



Subdivision & Partition Application

CITY OF MILL CITY
Application and Decision Making Procedures

Prior to filing an application, you may wish to discuss your proposal with city staff. If needed, they will arrange a pre-application meeting with the city planner to discuss your proposal.

1. APPLICATION FEES

Submission of an application form, fully completed and with attachments, and payment of the application fees is required before the city will review the application.

Minor Partition (2 or 3 lots)	\$1,000.00
Major Partition (3 lots + street)	\$1,250.00
Tentative Plat - Subdivision (4 to 10 lots)	\$ 2,000.00
Tentative Plat - Subdivision (11 to 20 lots)	\$ 2,750.00
Tentative Plat - Subdivision (21+ lots)	\$ 3,500.00
Final Plat Review	\$ 500.00
Planned Development	Same as Subdivision Fee

The fee includes an engineering and legal deposit which is used to cover costs of the city engineer to review the proposal. If the fees and deposit paid by the applicant do not cover all of the city's costs to review the application, the applicant will be required to post an additional deposit or pay the balance due before final action is taken to approve a final plat or building permits are issued. If the full deposit is not used, the balance will be refunded to the applicant.

2. REVIEW FOR COMPLETENESS

Upon submission of the application, the city planner will review it for completeness. The city planner will determine, within 14 days from the date of submittal, if the applicant has provided all required information. If the application is incomplete, the city planner will notify the applicant of the items which need to be submitted. The application is not considered complete until certified complete by the city. The 120-day decision period will commence the day the application is certified complete.

3. STAFF REPORT

After the application is found to be complete, the city planner will prepare a staff report summarizing the application, decision criteria, whether the application complies with code requirements, agency referrals (responses from any affected local, county, state or federal agencies and private utilities), and staff recommendations. A copy of the staff report will be provided to the applicant seven (7) days prior to the public hearing.

4. PUBLIC HEARING BEFORE THE MILL CITY PLANNING COMMISSION

A public hearing will be conducted before the Mill City Planning Commission. The city will publish a hearing notice and send a notice to all property owners within the required notice area at least 20 days prior to the public hearing. The public hearing will be scheduled at the first available planning commission meeting after the notice requirements are met. The hearing provides an opportunity for all interested parties to comment on the application.

5. DECISION OF THE PLANNING COMMISSION

At the conclusion of the hearing, the planning commission will either approve or deny the application based on the applicable code criteria. The Planning Commission may recommend conditions of approval to assure compliance with city requirements. The Planning Commission decision is final for a site plan

review, historic resource alteration/demolition permit, conditional use permit and variance application, unless the decision is appealed.

6. CITY COUNCIL ACTION

Within 21 days of the planning commission decision, the City Council will review the application and the planning commission decision, and may either elect to call a public hearing on the subdivision or may determine no further hearings are needed and the Planning Commission’s decision is effective immediately. If the council elects to hold a public hearing, notices of the hearing are sent to adjacent property owners a minimum of ten (10) days prior to the hearing. The final decision of the council shall be made within 35 days of the City Council hearing. The City Council shall either affirm, modify or deny the Planning Commission decision.

7. APPEALS

Appeal of the planning commission’s action may be made to the City Council in accordance with Mill City Subdivision Code, Chapter 16.52. Council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

8. FOR MORE INFORMATION

City of Mill City	City Hall:	(503) 897-2302
444 1 st Avenue	Fax:	(503) 897-3499
P. O. Box 256	E-mail:	info@ci.mill-city.or.us
Mill City OR 97360	Website:	www.ci.mill-city.or.us

REQUIRED ATTACHMENTS

1. Legal Description: Either a lot and block description or a metes and bounds description, marked Exhibit A.
2. Subdivision or Partition Plan: One original map and five (5) copies of the proposed partition or subdivision map using a scale of 1" = 100'.

The plan must show all proposed lots, dimensions, size of each lot, street layout of existing and new streets, easements, location of existing and proposed water, sewers, storm sewers and drainage ways adjacent to the subdivision, location of street lighting, power and telephone lines, and the location of existing buildings to remain in place, and all other information required in the Mill City Code Chapter 16.20 “Information on Tentative Plan for Proposed Subdivision” or MCMC Chapter 16.32 “Partitioning”.
3. Vicinity Map: The vicinity map may be drawn on the same map as the subdivision or partition plan. All properties, and streets within 100 feet of the perimeter of the parcel shall be shown on the vicinity map. The Linn County or Marion County Assessor’s maps may be used as a vicinity map.
4. Restrictive Deeds and Covenants: If the applicant intends to impose restrictive deeds and covenants on the partition or subdivision, these must be submitted with the preliminary subdivision or partitioning plan.
5. Additional Information Requirements for Subdivisions: The applicant may be required to submit additional information as specified in Chapter 16.20 of the Subdivision Code.
5. Certified List of Property Owners: A certified list of all property owners within 500 feet of the property on which the subdivision is proposed, dated within 60 days of the date on which the application for subdivision is filed, must be submitted. The City of Mill City will prepare this list if not submitted.
6. Property Owner Authorization: If the applicant is not the owner of the property, the application must be accompanied by a notarized statement certifying that the applicant has the authorization of the owner(s) to file the application.

Subdivision and partitioning requirements can be found in the Mill City Municipal Code, Chapter 16 “Subdivisions” on the City of Mill City website: www.ci.mill-city.or.us

Updated: September 2018

Subdivision and Partition Application

TYPE OF APPLICATION:	Application Fee
<input type="checkbox"/> Pre-Application Conference with Planner &/or City Engineer	\$ 200.00
<input type="checkbox"/> Partition:	
<input type="checkbox"/> Minor Partition	\$ 1,000.00
<input type="checkbox"/> Major Partition (includes creation of street)	\$ 1,250.00
<input type="checkbox"/> Subdivision:	
<input type="checkbox"/> Subdivision with 4 to 10 lots	\$ 2,000.00
<input type="checkbox"/> Subdivision with 11 to 20 lots	\$ 2,750.00
<input type="checkbox"/> Subdivision with 21 or more lots	\$ 3,500.00
<input type="checkbox"/> Final Plat Review	\$ 500.00
<input type="checkbox"/> Planned Development:	
<input type="checkbox"/> 4 to 10 lots	\$ 2,000.00
<input type="checkbox"/> 11 to 20 lots	\$ 2,750.00
<input type="checkbox"/> 21 or more lots	\$ 3,500.00
<input type="checkbox"/> Final Plat Review	\$ 500.00

I understand that the application fee or deposit paid for this land use proceeding is in accordance with the current City of Mill City Land Use Fees Resolution. If the City incurs additional costs for engineering, legal, planning consultation, inspection fees or other direct costs related to this proposal, which are beyond the initial filing fee or deposit, then the city may require an additional deposit or fee to cover costs incurred. The additional fee shall be payable to the City upon receipt of a bill showing the documented City costs. If the property owner or applicant does not pay the additional fees which are invoiced, the City may withhold issuance of building permits, certificates of occupancy, utility service connections or subdivision/partition plats until the fees are paid. I agree to reimburse the City for the additional costs the City of Mill City may incur in reviewing and processing this application.

SIGNATURE OF AUTHORIZED APPLICANT: _____
Property Owner or Authorized Agent

 DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

1. **BRIEFLY DESCRIBE PROPOSAL:**

2. **APPLICANT:**

Name: _____

Address: _____

City/State/Zip: _____

Phone: Work (____) - _____ Home: (____) _____ - _____

Fax (____) _____ - _____ Email: _____

If applicant is not the property owner, fill out Section 3.

3. **LEGAL OWNERS:** WE, the following (Please print or type full name, address, city, state, and zip code),

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Street Address: _____ Street Address: _____

City, State & Zip: _____ City, State & Zip: _____

being owners of record, contract purchasers, or authorized agent of owners of the subject property respectfully petition the City of Mill City for permission to develop the property in accordance with this application and hereby authorize the applicant and/or authorized agents to represent us during any land use proceedings before the City of Mill City.

4. **LOCATION:** Identify the exact location of the property (street address or, if not addressed, the County Assessor's tax lot number, and the closest intersecting streets):

Street Address: _____

Closest Intersecting Streets: _____

Assessor's Map & Tax Lot Number:

T9S R3E _____ Tax Lot(s): _____

T9S R3E _____ Tax Lot(s): _____

Size of Property: _____ acres or _____ square feet.

5. **LEGAL DESCRIPTION** (as it appears on the deed)

Lot No.: _____ Block No.: _____ Subdivision: _____

NOTE: If the application involves a fraction of a lot or a lot which is not within a platted subdivision, attach a full legal description in metes and bounds, marked "Exhibit A"

6. COMPREHENSIVE PLAN DESIGNATION and ZONING :

Existing Plan Designation: _____ Proposed Plan Designation: _____

Existing Zoning: _____ Proposed Zoning: _____

7. CURRENT USE OF THE PROPERTY: _____

SUPPLEMENTAL INFORMATION

The Mill City Planning Commission will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on whether or not applicant complies with the standards and criteria set forth in the Mill City Subdivision Code. This application for a subdivision or a partition will not be accepted unless all required information is provided.

1. **COMPREHENSIVE PLAN CONFORMANCE:** How does this subdivision meet the goals and policies of the Mill City Comprehensive Plan?

2. **ZONING:** Will the proposed subdivision allow development in compliance with the zoning district?

3. **COMPATIBILITY WITH SURROUNDING AREA:** How is the subdivision compatible with the surrounding area?

4. **PUBLIC SERVICES:** All subdivisions are required to have all public improvements installed as part of the land division process. The improvements required at the time of the subdivision will be specified by the Planning Commission as part of the approval. Therefore, the applicant must be prepared to install the required street, water, sewer, and storm drainage and other improvements described in the Mill City Subdivision Code, Article 5. The improvements must be installed prior to recording of the final subdivision plat or the applicant must provide a performance bond or financing guarantee that the improvements will be installed. All public improvements must meet City of Mill City standard specifications. All design plans must be approved by the city engineer prior to construction. The city will inspect all construction.

- a. Are there adequate water, sewer, street, and storm drainage facilities available to serve the proposed land division?

- b. List public services currently available to the site:

Water Supply: _____-inch line available in _____ Street.
Sanitary Sewer: _____-inch line available in _____ Street.
Storm Sewer: _____-inch line available in _____ Street.
Natural Gas: _____-inch line available in _____ Street.

Telephone: _____ is _____ is not available in _____ Street.

Cable TV: _____ is _____ is not available in _____ Street.

Electrical: _____ is _____ is not available in _____ Street.

Utility easements _____ are _____ are not required (show on site plan)

- c. If public and private utility services are not available, does the applicant intend to extend public services to the site concurrently with the development?

Yes. No.

If yes, when will public improvements (water, sewer, streets, curbs, sidewalks, storm drainage) and underground utilities be installed to serve the development? If not, explain.

- d. What effect will the development have on the city's ability to provide public services to the general area of the development? Must the city expand, oversize, or extend services to meet the demands created by the development? Who will pay for these improvements? Explain.

- e. A preliminary storm drainage analysis and runoff calculations and must be submitted to the City Engineer as part of the subdivision application. Has the preliminary report been submitted to the City?

Yes. No.

Discuss briefly how the storm drainage impacts from the subdivision will be handled.

5. **DESIGN LAYOUT/PATTERN OF DEVELOPMENT:**

a. How does the design layout of the proposed parcels, lots, and roads fit with the existing pattern of development in the area?

b. Are any landlocked parcels created? Yes. No.

c. Does vehicular access and street layout provide adequate circulation within the development and meets requirements of emergency service providers (fire and police)? Yes. No.

6. **FLOOD HAZARDS:** Is the property located in a flood plain? Yes. No.

Is the property located adjacent to a waterway? Yes. No.

If the answer to either of these questions is yes, how will the proposed development comply with all standards for riparian setbacks or flood hazard protection?

7. **HISTORIC SITES OR STRUCTURES:**

Do any historic sites or structures listed on the City of Mill City Comprehensive Plan, Historic Landmarks Inventory, exist on the property? Yes. No.

If yes, Name of Historic Building or Landmark: _____

If yes, how will the historic resource be affected by the proposal? (attach description of changes proposed)

8. **WETLANDS:** Are there any wetlands on the site as shown on the Mill City Local Wetlands Inventory?

Yes. No.

If yes, how will the development comply with the City's wetlands requirements in MCMC Chapter 17.72?

9. **NATURAL RESOURCES and/or HAZARDS:** Are there any other natural resources or hazards on the property. Examples: steep slopes greater than 20%, riparian corridors along Elizabeth Creek, Cedar Creek, DeFord Creek, Snake Creek or the North Santiam River, geologic rock outcroppings, etc.

Yes. No.

If yes, describe them and the impact the development may have on these resources. Will any steps be taken to protect these natural resources?

10. **DEED COVENANTS AND RESTRICTIONS:** Will any deed covenants or deed restrictions apply to the development?

Yes. No. If yes, attach as Exhibit B.

11. **CONSULTANTS:** Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name

Name

Firm

Firm

Street Address

Street Address

City State Zip

City State Zip

(_____) _____ - _____
Work Phone

(_____) _____ - _____
Work Phone

(_____) _____ - _____
FAX

(_____) _____ - _____
FAX

E-mail

E-mail