



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division  
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[www.cityofalbany.net](http://www.cityofalbany.net)

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# Land Division - Final Plat

## Checklist & Review Criteria

FOR FINAL PLAT APPROVAL ONLY

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### INFORMATION AND INSTRUCTIONS:

- Filing Fees (*subject to change every July 1*): due for each final plat submittal; staff will contact you for payment after submittal
    - Partition Plat: \$556
    - Subdivision Plat: \$693
  - All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
  - Email all materials to [plans@cityofalbany.net](mailto:plans@cityofalbany.net). Please call 541-917-7550 if you need assistance.
  - Depending on the complexity of the project, paper copies of the application may be required.
  - Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.
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**TO BE FILLED OUT BY STAFF**

Tentative Plat File #: \_\_\_\_\_ Date Tentative Plat was approved: \_\_\_\_\_

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### FINAL PLAT SUBMITTAL CHECKLIST

- A. Attach statements that demonstrate meeting the following two Final Plat review criteria (ADC 11.220).**
- 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. Final 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 professional land surveyor, as specified in Section 11.230 of the Albany Development Code, and ORS 92.050 and ORS 209.250.

- 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:
  - Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the land division;
  - Adjoining corners of adjoining subdivisions; and
  - 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
- 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, including access easements to the City of Albany for inspection and maintenance of approved private and/or public post-construction stormwater quality facilities, 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. 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. When a separate legal document is filed describing a geographically based restriction (such as an easement) the described area shall be marked with colored ink (other than black) on the City copy. A description of or reference to any other restrictions attached to the land division approval shall also be noted on the City copy.

**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 deed restrictions
- 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
  
- For subdivisions, all monumentation shall comply with standards established in ORS 92.060. Witness corners may be set when it is impractical or impossible to set a monument in its true position providing course and distance is given to the true position. All monuments shall be clearly identified with the surveyor's name or registration number. Unless waived by the Director of Public Works, the intersection of all street centerlines shall be monumented according to County specifications.

**AFTER THE CITY SIGNS THE PLAT**, the applicant will be contacted to pick up the mylars to be taken 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.

**Note:** Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.