

## Chapter 16.68

### SUBDIVISIONS FINAL PROCEDURES AND RECORDATION

#### Sections:

- 16.68.010** Responsibilities of applicant.
- 16.68.020** Submittal of subdivision plat.
- 16.68.030** Information required on plat.
- 16.68.040** Information to accompany plat.
- 16.68.050** Technical plat review.
- 16.68.060** Planning Commission approval.
- 16.68.070** Filing of final plat.

#### **16.68.010 Responsibilities of applicant.**

Following the action of the city in approving or conditionally approving a tentative plat for a subdivision, the applicant shall be responsible for the completion of all required improvements, or the posting of adequate assurances in lieu thereof, to the satisfaction of the city, prior to transfer of title of any of the lots involved. (Ord. 740 section 10.4.40(C)(9)(a), 1984; Ord 1237, 2007)

#### **16.68.020 Submittal of subdivision plat.**

Within one year after approval of the tentative plat, the subdivider shall cause the subdivision or any part thereof to be surveyed and a plat prepared in conformance with the tentative plat, as approved. The subdivider shall submit the original hardboard drawing, a Mylar copy, and any supplementary information to the city. If the subdivider wishes to proceed with the subdivision after the expiration of the one-year period following the approval of the tentative plat, he must formally request an extension of time, in writing, stating the reasons therefore. The City shall review such requests and may, upon finding of good cause, allow a time extension of not more than six additional months, provided that the request for the time extension is properly filed before the end of the one-year approval period. (Ord. 740 section 10.4.40(C)(9)(b), 1984; Ord 1237, 2007)

#### **16.68.030 Information required on plat.**

In addition to that required for the tentative plat or otherwise specified by law, the following information shall be shown on the plat:

- A.** Date, north point and scale of drawing;
- B.** Legal description of the tract boundaries;
- C.** Name and address of the owner or owners, subdivider, engineer or surveyor, and land planner or landscape architect;

- D.** Tract boundary lines, right-of-way lines of streets and lot lines with dimensions, bearings or deflection angles and radii, arcs, points or curvature and tangent bearings. All bearings and angles shall be shown to the nearest one second and all dimensions to the nearest 0.01 foot. If circular curves are proposed in the plat, the following data must be shown in tabulation form: curve radius, central angles, arc length, length and bearing of long chord. All information shown on the face of the plat shall be mathematically accurate;
- E.** Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference. If an easement of record is not definitely located, a statement of the easement shall be given. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the subdivision shall be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificates of dedication;
- F.** Name and right-of-way width of each street or other designated rights-of-way;
- G.** Any building setback lines, if more restrictive than otherwise required in Division III;
- H.** Numbering of blocks consecutively within the subdivision and numbering of lots within each block;
- I.** Location and purpose for which sites, other than residential lots, are dedicated or reserved;
- J.** Easements and any other areas for public use dedicated without any reservation or restriction whatever;
- K.** A copy of any deed restrictions written on the face of the plat or prepared to record with the plat with reference on the face of the plat;
- L.** The following certificates which may be combined where appropriate:
1. 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,
  2. A certificate signed and acknowledged as above, dedicating all land intended for public use except land which is intended for the exclusive use of the lot owners in the subdivision, their licensees, visitors, tenants and servants.
  3. A certificate with the seal of, and signed by, the engineer or the surveyor responsible for the survey and final plat,
  4. Other certifications now or hereafter required by law;

**M.** Where any portion of the platted area is subject to inundation in the event of a one-hundred-year flood, that area shall be clearly indicated on the final plat. (Ord. 740 section 10.4.40(C)(9)(c), 1984)

**16.68.040 Information to accompany plat.**

The following data shall accompany the final plat:

**A.** 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;

**B.** Sheets and drawings showing the following:

1. 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 closing, if any,

2. The computation of distances, angles, and courses shown on the plat,

3. Ties to existing monuments, proposed monuments, adjacent subdivisions, street corners and state highway stationing;

**C.** A copy of any deed restrictions applicable to the subdivision;

**D.** A copy of any dedication requiring separate documents;

**E.** A certificate by the city engineer that the subdivider has complied with the requirements for bonding or otherwise assured completion of required improvements; and

**F.** A certificate of the subdivider of the total cost or estimate of the total cost for the development of the subdivision in accordance with the provisions and requirements of this title or any other ordinance or regulation of the city relating to subdivision development. This certificate is to be accompanied by a final bid estimate of the subdivider's contractor, if there is a contractor engaged to perform the work, and the certificate of the total cost estimate must be first approved by the city engineer. (Ord. 740 section 10.4.40(C)(9)(d), 1984; Ord. 1111 section 3, 2003)

**16.68.050 Technical plat review.**

**A.** Upon receipt by the city, the plat and other data shall be reviewed to determine that the subdivision, as shown, is substantially the same as it appeared on the approved tentative plat and that there has been compliance with provisions of the law and of these regulations.

**B.** The City may make such checks in the field as are desirable to verify that the plat is sufficiently correct on the ground, and their representatives may enter the property for this purpose.

**C.** If the City determines that full conformity has not been made, the City shall advise the subdivider of the changes or additions that must be made and shall afford the subdivider an opportunity to make the changes or additions. (Ord. 740 section 10.4.40(C)(9)(e), 1984; Ord 1237, 2007)

**16.68.060 Planning Commission approval.**

Approval of the plat shall be indicated by the signatures of the Planning Director or their designee. After the plat has been approved by all city and county officials, one reproducible copy of all data (plat face, dedications, certificates, approvals), one copy of all plat data in a "dxf" digital format, and one copy of recorded restrictive and protective covenants shall be returned to the City Planner. (Ord. 899 section 5, 1993; Ord. 740 section 10.4.40(C)(9)(f), 1984; Ord 1237, 2007)

**16.68.070 Filing of final plat.**

Approval of the plat by the city, as provided by this division, shall be conditioned on its prompt recording. The subdivider shall, without delay, submit the plat to the county assessor and the county governing body for signatures, as required by Oregon Revised Statutes Chapter 92. The plat shall be prepared as provided by Oregon Revised Statutes Chapter 92. Approval of the final plat shall be null and void if the plat is not recorded within six months of the date of the signature of the Planning Director. (Ord. 740 section 10.4.40(C)(9)(g), 1984; Ord 1237, 2007)