



# CITY OF HALSEY

## Subdivision Application

PO Box 10  
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Halsey OR 97348  
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hilary@cityofhalsey.com

Type II     Type III

**File Number:** \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

### APPLICANT CERTIFICATION

*I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SUBDIVISION NAME

The name must not duplicate any other subdivision in Linn County (please check with the County Surveyor.) Subdivision Name: \_\_\_\_\_

### PROPERTY INFORMATION

Property Address/General Location: \_\_\_\_\_  
\_\_\_\_\_

Assessor Map & Tax Lot Number(s): \_\_\_\_\_  
\_\_\_\_\_

Number of Lots: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Are deed restrictions proposed for the subdivision? (Attach a copy.) \_\_\_\_\_

Is there a proposal to phase development of the property? \_\_\_\_\_

NEW LOTS CREATED

Number of Lots: _____	Average Lot Size: _____
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RESIDENTIAL DEVELOPMENT ONLY

Type	# Dwelling Units	Residential Density (DU/acre)

INFRASTRUCTURE

Describe the existing and proposed vehicular and pedestrian access to and on the property:

\_\_\_\_\_

\_\_\_\_\_

Describe the status and proposed water supply and sewerage disposal systems to serve the property:

\_\_\_\_\_

Describe the physical features of the property (slope, drainage, etc.)

\_\_\_\_\_

\_\_\_\_\_

ENGINEER/DESIGNER/SURVEYOR CONTACTS

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
_____	_____

REQUIRED SUBMITTALS

<input type="checkbox"/> Application
<input type="checkbox"/> A Deposit, to be drawn on for actual costs incurred. (Type II-\$500, Type III-\$1,000)
<input type="checkbox"/> Preliminary Plat drawings, maps and written narrative adequate to provide the information required in Halsey Development Code 4.3.130 (attached.)

FINAL PLAT SUBMISSION

If the application is approved, a final plat will need to be submitted that includes all of the conditions of approval of the preliminary plat. The final plat must be reviewed and approved by the city prior to recording with Linn County. The final plat must be recorded within 2 years of city approval of the preliminary plat, or the approval expires. Once the final plat is approved by the city, it must be recorded with Linn County within 60 days.

**Multiple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single \$1000 deposit. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, and administrative fees. The City shall return any monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.**

OFFICE USE ONLY

PROCESS SUMMARY/TIMELINE

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Received by: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Application Reviewed for completeness: \_\_\_\_\_ Date: \_\_\_\_\_

Additional materials requested: \_\_\_\_\_

Application Complete on: \_\_\_\_\_

City Planner Review Complete: \_\_\_\_\_

Notifications Mailed on: \_\_\_\_\_ By: \_\_\_\_\_

Planning Commission Met: \_\_\_\_\_ Granted  Denied

Notice of Decision Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Appeal Period Expires: \_\_\_\_\_

Appealed By: \_\_\_\_\_ Date: \_\_\_\_\_

Notice of Appeal Hearing Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Appeal Hearing Held: \_\_\_\_\_ Granted  Denied

Notice of Final Decision Mailed: \_\_\_\_\_ By: \_\_\_\_\_

FINAL PLAT

Date Received: \_\_\_\_\_ City Planner Review: \_\_\_\_\_

Corrections Requested? \_\_\_\_\_

Review Complete on: \_\_\_\_\_

Notice of Decision Mailed: \_\_\_\_\_

## APPROVAL PROCESS

1. Subdivisions with less than four lots are reviewed as a Type II procedure, as governed by Halsey Development Code 4.1.4. Subdivisions with four or more lots are reviewed as a Type III procedure (HDC 4.1.5)
2. Preliminary Plat approval shall be effective for a period of 2 years from the date of approval. The preliminary plat shall lapse if a final plat has not been submitted within a 2-year period
3. Final plat review is processed by the City Planner as a Type I procedure.
4. Once approved, the final plat must be recorded with Linn County within 60 days.

## APPROVAL CRITERIA

1. The proposed preliminary plat complies with all of the applicable Development Code sections and other applicable ordinances and regulations. (See HDC Chapter 2—Land Use Districts and HDC Chapter 3—Design Standards.)
2. Proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities and surface water management are laid out so they connect or transition to the plats of adjoining subdivisions, partitions, and properties.
3. All proposed public improvements and dedications and private common areas and improvements are identified on the preliminary plat.
4. The subdivision meets the City's minimum residential density standards of HD Chapter 2.
5. All lots comply with the lot area, setback and dimensional requirements of the applicable land use district (HDC Chapter 2)
6. Each lot shall conform to the standards of Chapter 3.1 — Access and Circulation
7. Landscape or other screening may be required to maintain privacy for abutting uses. (HDC Chapter 2—Land Use Districts and Chapter 3.2—Landscaping
8. Driveways and accesses conform to the standards of the Uniform Fire Code, including a 20-foot width fire apparatus access drive shall be provided to serve all portions of a building located more than 150 feet from a public right-of-way or approved access drive.
9. If a common drive will serve more than one lot, a reciprocal easement must be recorded with the approved partition plat.

## MODIFICATIONS AND EXTENSIONS

1. The applicant may request changes to the approved preliminary plat or conditions of approval following the procedures and criteria provided in HDC Chapter 4.5—Modifications.
2. The City Planner shall, upon written request by the applicant and payment of the required fee, grant one extension of the approval period of one year, provided that:
  - A. The applicant submits a written intent to file a final plat within the one-year extension period
  - B. The extension will not prevent the lawful development of abutting properties
  - C. There have been no changes to the applicable Code provisions on which the approval was based. If there have been such changes, a new preliminary plat will need to be submitted
  - D. The extension request must be received before the expiration of the original approved plan.

***This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.***