



City of Canby
 Planning Department
 222 NE 2nd Avenue
 P.O. Box 930
 Canby, OR 97013
 Ph: 503-266-7001
 Fax: 503-266-1574

LAND USE APPLICATION

FINAL PLAT APPLICATION

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

Applicant Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ① All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ③ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

_____ Total Size of _____ Assessor Tax Lot Numbers
 Street Address or Location of Subject Property Property

_____ Zoning _____ Comp Plan Designation
 Previous Land Use Actions

Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

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***All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email:
PlanningApps@canbyoregon.gov***

Responsibilities of applicant.

The applicant must submit a complete application. This includes all items in this checklist. Incomplete applications or final plats submitted without accompanying evidence will slow the review process.

Following the action of the City in conditionally approving a tentative plat for a subdivision or partition, the applicant shall be responsible for the completion of all required improvements, or the posting of adequate assurances in lieu thereof, to the satisfaction of the City, prior to transfer of title of any of the lots involved.

The applicant is responsible for supplying a narrative with accompanying objective evidence (maps, diagrams, photos, communications, receipts etc.) to demonstrate how each condition of approval has been satisfied. If a condition of approval is not met at the time of submittal, an explanation regarding how the condition will be met, who will be involved in its completion and an estimate timeline is required. **Applications without accompanying narratives will be deemed incomplete.**

Submittal of plat.

Within one year after approval of the tentative plat, the subdivider shall cause the subdivision, major or minor land partition or any part thereof to be surveyed and a plat prepared in conformance with the tentative plat, as approved. The subdivider shall submit the original hardboard drawing, a Mylar copy, and any supplementary information to the City.

If the subdivider wishes to proceed with the subdivision or partition after the expiration of the one-year period following the approval of the tentative plat, they must formally request an extension of time, in writing, stating the reasons therefore. The City shall review such requests and may, upon finding of good cause, allow a time extension of not more than six additional months, provided that the request for the time extension is properly filed before the end of the one-year approval period.

Information required on plat.

In addition to that required for the tentative plat or otherwise specified by law, the following information shall be shown on the plat:

- Date, north point and scale of drawing;
- Legal description of the tract boundaries;
- Name and address of the owner or owners, subdivider, engineer or surveyor, and land planner or landscape architect;
- Tract boundary lines, right-of-way lines of streets and lot lines with dimensions, bearings or deflection angles and radii, arcs, points or curvature and tangent bearings. All bearings and angles shall be shown to the nearest one second and all dimensions to the nearest 0.01 foot. If circular curves are proposed in the plat, the following data must be shown in tabulation form: curve radius, central angles, arc length, length and bearing of long chord. All information shown on the face of the plat shall be mathematically accurate;

- Easements denoted by fine dotted lines, clearly identified and, if already of record, their recorded reference. If an easement of record is not definitely located, a statement of the easement shall be given. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the subdivision shall be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificates of dedication;
- Name and right-of-way width of each street or other designated rights-of-way;
- Any building setback lines, if more restrictive than otherwise required in Division III;
- Numbering of blocks consecutively within the subdivision and numbering of lots within each block;
- Location and purpose for which sites, other than residential lots, are dedicated or reserved;
- Easements and any other areas for public use dedicated without any reservation or restriction whatever;
- A copy of any deed restrictions written on the face of the plat or prepared to record with the plat with reference on the face of the plat;
- The following certificates which may be combined where appropriate:
 1. A certificate signed and acknowledged by all parties having any record title interest in the land, consenting to the preparation and recording of the plat,
 2. A certificate signed and acknowledged as above, dedicating all land intended for public use except land which is intended for the exclusive use of the lot owners in the subdivision, their licensees, visitors, tenants and servants.
 3. A certificate with the seal of, and signed by, the engineer or the surveyor responsible for the survey and final plat,
 4. Other certifications now or hereafter required by law;
- Where any portion of the platted area is subject to inundation in the event of a one-hundred-year flood, that area shall be clearly indicated on the final plat.

Information to accompany plat.

The following data shall accompany the final plat:

- A narrative with accompanying objective evidence (maps, diagrams, photos, communications, receipts etc.) to demonstrate how each condition of approval has been satisfied. If a condition of approval is not met at the time of submittal, an explanation regarding how the condition will be met, who will be involved in its completion and an estimated timeline is required. **Applications without accompanying narratives will be deemed incomplete.**
- A preliminary title report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary and their interest in the premises;
- Sheets and drawings showing the following:

1. Traverse data including the coordinates of the boundary of the subdivision, major or minor land partition and ties to section corners and donation land claim corners, and showing the error of closing, if any,
2. The computation of distances, angles, and courses shown on the plat,
3. Ties to existing monuments, proposed monuments, adjacent subdivisions, street corners and state highway stationing;

- A copy of any deed restrictions applicable to the subdivision, major or minor land partition;
- A copy of any dedication requiring separate documents;
- A certificate by the City that the subdivider has complied with the requirements for bonding or otherwise assured completion of required improvements; and
- A certificate of the subdivider of the total cost or estimate of the total cost for the development of the subdivision, major or minor land partition in accordance with the provisions and requirements of this title or any other ordinance or regulation of the city relating to subdivision development. This certificate is to be accompanied by a final bid estimate of the subdivider's contractor, if there is a contractor engaged to perform the work, and the certificate of the total cost estimate must be first approved by the city engineer.

Technical plat review.

A. Upon receipt by the City, the plat and other data shall be reviewed to determine that the subdivision, major or minor land partition as shown, is substantially the same as it appeared on the approved tentative plat and that there has been compliance with provisions of the law and of these regulations.

B. The City may make such checks in the field as are desirable to verify that the plat is sufficiently correct on the ground, and their representatives may enter the property for this purpose.

C. If the City determines that full conformity has not been made, the City shall advise the subdivider of the changes or additions that must be made and shall afford the subdivider an opportunity to make the changes or additions.

Planning Director's approval.

Approval of the plat shall be indicated by the signature of the Planning Director or their designee. After the plat has been approved by all city and county officials, one reproducible copy of all data (plat face, dedications, certificates, approvals), one copy of all plat data in digital format, and one copy of recorded restrictive and protective covenants shall be returned to the City Planning Department.

Filing of final plat.

Approval of the plat by the City shall be conditioned on its prompt recording. The subdivider shall, without delay, submit the plat to the County Assessor and the county governing body for signatures, as required by Oregon Revised Statutes Chapter 92. The plat shall be prepared as provided by Oregon Revised Statutes Chapter 92.

Approval of the final plat shall be null and void if the plat is not recorded within six months of the

date of the signature of the Planning Director.