

# Preliminary Plat Application

THIS IS PUBLIC RECORD

**PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

*Copy of purchase contract must be included with submittal for application to be accepted.*

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

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NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**PROJECT CONTACT:**

NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**SITE INFORMATION:**

ZONING DISTRICT: \_\_\_\_\_  
TAX MAP AND LOT(S): \_\_\_\_\_  
SITE ADDRESS (enter "unaddressed" if none): \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
TOTAL AREA – SQUARE FEET: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

**PROJECT INFORMATION:**

BRIEF DESCRIPTION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of lots: \_\_\_\_\_

Total number of tracts: \_\_\_\_\_



**AT A MINIMUM, THE SUBMITTAL SHALL INCLUDE THE FOLLOWING:**

***EXISTING CONDITIONS MAP: (The Existing Conditions Map MUST be its own separate sheet, NOT combined with any other plan sheets.)***

- \_ North arrow, scale, date of plan
- \_ Entire site, including square footage of each tax lot, interior and exterior property lines dimensioned
- \_ Tax map and lot number(s) of the site labeled
- \_ Points of existing access, interior streets, driveways, parking areas, with labels and dimensions
- \_ Location of all existing buildings, structures, fences, retaining walls, etc.
- \_ Label all existing buildings, structures, fences, retaining walls, etc. and indicate Remove or Remain
- \_ Existing right-of-way and street improvements, dimensions, and street names
- \_ Existing topographical information, showing 2- and 5-foot contours
- \_ Location, dimensions, types identified of existing public and private utilities and easements
- \_ Flood Zone (if none, indicate accordingly by note on the plan)
- \_ Significant Riparian (if none, indicate accordingly by note on the plan)
- \_ Significant Wetlands (if none, indicate accordingly by note on the plan)
- \_ Bluff Erosion Hazard zones (if none, indicate accordingly by note on the plan)
- \_ Aesthetic Resource (if none, indicate accordingly by note on the plan)
- \_ Existing trees, vegetation, and landscaping
- \_ Any other existing features on the site

***PRELIMINARY PLAT:***

- \_ North arrow, scale, date of plat preparation
- \_ Proposed name of subdivision
- \_ Lengths, widths, and shapes of blocks, with dimensions clearly labeled
- \_ Lengths, widths, depths of lots, with lots numbered and dimensions clearly labeled
- \_ Location by section, township, and range; legal description sufficient to define location
- \_ Vicinity map of 1 inch equals 400 feet showing adjacent property boundaries and land uses
- \_ Location, widths, names of existing streets within or abutting the site
- \_ Contour lines of 2-foot intervals for slopes less than 10 percent
- \_ Contour lines of 5-foot intervals for slopes 10 percent or greater
- \_ At least one temporary benchmark or the source of the contour line data
- \_ Location and direction of all water courses and natural features noting to remain or be removed
- \_ Proposed streets, including location, widths, and approximate radii or curves
- \_ Location and identification of proposed types of housing
- \_ Label any areas designated for places of worship, parks, commercial open space, common areas
- \_ Area coverage of existing (if remaining) and proposed structures, lots, streets, other development
- \_ Entire site, including square footage of each tax lot, interior and exterior property lines dimensioned
- \_ Label the site's tax map and lot number(s)
- \_ Location, height, type of material all proposed fences and retaining walls
- \_ Proposed right-of-way dedication (if none, indicate accordingly by note on the plan)
- \_ Location and type of any areas dedicated to city (if none, indicate accordingly by note on the plan)
- \_ Location, dimensions, types of existing and proposed public and private utilities and easements
- \_ Location of existing and proposed fire hydrants

- \_ Flood Zone (if none, indicate accordingly by note on the plan)
- \_ Significant Riparian (if none, indicate accordingly by note on the plan)
- \_ Significant Wetland (if none, indicate accordingly by note on the plan)
- \_ Bluff Erosion Hazard zones (if none, indicate accordingly by note on the plan)
- \_ Aesthetic Resource (if none, indicate accordingly by note on the plan)
- \_ Existing buildings, structures, fences, and retaining walls that will remain
- \_ Existing trees that will remain
- \_ Site plan shall not show any existing building, structures, fences, walls, trees to be removed

*LANDSCAPE PLAN:*

- \_ Notation of total gross area of the site
- \_ Percentage of the total gross area of the site dedicated to landscaping (required at least 15%)
- \_ Table with name of each plant to be planted, total number of each plant to be planted, size at time of planting per LCMC 17.55.050.A.3
- \_ Location and identification of type of proposed nonliving ground cover materials
- \_ Notes regarding selection of materials, preparation, and installation per LCMC 17.55.050
- \_ Irrigation and maintenance per LCMC 17.55.060
- \_ Location and dimensions of clear-vision areas per LCMC 17.55.070 and 17.52.060
- \_ Location and type of any living landscaping as screening per 17.55.080
- \_ Location, dimensions, square footage of common open space areas
- \_ Location and type of amenities provided in the common open space areas
- \_ Location of areas to remain undisturbed

*TREE PROTECTION AND REPLACEMENT PLAN:*

- \_ Identification of location, size, health, and species of existing trees
- \_ Statement that any trees proposed for removal will be identified by a method obvious to city staff, such as tagging, painting, or flagging, in addition to clear identification on construction plans
- \_ Proposed tree replacement, including number, size, species, and proposed locations
- \_ Method of tree protection for the preserved trees during clearing and construction
- \_ Statement of how remaining trees will be maintained

*STREETS AND RIGHT-OF-WAY IMPROVEMENTS:*

- \_ Location and dimensions of required sidewalk, curb, gutter improvements
- \_ Location and section of pavement improvements
- \_ Proposed streets, including location, widths, and approximate radii or curves
- \_ Typical cross-sections of proposed streets

*PRELIMINARY UTILITY PLAN:*

- \_ Location and size of existing and proposed water main lines, service lines, and system features
- \_ Location and size of existing and proposed sanitary sewer main lines, service lines, pump stations

*PRELIMINARY GRADING PLAN:*

- \_ Existing and proposed grading (excavating/cutting and filling), including proposed contours
- \_ Existing and proposed stormwater detention, treatment, and drainage features and facilities

**WRITTEN NARRATIVE:**

- \_ Narrative must address, in detail, every applicable chapter and section of Title 16 and Title 17

**SUPPLEMENTAL DOCUMENTS, AS APPLICABLE:**

- \_ Floodplain Development Permit Application and Elevation Certificate
- \_ Geologic Hazard Report
- \_ Wetlands Delineation Report
- \_ Traffic Impact Study (if required per LCMC 17.52.300)
- \_ Other studies or reports identified as needed by the Planning & Community Development Director

\_\_\_\_\_ My/our initials indicate that this application includes all applicable attachments listed above and that I/we acknowledge that the Preliminary Plat Application will not be accepted by Lincoln City Planning and Community Development for processing unless/until all applicable attachments are submitted.

I (We) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. I (We) have read and agree to meet all requirements for the proposed subdivision as outlined in Lincoln City Municipal Code and reflected in this application. I (We) acknowledge that it is our responsibility to know all applicable codes, rules, regulations, and standards, and to design, develop, and construct the project in compliance with all applicable codes, rules, regulations, and standards.

I (We) acknowledge that providing false information in the application shall be a violation and grounds to deny the application and void the approval.

**SIGNATURES:**

\_\_\_\_\_

Property Owner/Contract Purchaser (signature required)

\_\_\_\_\_

Date

\_\_\_\_\_

Property Owner/Contract Purchaser (signature required)

\_\_\_\_\_

Date

- *All property owners listed on the deed must sign the application.*
- *All contract purchasers listed on the purchase contract must sign the application.*
- *If contract purchasers are individuals other than the property owners shown on the deed, all property owners listed on the deed as well as all contract purchasers listed on the purchase contract must sign the application.*
- *Add additional signatures and dates below, if necessary, to ensure that all property owners and contract purchasers have signed the application.*