



# Land Division Application Requirements

## General Information

Description of the thresholds for Land Divisions can be found in the following Zoning Code Chapters.

- 33.660 – Opens Space and Residential Zones
- 33.662 – Commercial/Mixed Use, Campus Institutional, Employment & Industrial Zones
- 33.664 – Large Industrial Sites in Industrial Zones

All Land Divisions must meet the requirements and approval criteria of Title 33, the Portland Zoning Code.

## Required Application Materials

The following must be submitted:

- Application form (1 copy)
- Land division approval criteria (1 copy)
- Application fee must be paid at the time of submittal
- Neighborhood contact letters and mailing receipts (required for Type IIx and Type III reviews)
- Preapplication conference notes (required for Type III reviews)
- Stormwater report/calculations (2 copies)
- Tree report by arborist (2 copies)
- Landslide hazard study (3 copies, if any portion of site is in a potential landslide hazard area)
- Transportation impact study (2 copies, if required in Early Assistance notes)
- Expedited Land Division Acknowledgement

**Your land division application will not be accepted without the required number of plan sets. You must provide 5 full size copies and one 8.5x11 inch copy of the following plans.**

Mapped information, may be combined on one or more plan (see descriptions below).

- Existing conditions plan
- Preliminary land division plan
- Proposed improvements plan
- Preliminary clearing and grading plan
- Tree preservation and planting plan
- Utility plan

## Plans and Maps

The full-size plans and maps must use the guidelines for scale below. In addition, the 8.5 x 11 inch copy of each plan must be suitable for reproduction. All maps must include a date and north arrow.

The scale of the full-sized plans and maps must be at least,

- 1 inch equaling 20 feet (1:20) for small tracts of land, or
- 1 inch equaling 100 feet (1:100) for large tracts of land.

The following information must be on *all of the plans*, Surveyor prepared:

- Boundary lines of the site with dimensions and total site area
- North arrow and scale of map
- Title of the plan
- Stamp and **signature** of surveyor
- If 4 or more lots are proposed, the subdivision name

### Additional Information

- Proposed lot layout with sizes and dimensions
- Proposed lots identified and numbered, lots should be identified as following:
  - “Lot” for 4 or more
  - “Parcel” for 3 or less
- Proposed tract layout with sizes, dimensions, purpose and name
- Proposed layout and widths of all rights-of-way including dimensioning and roadway widths
- Dimensions of proposed right-of-way dedications, including those to be added to existing rights-of-way
- Proposed location, dimensions, and purpose of all easements on and abutting the site

## Descriptions

**Existing Conditions Plan** The following existing site conditions must be shown, **Surveyor prepared**:

- Ground elevations shown by contour lines at 5 foot vertical intervals for slopes greater than 10 percent, and at 2 foot vertical intervals for ground slopes of 10 percent or less
- Existing development, including dimensions and distances to property lines. Structures and facilities to remain must be identified
- Location and dimensions of existing driveways, curb cuts, and sidewalks on and abutting the site
- Seeps/springs, wetlands, watercourses, all water bodies including the ordinary high water line and top of bank
- The center line of existing drainageways, including ditches, swales, and other areas subject to wet weather inundation
- Location of flood hazard areas, including elevations of 100 year floodplains, and FEMA Floodway boundaries. Sites that contain a water body not shown on the FEMA maps must identify the location of the flood hazard areas

### Additional Information:

- Zoning and Comprehensive Plan designations
- Location, dimensions, and purpose of existing easements on and abutting the site

**Preliminary Land Division Plan (plat)** The following must be shown:

- Proposed lot lines, with dimensions
- Each lot must be labeled *lot* or *parcel* and assigned a number
- The square footage of each lot, tract, or right-of-way

**Proposed Improvements Plan** The following proposed improvements must be shown:

- Existing development and distance to proposed lot lines
- Proposed street and pedestrian connection improvements
- Proposed on-street parking
- Existing and proposed services and utilities
- Preliminary stormwater plan showing the capacity, type and location of the stormwater facilities proposed and information on the feasibility of the system proposed. Stormwater reports/calculations must be provided as necessary to demonstrate compliance with the Stormwater Management Manual
- Conceptual building footprints and driveways to demonstrate feasibility of providing service to the lots
- Information to determine that minimum lot width requirements are met for each proposed “narrow lot” including footprint of structures, building elevations, and locations of driveways if necessary

#### Utility Plan

- If not depicted on the proposed improvements plan, existing and proposed water and sewer service lines and stormwater management methods must be shown on a separate utility plan

**Preliminary Clearing and Grading Plan** A Preliminary Clearing and Grading Plan that identifies all areas of clearing and grading. The plan must show the following:

- Existing contours and drainage patterns
- Existing drainageways, wetlands, streams, seeps and springs, and other water bodies
- Existing trees and vegetation
- Boundaries of Environmental Overlay Zones
- Proposed areas of clearing and grading, including grading and clearing for:
  - Rights-of-way
  - Services and utilities
  - Structures, such as retaining walls
- Proposed contours within areas to be cleared and graded
- Proposed stormwater and sedimentation control devices to be used during construction
- Proposed stockpile areas
- Proposed trees and vegetation to be preserved
- Proposed limit of disturbance and location and material of construction fencing
- Proposed amount (cubic yards) of soil to be disturbed
- Proposed sq. footage of site to be cleared and/or graded
- Proposed structures necessary to construct streets or pedestrian connections

## Tree Information

Required tree information includes the following:

#### Existing tree map and preservation plan

- Surveyed location, species and size of all trees completely or partially on the site and within adjacent rights-of-way
- The approximate location, species and size of trees on adjacent sites, within 15 feet of proposed or future disturbance areas
- Tree numbers corresponding to the arborist report
- Identification of trees to be removed and trees to be preserved
- Tree protection meeting the requirements of Chapter 11.60
- Existing and proposed tree preservation tracts

#### Tree planting information

- Preliminary street tree planting plan
- Conceptual planting plan showing how any tree mitigation and/or the tree density standards of Chapter 11.50, will be met

#### Arborist report

- Evaluation of tree health and condition
- Identification of tree groves and Heritage Trees
- Identification of nuisance, dead, dying, and dangerous trees
- Evaluation of the suitability of each tree for preservation
- Identification of trees to be preserved, root protection zones and tree protection methods
- Construction management needs and recommendations for short or long-term tree care
- Identification of trees in adjacent rights-of-way or on adjacent sites that may be affected by the proposed development and recommendations for tree protection and methods to limit impacts

## Other Requirements

#### Expedited Land Division Acknowledgement Form

An expedited land division provides an alternative procedure for land division applications. An applicant may choose to use the expedited land division process only if the proposed land division request meets all of the requirements in Oregon Revised Statute (ORS) 197.360. Refer to the Expedited Land Division Acknowledgement Form for details. This form must be submitted with the application for a land division.

#### Landslide Hazard Study

If any part of the site is in a potential landslide hazard area as shown on the City’s Potential Landslide Hazard Areas Map, the application must include a Landslide Hazard Study prepared by a Certified Engineering Geologist and a Geotechnical Engineer. See the Landslide Hazard Study handout ([www.portlandoregon.gov/bds/article/403947](http://www.portlandoregon.gov/bds/article/403947)) for specific requirements.

#### School District Enrollment Capacity

For land divisions creating 11 or more lots, provide a letter from the school district verifying adequate school district capacity. [www.portlandoregon.gov/bds/article/685191](http://www.portlandoregon.gov/bds/article/685191)