



CITY OF STAYTON

APPLICATION FOR PARTITION OR SUBDIVISION

APPLICATION AND DECISION MAKING PROCEDURES

1. PRE-APPLICATION MEETING

Prior to submittal of an application, a pre-application meeting with City Staff is required. A completed pre-application form and sketch plan drawing need to be submitted at least 7 days in advance of the meeting. Meetings are held on Tuesday afternoons and there is no fee for the first required pre-application meeting.

2. APPLICATION FEE

Submission of a completed application form, with a plan and attachments, and payment of the application fees are required before the review process begins. The application and fees shall be submitted to the Planning & Development Department during regular business hours. **The fee for this application is \$1,050 if already within the city limits and \$1,550 if accompanied by an application for annexation.** Major annexations require an additional fee of \$4,500 to cover the city's cost of holding a referendum on the annexation. If the cost to the City does not reach the amount of the fee paid, the excess fee will be refunded to the applicant after the file is closed. If during the processing of the application, the costs to the City exceed 75% of the fee paid, the applicant will be required to pay an additional 50% of the fee amount, to assure that there are adequate funds to continue to process the application.

3. REVIEW FOR COMPLETENESS AND SCHEDULING A HEARING

The Planning and Development Director will review the submitted application for completeness and, within 30 days from the date of submittal, determine if the applicant has provided all required information. If the application is incomplete, the Planning and Development Director will notify the applicant of the items which need to be submitted. Once the application is deemed complete, the Director will schedule a hearing before the Stayton Planning Commission. Planning Commission meetings are regularly scheduled for the last Monday of the month.

4. STAFF REPORT & DRAFT ORDER

Once a hearing date is set, the Planning and Development Director will prepare a staff report and draft order summarizing the applicant's proposal, the decision criteria, comments from other agencies or the public, and address whether the application complies with Code requirements or suggest conditions to meet those requirements. A copy of the staff report and draft order will be provided to the applicant no less than 7 days prior to the public hearing.

5. PUBLIC HEARING BEFORE THE STAYTON PLANNING COMMISSION

Prior to the public hearing, notice is required to be sent to all property owners within 300 feet of the property 20 days before the hearing, so the hearing will be scheduled at the first regular meeting following the notice period. The hearing is to give all interested parties an opportunity to comment on the application. The hearing is conducted by the Chairperson in accordance with the Stayton Rules of Procedure for Land Use Public Hearings. These rules are available at the Planning & Development Department.

At the conclusion of the hearing and deliberation, the Planning Commission will adopt an order stating the decision criteria, findings of fact, conclusions whether the application meets the applicable standards, and the Commission's decision. The Commission may decide to deny, approve, or approve the application with conditions.

6. PUBLIC HEARING BEFORE THE STAYTON CITY COUNCIL

An application may be called up by, or be appealed to the City Council. If the application is accompanied by an application for annexation, then the application for partition or subdivision will also be reviewed by the City Council. If called up or accompanied by a request for annexation, the Council will also conduct a public hearing. If appealed, the Council will decide whether to hear the appeal and hold a public hearing. A notice is required 10 days prior to the hearing which will be at a regular Council meeting, held the first and third Mondays of every month. Staff reports, Planning Commission findings, and any new information will be presented to Council for consideration. The purpose of the hearing is to receive further public testimony, to review the application and consider the Planning Commission's decision and conditions. Generally, the Council will make a decision at the conclusion of the hearing process, but may delay the decision for further information or action by the applicant. The Council will then adopt an order either approving or denying the application.

7. APPEALS

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

Call or write to City of Stayton Planning & Development Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769 2998; email: dfleishman@ci.stayton.or.us.

QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT

The Stayton Planning Commission, with assistance from the Planning and Development Department and the Public Works Department 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 how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.24.040.5. Please provide the following information in full and attach to this application.

1. **COMPATIBILITY WITH SURROUNDING AREA:** How is the partition/subdivision compatible with the surrounding area?
2. **PUBLIC SERVICES:** All partitions and subdivisions are required to have all public improvements installed as part of any land division process. Therefore, the applicant must be prepared to install the required street, water, sewer, and storm drainage and other improvements.
 - a. How will the applicant assure there are adequate water, sewer, street, and storm drainage facilities available to serve the proposed subdivision?
 - 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 (or) is not available in _____ Street.
 - Cable TV: is (or) is not available in _____ Street.
 - Electrical: is (or) is not available in _____ Street.
 - c. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the subdivision?
3. **DESIGN LAYOUT/PATTERN OF DEVELOPMENT:** How does the design layout of the proposed parcels, lots, and roads fit with the existing pattern of development in the area?
4. **NATURAL, PHYSICAL AND GEOGRAPHIC FEATURES:**
 - b. **Flood Hazards:**

Is any portion of the property located in a flood plain? Is any portion of the property located adjacent to a waterway? If the answer to either of the above questions is "yes," how will the proposed subdivision comply with all standards for riparian setbacks or flood hazard protection?
 - c. **Wetlands:**

Are there any wetlands on the site? If yes, are any of these wetlands identified in the Stayton Comprehensive Plan and how will the proposed subdivision comply with all wetland development requirements?
 - d. **Natural Features:**

Are there any other important natural features on the site? If yes, how will the proposed subdivision address potential impacts to those features?
5. **HISTORIC SITES OR STRUCTURES:**

Do any historic sites or structures listed on the City of Stayton Comprehensive Plan Historic Landmarks Inventory exist on the property? If yes, what is the name of the landmark and how will the proposed subdivision comply with all historic preservation standards?
6. **DEED COVENANTS AND RESTRICTIONS:** Will any deed covenants or deed restrictions apply to the proposed master planned development? If yes, attach.