

**FOR OFFICE USE ONLY**

File # \_\_\_\_\_

Date Received \_\_\_\_\_

Zone \_\_\_\_\_



**City of Prineville**

**Subdivision and Planned Unit Development Application**

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Standard Subdivision       Cluster Subdivision       Planned Unit Development

Name of Subdivision/PUD: \_\_\_\_\_ # Lots: \_\_\_\_\_

**PROPERTY OWNER AND APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

*\*Applicant will be treated as primary contact for project unless otherwise indicated.*

Property Owner \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY & PROJECT DESCRIPTION**

Property location (address, intersection of cross street, general area) \_\_\_\_\_

Map # – Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Zoning \_\_\_\_\_ Total Land Area - Square Ft.: \_\_\_\_\_ Acres: \_\_\_\_\_

Present Land Use \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL SERVICES**

Surveyor/Engineer \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ City/State/Zip \_\_\_\_\_

Land Use Consultant \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ City/State/Zip \_\_\_\_\_

Other(\_\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ City/State/Zip \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

Each Subdivision and Planned Unit Development submittal package shall contain the following information. Please note: additional information may be required by the City.

- Application. The application must be signed by the owner(s) and shall include the information requested on this form. If the application is signed by an agent instead of the owner, then a notarized letter of authorization must be signed by the owner for the agent.
  - Application Fee
  - Title report or subdivision guarantee, including legal description of property.
  - All agreements with local governments that effect the proposed use of property.
  - Tentative Plan, Master Development Plan and/or Outline Development Plan (See Below)
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**NOTE: APPLICANTS SHOULD REVIEW THE DESIGN STANDARDS SET FORTH IN 153.098 OF CITY OF PRINEVILLE LAND USE ORDINANCE PRIOR TO PREPARING A TENTATIVE PLAN FOR A DEVELOPMENT. APPLICANTS FOR PLANNED UNIT DEVELOPMENTS SHOULD ALSO REVIEW THE PUD STANDARDS SET FORTH IN 153.158.**

### **Tentative Plan:**

**Note: Approval of a Tentative Plan, either following approval of an Outline Development Plan or as an initial subdivision/PUD application is required prior to platting any lots. A Master Development Plan (see below) is required for any phased development.**

- Ten full-size copies of plan(s) drawn on 18"x24" sheets or multiples thereof with a scale of one inch equal to 100 feet or multiples thereof.  
*\* All full-size plans shall be folded by the applicant to a size no larger than 8½ x 11 inches.*
- One reduced size (11"x17" or smaller) copy of plan(s) and digital copy of plan(s).
- Plan(s) shall include the following general information:
  - Name of subdivision.
  - Name, address and phone number for owner(s), ownership group, applicant, and all consultants, agents or other individuals providing professional services.
  - Date of preparation.
  - North arrow, legend and scale.
  - Gross area of development.
  - Identification of drawing as a Tentative Plan for a subdivision.
  - Landscaping, irrigation and drainage plans.
  - Road, street and other transportation facility schematic plans and proposals.
  - Location and tract designation sufficient to define the location and boundaries of site.
- Plan(s) shall incorporate the following elements:
  - Location, area and dimensions of each lot and proposed lot and block numbers.
  - Location, area and dimensions of any lot, area or tract proposed for public, community or other common or non-residential use (Indicate use proposed and describe plans for improvements).

- Existing and proposed location, names, widths, cross-sections, grades, and curve radii of existing improved and unimproved streets, roads and alleys within and adjacent to the proposed development.
- Existing and proposed location of sewer lines, water mains, culverts and underground or overhead utilities within and adjacent to the proposed development (Include details such as pipe sizes, grades, etc.).
- Location, dimension and purpose of any easements or rights-of-way within and adjacent to the proposed development.
- Location of existing structures (Include proposed setbacks for any structures not to be removed).
- Location of fences, irrigation canals and ditches, pipelines, railroads and other built features.
- Location of any natural features, such as rock outcroppings, marshes, wetlands, geological features and natural hazards.
- Location and direction of water courses
- Location of areas subject to erosion, high water tables, storm water runoff and flooding.
- Contour lines with minimum intervals of not more than 20 feet.
- Location of benchmarks, section lines, section corners, city and special district boundaries and survey monuments.
- For phased development, include outline of and numbering for each phase.
- Source, method and preliminary plans for domestic water supply, sewage disposal, solid waste collection and disposal and all utilities.
- Storm water and drainage plans.
- Proposed Deed restrictions or protective covenants.
- Reasons and justifications for any variances or exceptions proposed or requested (zoning regulations or any other applicable local, state or federal ordinance, rule or regulation).

## **Master Development Plan :**

**Note: A Master Development Plan is required for all phased subdivisions.**

- All information and elements required on a Tentative Plan (see above) shall also be required on a Master Development Plan.
- Ten full-size copies of plan(s) drawn on 18"x24" sheets or multiples thereof with a scale of one inch equal to 100 feet or multiples thereof.  
*\* All full-size plans shall be folded by the applicant to a size no larger than 8½ x 11 inches.*
- One reduced size (11"x17" or smaller) copy of plan(s) and digital copy of plan(s).
- All information required on a tentative plan shall also be required on a Master Development Plan.
- Phasing plan indicating order of phasing and boundary for each phase.
- Estimated timing for platting of each phase.
- Timing for all public improvements.
- Timing for improvements to common area, recreational area, open space and other proposed amenities.

## Outline Development Plan:

**Note: Commission approval of an Outline Development Plan for a subdivision shall constitute only a conceptual approval of the proposed development for general compliance with the City's Urban Area Comprehensive Plan, applicable zoning regulations and other local, state and federal requirements.**

- Ten full-size copies of plan(s) no larger than 24"x36"  
*\* All full-size plans shall be folded by the applicant to a size no larger than 8½ x 11 inches.*
- One reduced size (11"x17" or smaller) copy of plan
- Digital copy of plan (submitted on a disk, travel drive or via email)
- Title Report
- Plan(s) may be schematic but shall be drawn to scale and incorporate the following elements:
  - Character and approximate density of the proposed development.
  - Existing topography of the land.
  - Existing and proposed land uses on subject site and neighboring properties
  - Approximate locations of existing and proposed buildings/structures on subject site and adjoining properties.
  - Public uses (schools, parks, play-grounds and other public spaces or facilities).
  - Identification and description of common open spaces and recreation facilities.
  - Landscaping, irrigation and drainage plans.
  - Road, street and other transportation facility schematic plans and proposals.
- A Written Statement shall be included on the plan(s) or submitted as a separate attachment and shall include the following information:
  - Description of all proposed on-site and off-site improvements.
  - General schedule of development and improvements.
  - Proposed types of housing and other proposed uses.
  - Projection of traffic generation and population.  
**\* A traffic impact analysis (TIA) shall be required for a subdivision or PUD that includes twenty (20) or more potential dwelling units or twenty (20) peak hour trips.**
  - Impact on the carrying capacities of public facilities and service (water & sewer systems, schools, service utilities, streets, etc.).  
**\* City water and Sewer analysis shall be required for a subdivision that includes twenty (20) or more potential dwelling units or an impact equal to twenty (20) EDU or as required by the City Engineer.**
  - Compatibility with adjoining land uses (present and future), environmental protection and/or preservation measures and impacts on natural resources carrying capacities of the site and surrounding/adjacent areas.

**By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other factual material relied upon in making a decision, the Planning Department may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.**

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

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature