



Land Division Application – Final Plat

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

P.O. Box 490

333 Broadalbin Street SW

Albany, OR 97321

Phone (541) 917-7550

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www.cityofalbany.net

TO BE FILLED OUT BY STAFF

Tentative Plat File No. _____ Date Tentative Plat was approved: _____

REVIEW FEES: (Fees subject to change every July 1) Fee is due for each Final Plat

Partition Plat: \$498

Subdivision Plat: \$622

Date Fee and Final Plat Application Received: _____ Amount Paid: _____

Receipt No: _____ Received By: _____

LAND DIVISION - FINAL PLAT

Land Divisions, both subdivisions and partitions, are reviewed in two stages. The first stage was the Tentative Plat approval. ***This application is for Final Plat approval only.***

BACKGROUND INFORMATION

Planning file number of Tentative Plat: _____ Date approved: _____

Location of the property: _____

Assessor's Parcel Map No(s). _____ Tax Lot No(s): _____

Zoning designation(s) _____

TO COMPLETE THE LAND DIVISION, YOU MUST:

A. Attach statements that address the following two Final Plat review criteria.

- The Final Plat is in substantial conformance with the Tentative Plat; and
- Conditions of Approval attached to the Tentative Plat have been satisfied.

B. Pay assessments. All existing or new assessment liens affecting the property must be either paid off or segregated by the Finance Department among the new lots or parcels.

C. Submit plat. Submit to the City for signatures an original and one duplicate mylar of the Final Plat. [Note: Before the mylars are made, you may submit a paper copy for review purposes.] The Plat must be prepared by a registered land surveyor, as specified in Section 11.230 of the revised Albany Development Code, ORS 92.050 and ORS 209.250, and include the following:

- The date, scale, north point, legend, and controlling topography, such as creeks, ditches, highways, and railroad right-of-way.
- Legal description of the tract boundaries and the City of Albany case file number of the subdivision or partition.
- Name of the property owner(s), and name and address of the surveyor.
- Reference points of existing surveys identified, related to the plat by distances and bearings, and referenced to a field book or map as follows:
 - a. Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the land division.
 - b. Adjoining corners of adjoining subdivisions.
 - c. Other monuments found or established in making the survey of the land division or required to be installed by provisions of this Code.

- National Geodetic Survey Control points as recorded in the County Surveyor's office; description and "ties" to such control points, to which all dimensions, angles, bearings and similar data on the plat must be referred.
- Locations and widths of streets and easements intercepting the boundaries of the tract.
- The 100-year floodplain for any body of water or natural drainage way (see Section 6.070), together with the method or source of its determination.
- Lines with dimensions, bearings, or deflection angles, radii, arcs, points of curvature and tangent bearings for tracts, lots, and boundaries and street bearings shown to the nearest second, with basis of bearings. All distances must be shown to the nearest one hundredth foot.
- The width of the portion of streets being dedicated, width of any existing right-of-way, and width of each side of the center line. For curved streets, curve data must be based on the street center line and, in addition to center line dimensions, the radius, chord distance, bearing, and central angle shall be indicated.
- Public utility and private easements, clearly identified and, if already of record, their recorded reference. Where possible, the bearing, and sufficient ties to locate the easement with respect to the land division, must be shown. If the easement is being dedicated by the map, it must be properly referenced in the owner's certificates of dedication. The purposes of easements must also be identified.
- Lot numbers beginning with "1" and continuing consecutively through the subdivision. No block numbers or letters may be used unless the subdivision is a continued phase of a previously recorded subdivision of the same name that has previously used block numbers or letters.
- Identification of land to be dedicated for any purpose, public or private, to distinguish it from lots or parcels intended for sale. The following phrasing must be used to identify open space dedications:
 - a. "Common Open Space" must be used to identify parcels created for the purpose of common ownership, enjoyment and maintenance by an approved homeowners' association group, or listed as being held in common ownership, with appropriate deed restrictions and responsibilities, by owners of property within the subdivision.
 - b. "Public Open Space" must be used to identify parcels dedicated to the City of Albany for open space purposes.
 - c. "Open Space Easement" must be used to identify lots or portions of lots that have established an open space easement agreement with the City of Albany.
- Special building setback lines (as may be required by Sections 3.270-3.300) and solar easements, if any, which are to be made a part of the subdivision's deed restrictions. These must be shown in writing on the face of the plat, not graphically shown.
- The following certificates may be combined where appropriate.
 - a. A certificate signed by the City Community Development Director certifying City approval.
 - b. A certificate signed and acknowledged by all parties having record title interest in the land, consenting to the preparation and recording of the plat.

- c. A certificate signed and acknowledged as above, dedicating to the public all land shown on the Final Plat intended for public access, use, or benefit.
- d. A certificate signed by the surveyor responsible for the survey and final map, the signature accompanied by a seal, attesting that applicable City, State and County requirements have been met.
- e. A certificate signed by the County Surveyor.
- f. A certificate signed by the City of Albany Public Works Director.
- g. Other certifications as appropriate.

All signatures on the original Subdivision Plat must be in permanent black ink.

- Filing of separate legal documents to achieve any of the above requirements (1 through 14) may be permitted by the Director when it can be shown that placing such information on the final map is not required to achieve the purposes of this Code.
- Subdivision Name. The County Surveyor's office where the Plat will be recorded must approve the subdivision name. Contact them before the plats are prepared.
- Street Names. The City and other affected agencies must approve the street names. Before you submit the Final Plat for review, contact the Building Division for assessment of your proposed names.

D. Supplementary Documents. Provide the following documents that are applicable to this project with the first draft of the Final Plat submitted to the City for review:

A copy of any dedication requiring separate documents.

Legal documents conveying property to the City.

Assurance satisfactory to the Director of Public Works that improvements installed by the subdivider will be in conformity with the standards of the City, and that streets and pedestrian ways will be improved.

Financial assurances for all required improvements per Article 12, Public Improvements.

Boundary and lot closure computations, and total area of each lot, parcel, open space dedication, in square feet or acres.

Title Report.

AFTER THE CITY SIGNS THE PLAT, the applicant will be contacted to pick up the mylars, so he/she can take them to the appropriate County Surveyor's office for recording.

AFTER THE PLAT IS RECORDED:

- (1) Return one paper copy of the recorded Plat to the Albany Planning Division within seven days of recording, or no later than submittal of development permits.
- (2) Submit a paper reduction of the Final Plat that is the same scale as the current Tax Assessor's Map on which the land in the Plat is located.

APPLICATION AUTHORIZING SIGNATURES

Each current property owner of record must sign the application or provide a letter authorizing an agent or representative to act on his or her behalf.

I hereby apply for approval of the Final Plat as requested in this application and certify that the information provided is accurate. I further certify that I am authorized to make the application and that there are no covenants, conditions, or restrictions that may limit or prohibit the Land Division.

Property Owner(s)

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Signature _____

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Signature _____

Authorized Agent or Representative

Authorized agents must submit evidence of their authority to act on the property owner's behalf.

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Relationship to property owner(s) _____

Signature of Authorized Agent _____