with dimensions in feet and hundredths and bearings and angles to street and alley lines.
 - a. The area of each lot in either acres, to the nearest 1/100th of an acre, or square feet.
 - b. All bearings or measured angles and distances separately indicated from those of record.
 - f. All monuments set and their relation to older monuments found. A detailed description of monuments found and set shall be included and all monuments set shall be separately indicated from those found. Any additional information shall be typed or printed in narrative form.
 - Monuments.
 - a. The plat shall contain the location, material, and approximate size of all monuments which have been set. A monument shall be set at every angle point along the boundary lines, any exceptions shall be allowed only with the approval of the County Surveyor. All monuments for the exterior boundaries of a subdivision shall be set and

referenced on the plat before the plat is offered for approval. Interior monuments need not be set prior to the approval of the plat. Special symbols shall be used to designate and describe points where such monuments will be set.

- b. Monuments shall meet the specifications of the County Surveyor and shall be no less than those required by O.R.S. 92.060.
- c. If the interior monuments are not set prior to the approval of the plat:
 - (1) The person performing the survey work shall, by affidavit, certify that the interior monuments will be set by a date specified by him, such a date not exceeding one year from the date of submission of the plat for approval. The County Surveyor may extend the one year period and such extension shall be in writing. The County Surveyor shall submit a written copy of the extension to the Director.
 - (2) The subdivider shall furnish to the Wasco County Surveyor's Office a bond or cash deposit, at the option of the Wasco County Surveyor's Office in the amount equal to not more than 120 percent of the County Surveyor's estimate of the cost to perform the work for the interior monumentation.
 - (3) Space will be provided on the face of the plat for endorsement of the recording reference to the plat copy to be filed upon completion of such interior monumentation.
 - (4) Upon completion of the interior monumentation, the person performing the survey shall indicate upon a copy of the plat that monumentation has been completed.
 - (5) The County Surveyor shall check the interior monumentation, and, if the conditions required on the tentative plan have been complied with, he shall so certify on the plat copy and file it with the County Clerk.
 - (6) The County Clerk shall file the plat copy and reference the filing number on the original plat. The County Clerk shall advise the County Surveyor of such number for notation on the plat previously filed with him.
- d. The person performing the survey work shall certify by affidavit that he has correctly surveyed and marked with proper monuments the land as represented.
- e. Flood Plain Monumentation for Subdivisions and Partitions.
For subdivisions involving land in a flood plain, the following specifications shall apply:
 - (1) A standard Bench Mark shall be a minimum of thirty-six inches (36") in depth and eight inches (8") in diameter, constructed of concrete with a brass cap set in the center. The brass cap shall bear the name of the Bench Mark, the year set and the agency or Registered Land Surveyor's license number. The Bench Mark shall be set at least thirty inches (30") in the ground in a stable, protected area of the partition or subdivision. The elevation established shall be 3rd order or higher.
 - (2) The Bench Mark location shall be indicated on the face of the Plat or Final Survey Map along with its name and elevation and the name, year, and elevation of the Bench Mark upon which the elevation is based.
 - (3) The level notes or a copy thereof shall be filed with the final map.
Any exceptions shall be allowed only with the approval of the County Surveyor.
 - (4) Field notes and closure copies to County Surveyor:
 - (a) Copies of all lot closures, block closures and plat closures of the subdivision shall be furnished to the County Surveyor upon his request.
 - (b) If the interior monuments are not set prior to the approval of the plat, the field notes or legible copies for the original survey of the subdivision shall be furnished to the County Surveyor upon his request.

7. Supplemental Information with Final Plat: The following data shall accompany the final plat. Use the check boxes to verify all of the required information has been submitted.

- A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary and their interest in the premises.
- Sheets and drawings showing the following:
 - a. Traverse data including the coordinates of the boundary of the subdivision and ties to section corners and donation land claim corners, and showing the error of closure, if any.
 - b. The computation of all distances, angles, and courses shown on the final map.
 - c. Ties to existing monuments, proposed monuments, adjacent subdivision, street corners, and state highway stationing.
- A copy of any dedication requiring separate documents.
- A Plan and Profile on Federal Aid sheets showing the following:
 - a. Widths of the proposed dedication throughout the length of the proposal.
 - b. Centerline alignment showing P.C. and P.T. stationing on all curves, necessary curve data and bearings of tangents.
 - c. Ground line and grade line profile on the centerline of the proposed street or road.
 - d. Vertical curve data showing P.I. elevations and stations, length of vertical curve and tangent grades.
 - e. Proposed drainage structures, showing both size and type of structure.

