

**SUBDIVISION APPLICATION**

**CITY OF HUBBARD**

3720 2<sup>nd</sup> Street (P.O. Box 380)  
Hubbard, OR 97032  
Phone: (503) 981-9633; Fax: (503) 981-8743  
<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: \_\_\_\_\_

DATE: \_\_\_\_\_

FEE: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

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APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

(If different from above)

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENGINEER/SURVEYOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OTHER DESIGN PROFESSIONAL: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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**GENERAL INFORMATION:**

ADDRESS: \_\_\_\_\_

MAP PAGE AND TAX LOT NO: \_\_\_\_\_ ZONE: \_\_\_\_\_

CURRENT USE/STRUCTURES: \_\_\_\_\_ TOPOGRAPHY: \_\_\_\_\_

SURROUNDING USES: NORTH: \_\_\_\_\_ SOUTH: \_\_\_\_\_

EAST: \_\_\_\_\_ WEST: \_\_\_\_\_

SQUARE FOOTAGE OF SITE: \_\_\_\_\_ NO. OF LOTS CREATED: \_\_\_\_\_

MINIMUM LOT SIZE: \_\_\_\_\_ AVERAGE LOT SIZE: \_\_\_\_\_

NUMBER OF DWELLING UNITS: \_\_\_\_\_ UNITS PER ACRE: \_\_\_\_\_

ESTIMATED DATE OF CONSTRUCTION - BEGINNING: \_\_\_\_\_ COMPLETION: \_\_\_\_\_

WILL THE PROJECT BE PHASED? (explain): \_\_\_\_\_

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 10/14/2008 (attachment to Resolution No. 470-2008)

Resolution No. 398-2005 requires a deposit for land use applications as required in section 3.206.03 in the Hubbard Development Code. Staff collects the deposit at the time of application.

Costs and time are paid out of the deposit. If it appears the costs exceed the initial deposit, the City Recorder / Planning Secretary may require an additional deposit for cost that may be incurred to complete the project. At the end of the project a final bill will be prepared and either request additional funds or issue a refund check.

The following are types of charges and amounts per hour. *The Contracted Service provider fees are subject to change, and may also include their hired staff time.*

City Planner \$74.00
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer \$70.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Planning Secretary \$57.00 Admin Assistant \$26
(The Planning Secretary prepares applicants files, prepares comments for other departments, prepares public hearing notices, posts and mails notices, answers applicants questions and attends all meetings)

Public Works Director/Superintendent \$68.00 Admin Assistant \$39
Utility Worker I \$36.00
Utility Worker II \$48.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$65.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$240.00
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) .25 per page Color .35 per page
(Black & White 11X 17) .50 per page Color .70 per page
Long Distance Phone Calls 3.00 per call
Fax 2.00 per fax + .50 per page

I have read this information and understand that the land use fee is a deposit and the application may cost more or less.

Applicants Signature

Date

**SUBMITTAL REQUIREMENTS:**

Please submit one (1) paper copy and one (1) electronic copy (PDF format preferred) of the following application materials:

- 1. A current title report.
- 2. A copy of the most recent deed for the property.
- 3. A legible preliminary partition plan drawn to scale on 8 ½ x 11 or 11 x 17 inch paper or eight (8) full size copies (typically 18 x 24 inches or larger) that shows the following information:
  - Name and address of the owner of the property to be divided;
  - Legal description of the property, by Township, Range, Section and Tax Lot;
  - Dimensions and size in square feet or acres of all proposed parcels;
  - Individual parcel designation, e.g., Parcel I, Parcel II;
  - Adjacent property under the same ownership;
  - North arrow and scale;
  - All adjacent roads, public or private, bikeways, and pedestrian facilities, including name and road width;
  - Location and size of all existing and proposed utilities;
  - Comprehensive plan and zoning designations for the subject property;
  - All existing structures on the property and their setbacks;
  - Slopes on the property exceeding ten (10) percent;
  - Natural drainage ways, streams, wetlands or other significant natural features of the property, such as significant vegetative areas or specimen trees;
  - Other pending applications, including building permits, on the subject property; and
  - All easements (existing or proposed).

Conformance with the Hubbard Development Code is required for final plat approval. Check with the staff regarding additional requirements for your project. You are encouraged to arrange a pre-application conference with staff prior to submittal.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)**

_____	_____
Date	Applicant
_____	_____
Date	Owner
_____	_____
Date	Owner
_____	_____
Date	Owner

## SUBDIVISION INFORMATION SHEET

Subdivisions are created when a tract of land is divided into four (4) or more lots within a calendar year and when the tract of land existed as a unit or contiguous units of land under a single ownership at the beginning of the year.

### SUBDIVISION REGULATION

Subdivisions are regulated by State Law and by the City of Hubbard's Development Code. The City regulations mandate that the applicant provide improvements necessary to serve all the proposed lots. These improvements will generally include streets, storm water facilities and provisions for sewer and water service. Additional improvements may be required. An applicant must document that adequate facilities exist or can be provided as part of the proposal.

### APPLICATION PROCESSING

A pre-application conference is held with the City staff to review the proposal informally. To arrange for a pre-application conference, contact City Hall for time and information requirements. Once an application is submitted together with all pertinent filing information (e.g. preliminary plan map, site map, title report, supplementary materials, etc.), City planning staff will begin processing the application.

Following acceptance of the application, the submitted information is distributed to all City departments and to those agencies that would be affected by the application. These agencies have approximately twenty (20) days to return comments on the proposal. A staff report is prepared which reflects the agency comments and compliance with the City Development Code standards. Notice is sent to adjacent property owners, a formal public hearing before the Planning Commission is held, and a decision is issued based upon the staff report and hearing testimony. The Planning Commission decision can be appealed to the City Council.

### EFFECTIVE DATE OF APPROVAL

The Planning Commission decision shall be effective twelve (12) days after the date of the notice of the decision by the Planning Commission unless the decision is appealed to the City Council.

### WHAT TO DO AFTER PRELIMINARY PLAN APPROVAL

An approved or conditionally approved preliminary plan is valid for one (1) year following the issuance of a preliminary approval letter. Within this year, the applicant must submit a final plat, which conforms to all the applicable provisions of State Law (Oregon Revised Statutes, Chapter 92) and conditions of the tentative plan approval. The City will sign and release the plat when all the necessary City requirements have been fulfilled. The applicant must then file the approved final plat with the Marion County Recorder and return a copy of the recorded documents to the City following recordation.

### LOT SALES

No lots may be sold until the final map has been filed and acknowledged by the Marion County Recorder. The specific legislation governing the sale of lots is detailed in Oregon Revised Statutes 92.305--92.495.

### ADDITIONAL INFORMATION

For additional information on subdivision, call Hubbard City Hall at (503) 981-9633.