



PLANNING DEPARTMENT  
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# Preliminary Plat Checklist and Procedures

All applications for partitions and subdivisions require submission of preliminary development plans and supporting information in accordance with the Milwaukie Land Division Ordinance. In special cases, certain items listed below may not be required and can be waived by staff. All items below must be submitted except when authorized by staff signature at the end of the form. Errors, omissions, or poor quality may result in the application being rejected or declared incomplete pursuant to the Milwaukie Zoning Ordinance and/or Land Division Ordinance.

## Application Checklist

1. Detailed description of how the proposal complies with Land Division Ordinance Section 17.12 Application Procedure and Approval Criteria.
2. Detailed description of how the proposal complies with Land Division Ordinance Section 17.16 Application Requirements and Procedures.
3. Detailed description of how the proposal and application complies with Land Division Ordinance Section 17.20 Preliminary Plat including the following minimum requirements.
  - a. Preliminary plats shall be prepared by an Oregon registered land surveyor.
  - b. The following general information shall be submitted with the preliminary plat:
    - 1) Proposed name of the subdivision/partition. The name shall not duplicate nor resemble the name of another subdivision in the county. Subdivision names shall be approved by the County Surveyor in accordance with Oregon Revised Statutes Chapter 92.
    - 2) Appropriate identification clearly stating the map is a preliminary plat.
    - 3) Location by section, township, and range; and a legal description sufficient to define the location and boundaries of the area to be divided.
    - 4) Names and addresses of the owner, subdivider, and engineer or surveyor.
    - 5) Other information as may be specified on application forms and checklists prescribed by the Planning Director.
  - c. Vicinity map shall be drawn at an appropriate scale, showing all existing subdivisions, streets, and unsubdivided land between the proposed subdivision and the nearest existing arterial or collector streets; and showing how proposed streets may be extended to connect with existing streets. At a minimum, the vicinity map shall depict future street connections for land within 400 feet of the subject property.
4. Existing conditions plan including the following (12 copies):
  - a. Location, width, and names of all existing or platted streets within or adjacent to the tract, together with easements, railroad right-of-way, and other important features, such as section lines and corners, city boundary lines, and monuments.
  - b. Contour lines related to an established benchmark or other datum approved by the Engineering Director, with intervals at a minimum of 2 feet for slopes up to 10 percent and 5 feet for slopes over 10 percent.

- c. Location within the area to be divided, and in the adjoining streets and property, of existing sewers, water mains, culverts, storm drain system, and electric conduits or lines proposed to service the property to be subdivided, and invert elevations of sewer manholes, drain pipes, and culverts.
  - d. Zoning and existing uses within the tract and 200 feet on all sides, including the location and use of all existing structures indicating those that will remain and those to be removed.
  - e. Approximate location of areas subject to inundation or stormwater overflow with approximate high-water elevation. Location, width, direction, and flow of all watercourses on or abutting the tract including wetlands and watercourses as shown on City-adopted natural resource and Title 3 maps.
  - f. Natural features such as rock outcroppings, drainages whether seasonal or perennial, wooded areas, and isolated trees, including type and caliper.
  - g. Floodway and floodplain boundary.
  - h. Areas containing slopes of 25 percent or greater
5. The preliminary plat plan shall include the following information (12 copies):
- a. Date, north point, scale, address, assessor reference number, and legal description.
  - b. Name and address of the record owner or owners and of the person who prepared the site plan.
  - c. Approximate acreage and square feet under a single ownership or, if more than one ownership is involved, the total contiguous acreage of all landowners directly involved in the partition.
  - d. For land adjacent to and within the area to be divided, the locations, names, and existing widths of all streets, driveways, public safety accesses, easements, and right-of-ways; location, width, and purpose of all other existing easements; and location and size of sewer and waterlines, drainage ways, power poles, and other utilities.
  - e. Location of existing structures, identifying those to remain in place and those to be removed.
  - f. Dimensioned lot design and layout, showing proposed setbacks, landscaping, buffers, driveways, lot sizes, and relationship to existing or proposed streets and utility easements.
  - g. Existing development and natural features for the site and adjacent properties, including those properties within one 100 feet of the proposal, showing buildings, mature trees, topography, and other structures.
  - h. Elevation and location of flood hazard boundaries.
  - i. The location, width, name, and approximate centerline grade and curve radii of all streets; the relationship of all streets to any projected streets planned by the City; indication as to whether roads will continue beyond the plat; and existing and proposed grade profiles.
  - j. Lot and block numbers.
6. A conceptual plan shall be provided for complete subdivision or partitioning of the property, as well as any adjacent vacant or underutilized properties, so that access issues may be addressed in a comprehensive manner. The concept plan shall include documentation that all options for access have been investigated including shared driveways, pedestrian accessways, and new street development.

7. A detailed narrative description demonstrating how the proposal meets all applicable provisions of this title and Title 19.
8. Plans and drawings as necessary to demonstrate compliance with all applicable provisions of chapters of this title and Title 19.
9. A drainage summary report and plan that demonstrates estimated pre- and post-development flows, stormwater collection and management measures, and proposed discharges.
10. Proposed deed restrictions, if any, in outline form.
11. Improvements to be made by the developer and the approximate time such improvements are to be completed. Sufficient detail regarding proposed improvements shall be submitted so that they may be checked for compliance with the objectives of this title, State law, and other applicable City ordinances. If the nature of the improvements is such that it is impractical to prepare all necessary details prior to approval of the preliminary plat, the additional details shall be submitted with the request for final plat approval.
12. 12 copies of a location plan drawn to an appropriate scale (on paper no larger than 8½ by 11 inches) showing nearest cross streets, drives opposite the site, and location of buildings and parking areas on adjoining lots.

**Application Procedures**

1. A preapplication conference with City staff is highly recommended.
2. Appointments may be made for review of preliminary plat requirements through the Planning Department in advance of formal submission.
3. The Planning Department coordinates with appropriate City departments, the Fire District, and other involved agencies as needed.
4. Applications will be screened for completeness at the time of submission. Incomplete applications will not be accepted.

***Please contact Milwaukie Planning staff at 503-786-7630 for any questions or help with this form.***

_____	_____	_____
Applicant Name	Applicant Signature	Date
_____	_____	_____
Waived Items	Signature of Milwaukie Planner	Date