- f. Earthwork distribution, i.e., volume of cuts and fills shown in appropriate haul distribution brackets.
 - g. Provisions for waste or borrow areas if widened cuts or fills do not provide the desired balance of material.
 - h. Toe of slope and top of cut lines showing the limits of the construction area within the dedication.
 - i. Typical section of roadbed to be constructed.
 - j. Section lines, fractional section lines and/or Donation Land Claim lines tied to corner from which dedication description is prepared.
 - k. Vicinity map in the upper left hand corner of the first plan sheet showing roughly the relationships of the proposed road to cities, state highways, county roads, or other well-defined topographical features.
 - l. The stamp and signature of the registered Professional Engineer or qualified land surveyor preparing the plans.
- Cross Sections**
- a. Shall be platted on rolls of ten inch (10"), on standard cross-section paper. Computer cross-section print-outs may be submitted in lieu of platted cross-sections.
 - b. Shall show proposed widened cuts or fill if these are needed for material balance.
- If sewer and/or water facilities are required as the condition of approval of the Final Plat, the following may be required to be submitted with the Final Plat:
- a. Plans and profiles of proposed sanitary, and storm-water sewers, with grades, pipe sizes and the location of manholes indicated.
 - b. Plans and profiles of the proposed water distribution system showing pipe sizes and the location of valves and fire hydrants.
 - c. Specification for the construction of all proposed sewer and water lines and other utilities.
 - d. Grading plans and specifications as required for areas other than streets and ways.
 - e. Planting plans and specifications for street trees and other plantings in public areas.
8. **County Surveyor Fees:** The subdivider shall pay a fee to the County Surveyor as provided in O.R.S. 92.100(2). If the interior monuments are not set prior to the approval of the plat, the subdivider shall pay an additional fee to the County Surveyor equal to fifty percent (50%) of that fee provided in O.R.S. 92.100(2), to cover the second field check as provided in post monumentation. In the event a second field and/or office check becomes necessary because of substantial discrepancies found in the first check, the County Surveyor may, at his discretion, charge a second fee or partial fee.

Have the interior monuments been set? NO YES

If no has the surveyor been a fee equal to 50% of the fee required under O.R.S. 92.100(2)? NO YES

- 9 **Agreement for Improvements:** Before approval of the final subdivision plat, the applicant shall either install the improvements required by the preliminary plan approval and repair existing streets and other public facilities damaged in the development of the subdivision, or shall execute and file with the County Court an agreement between himself and the County specifying the period within which required improvements and repairs will be completed. The agreement may provide that if work is not completed within the period specified, the County may complete the work and recover the full cost and expense thereof from the applicant.

Have all of the required improvements been installed? NO YES

If no you are required to executed and file an agreement with Wasco County specifying when the improvements will be installed and provide a performance bond to ensure the required improvements are fully installed. The performance bond shall be consistent with one of the following:

- A surety bond executed by a surety company authorized to transact business in the State of Oregon on a form approved by the District Attorney; or
- cash deposit with the County Treasurer; or
- certification or letter of assurance by a bank or other reputable lending institution that money is being held to cover the cost of improvements and incidental expenses, and that said money will be released only upon the direction of the County Roadmaster. The bank certification or letter of assurance shall be approved by the District Attorney; or
- cash deposit with an escrow agent authorized to transact business in the State of Oregon subject to escrow instructions that require the escrow agent to release the money only upon the direction of the County Roadmaster. Escrow instructions shall be approved by the District Attorney.

Such assurance shall be for a sum determined by a qualified licensed engineer or in the case of survey monuments, a licensed land surveyor as sufficient to cover the costs of included improvements and repairs or monuments and including related County expenses; and

Such assurance provides that: If the applicant fails to carry out provisions of the agreement or the County has unreimbursed costs or expenses resulting from such failure, the County shall call on the bond or cash deposit for reimbursement; if the amount of the bond or cash deposit exceeds the cost and expense incurred by the County, the County shall release the remainder; and if the amount of the bond or cash deposit is less than the cost and expense incurred by the County, the applicant shall be liable to the County for the difference.

Have you executed and filed an agreement with Wasco County and provided a performance bond consistent with the requirements above? NO YES

10. Recreational Fund:

Did the Planning Commission allow you to pay a sum rather than dedicating playgrounds or recreational areas? NO YES

If yes have you paid this sum to the County Clerk? NO YES

SHADED AREA TO BE COMPLETED BY PLANNING DEPARTMENT

AUTHORITY AND CRITERIA

Review Authority: Chapter 2, Sections 2.060(B)(3)) _____

Review Criteria: Chapter 3, Sections _____

Chapter 21, Sections 21.310

Other _____

Final Plat Map – A final plat map has been submitted that includes all of the required information. Verify by using check boxes.

NO YES

Other – All other required information has been submitted?

NO YES

If no list what is missing:

