

LAND DIVISION

PERMIT APPLICATION PACKET

GETTING
STARTED

APPLICATION
OVERVIEW

PROJECT
WORKSHEET

APPLICATION
REQUIREMENTS

ENGINEERING
PLAN REVIEW



Find your happy place



City of Happy Valley Land Division Application Packet

The Happy Valley Economic and Community Development Department is committed to making sure Happy Valley is a place people want to live, work, and play. The Department is responsible for implementing the City's Comprehensive Plan and Land Development Code and reviewing land use applications to ensure compliance with these documents.

The City is also committed to providing applicants with the necessary information to make the land use review process as smooth as possible. This packet is your guide to completing a land division in the City of Happy Valley. A land division can be as simple as dividing one lot into two or as complex as a large, multiple lot subdivision.

Regardless of the size of your land division project, this packet is designed to help you through the process and answer questions such as:

- **What information is required for a land division application?** See the [land use submittal overview](#) and application checklist.
- **How much will the process cost?** See the [project worksheet](#) to fill out and estimate your costs.
- **After I submit my application, what happens?** See the [land use process diagrams](#).
- **When can I construct improvements and sell lots?** See the [platting and engineering review process diagram](#).
- **How long will the process take?** See the [land use process diagrams](#) for time frames associated with land use review. Timelines associated with the platting and engineering plan review are less predictable and depend on the complexity of the project. See the [platting and engineering review diagram](#) for an outline of the process.

Let's Get Started

To ensure a cost-effective and timely process, it's imperative to follow all of the instructions included in this packet. **The introductory pages of this packet are to help you in this process and are not required in your final submittal.**

➤ **All pages after the "Required Application Forms" divider page are required as a part of your submittal.**

It is the policy of the Planning Division to review all applications at the time of submittal. If all of the required attachments listed below are not included with the application, the application will not be accepted for processing. Please use the checklist to verify that all required items are submitted with your application.

Upon acceptance of the application, a completeness review will be issued within 30 days.

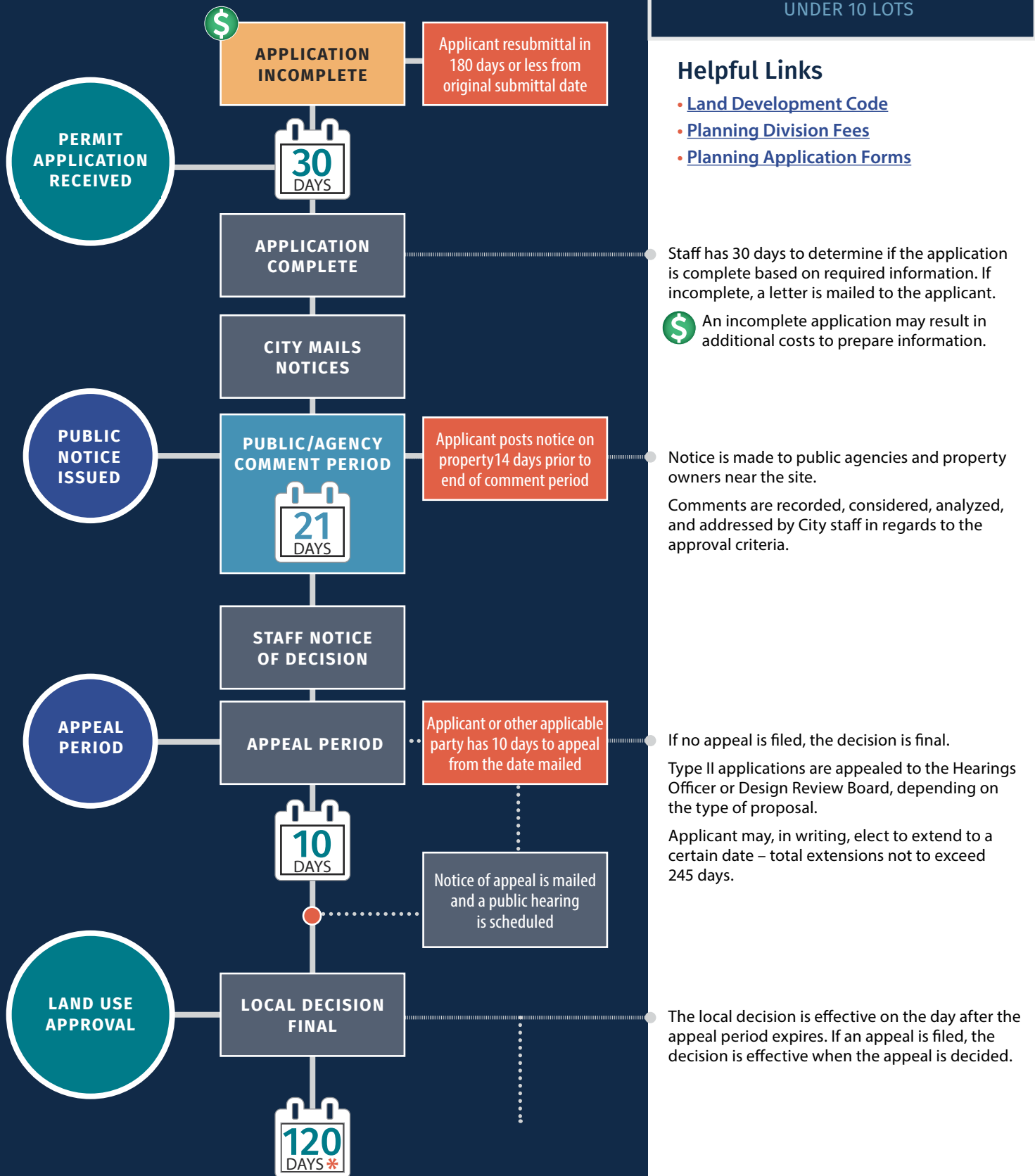
Land Division Packet Contents

- **Land Use Process Diagrams** – flow charts identifying the land use review process and timeline for land divisions based on the number of lots proposed.
 - Type II process – nine or fewer lots
 - Type III – Hearing Officer process – 10 to 49 lots
 - Type III – Planning Commission process – 50 or more lots
- **Land Use Submittal Overview** – a brief overview of the information required for any land division application.
- **Project Worksheet** – a helpful tool for applicants to estimate project costs.
- **Land Use Application Requirements** – information required to be submitted with your land use application.
- **Platting Process and Engineering Review** – an overview of the process following land use approval, which is required before you can construct improvements and sell lots.

Information included in this packet is intended to help applicants through the land division process and does not replace any requirements included in the Land Development Code. Land Divisions are addressed in [Chapter 16.63](#).

LAND USE PROCESS | TYPE II

UNDER 10 LOTS



Helpful Links

- [Land Development Code](#)
- [Planning Division Fees](#)
- [Planning Application Forms](#)

Staff has 30 days to determine if the application is complete based on required information. If incomplete, a letter is mailed to the applicant.

\$ An incomplete application may result in additional costs to prepare information.

Notice is made to public agencies and property owners near the site.

Comments are recorded, considered, analyzed, and addressed by City staff in regards to the approval criteria.

If no appeal is filed, the decision is final.

Type II applications are appealed to the Hearings Officer or Design Review Board, depending on the type of proposal.

Applicant may, in writing, elect to extend to a certain date – total extensions not to exceed 245 days.

The local decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

* Diagram reflects City of Happy Valley code requirements. Oregon State law requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or to waive the 120 Day Rule.

Requires Applicant Action

LAND USE PROCESS | TYPE III

HEARING OFFICER PROCESS: 10-49 LOTS

Helpful Links

- [Land Development Code](#)
- [Planning Division Fees](#)
- [Planning Application Forms](#)

Staff has 30 days to determine if the application is complete based on required information. If incomplete, a letter is mailed to the applicant.

\$ An incomplete application may result in additional costs to prepare information.

The City publishes newspaper notice 14 days prior to hearing and notice is made to public agencies and property owners near the site.

Comments are recorded, considered, analyzed, and addressed by City staff in regards to the approval criteria.

A hearing may be continued or left open to obtain more information or further review the current information received.

Written decision issued 14 days after close of hearing/record. Notice of decision mailed by City within 10 business days.

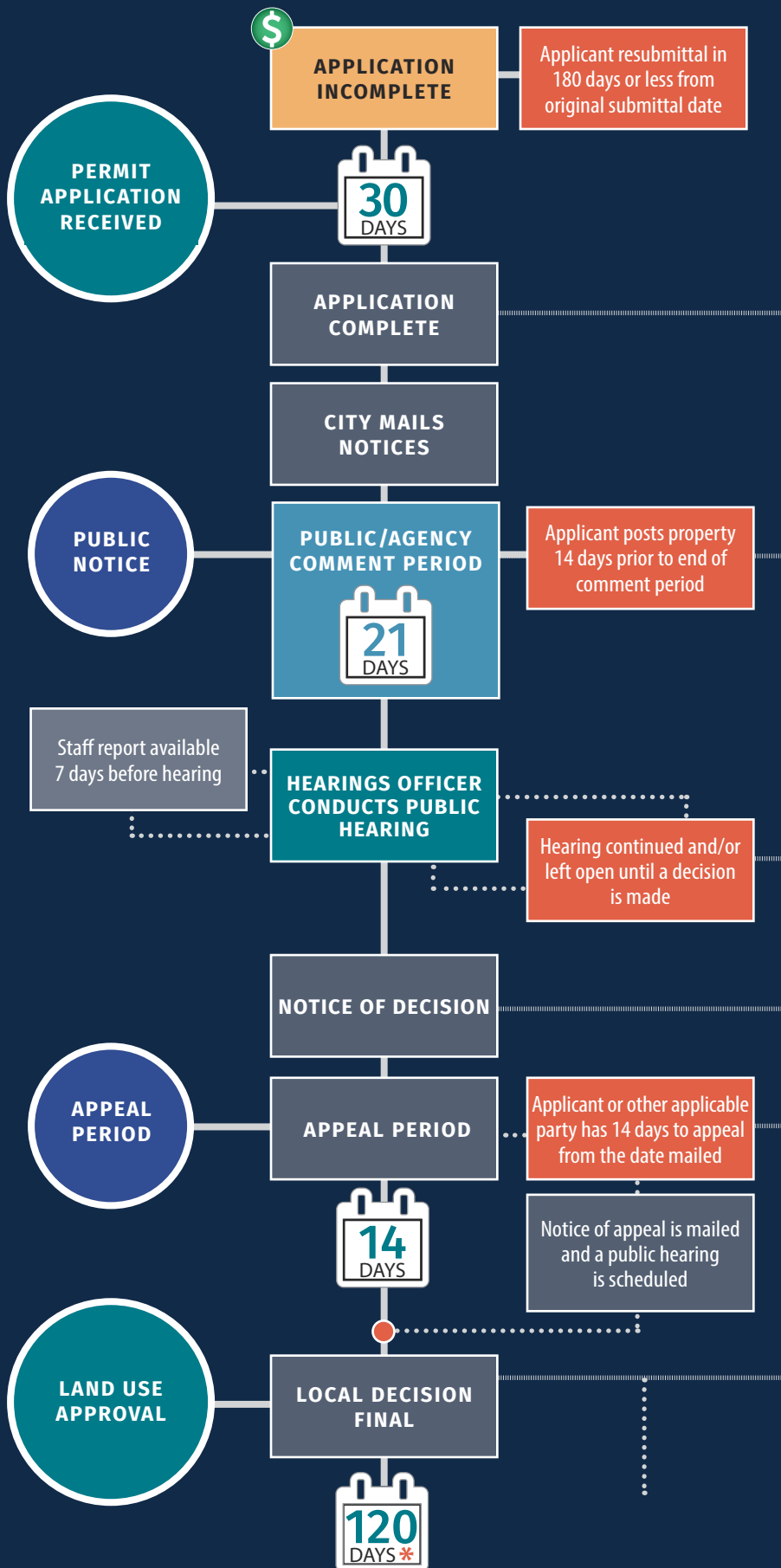
14-day appeal period from date mailed. If no appeal is filed, the decision is final.

Type III applications are appealed to the City Council.

Applicant may, in writing, elect to extend to a certain date – total extensions not to exceed 245 days.

The local decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

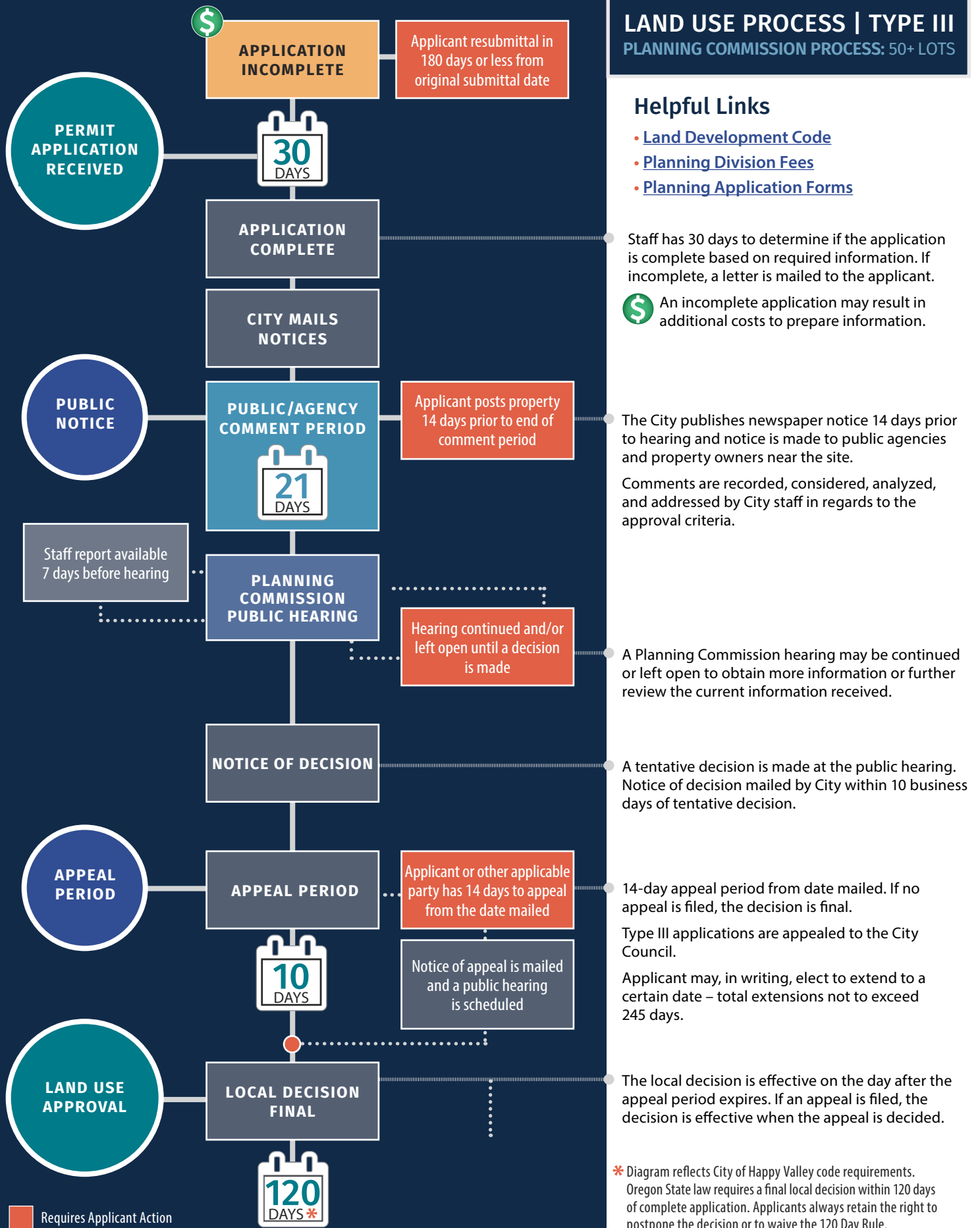
* Diagram reflects City of Happy Valley code requirements. Oregon State law requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or to waive the 120 Day Rule.



Requires Applicant Action

LAND USE PROCESS | TYPE III

PLANNING COMMISSION PROCESS: 50+ LOTS



Helpful Links

- [Land Development Code](#)
- [Planning Division Fees](#)
- [Planning Application Forms](#)

Staff has 30 days to determine if the application is complete based on required information. If incomplete, a letter is mailed to the applicant.

\$ An incomplete application may result in additional costs to prepare information.

The City publishes newspaper notice 14 days prior to hearing and notice is made to public agencies and property owners near the site.

Comments are recorded, considered, analyzed, and addressed by City staff in regards to the approval criteria.

A Planning Commission hearing may be continued or left open to obtain more information or further review the current information received.

A tentative decision is made at the public hearing. Notice of decision mailed by City within 10 business days of tentative decision.

14-day appeal period from date mailed. If no appeal is filed, the decision is final.

Type III applications are appealed to the City Council.

Applicant may, in writing, elect to extend to a certain date – total extensions not to exceed 245 days.

The local decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

* Diagram reflects City of Happy Valley code requirements. Oregon State law requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or to waive the 120 Day Rule.

Requires Applicant Action

What information must I provide and how much will it cost?

Each land division is unique in its requirements and costs. However, the following information is required for any land division application.

Specific application requirements are identified on the application checklist included in the Land Use Application Requirements section of this packet. General requirements that apply to all land divisions are identified below.

Pre-Application Conference

Prior to submitting a land division application, a pre-application conference with the City is required for all land divisions, regardless of the number of lots included in the proposal. Pre-application conferences will provide you with an opportunity to discuss with a City planner the specific requirements associated with your project. Requirements and procedures for a pre-application conference are described in Section 16.61.060 of the Happy Valley Land Development Code.

Application Form

A complete application form and statement of disclosure is required for all land division applications. The application form and statement of disclosure are included in the Land Use Application Requirements section of this packet.

Application Checklist

The application checklist should be used to verify that all required items are submitted.

Application Fee

All land divisions require payment of an application fee. The amount of the fee depends on the complexity of the application. Fees are identified on the City's fee schedule.

Application Material Preparation

All land divisions require the applicant to prepare information, such as a site plan and written project narrative. The costs associated with preparing these materials will depend on the complexity of the application. The project worksheet on the following page is provided to help you estimate the cost of preparing these materials for your specific application. This worksheet is not a required submittal item.

Please note that the above requirements are general guidelines and each permit process is unique.

If you have any questions about specific information to include with your application, [Happy Valley staff](#) can assist you.

PROJECT WORKSHEET

The project worksheet is not required as part of your submittal to the City and is only provided to help you identify the costs associated with preparing an application for a land division.

Submittal requirements are identified in the left column and the cost column is left blank for you to fill in with the cost estimate associated with your specific application. To determine the cost estimates, you will likely need to coordinate with your project consultants and/or the technical experts you have retained to help you prepare the required information.

Submittal Requirements (some items listed may not be applicable to your specific application)	Cost
Project Narrative	
Project Plans	
Existing Conditions Plan	
Preliminary Site Plan/Plat	
Preliminary Grading/Erosion Control Plan	
Preliminary Landscape Plan	
Tree Inventory and Removal Plan	
Public Utilities Plan	
Street/Profile Plan	
Neighborhood Circulation Plan	
Slope Analysis/Density Calculations	
Open Space and Recreational Plan	
Traffic Impact Analysis Preparation	
Geotechnical Analysis	
Stormwater Analysis	
Wetland Delineation/Report/Natural Resources Assessment	
Notification Mailing Labels	
Public Facilities and Services Impact Study	
Preliminary Conditions, Covenants, and Restrictions	
Total	

APPLICATION REQUIREMENTS

LAND DIVISION

Find your happy place



ENGINEERING PLAN REVIEW

LAND DIVISION

Find your happy place



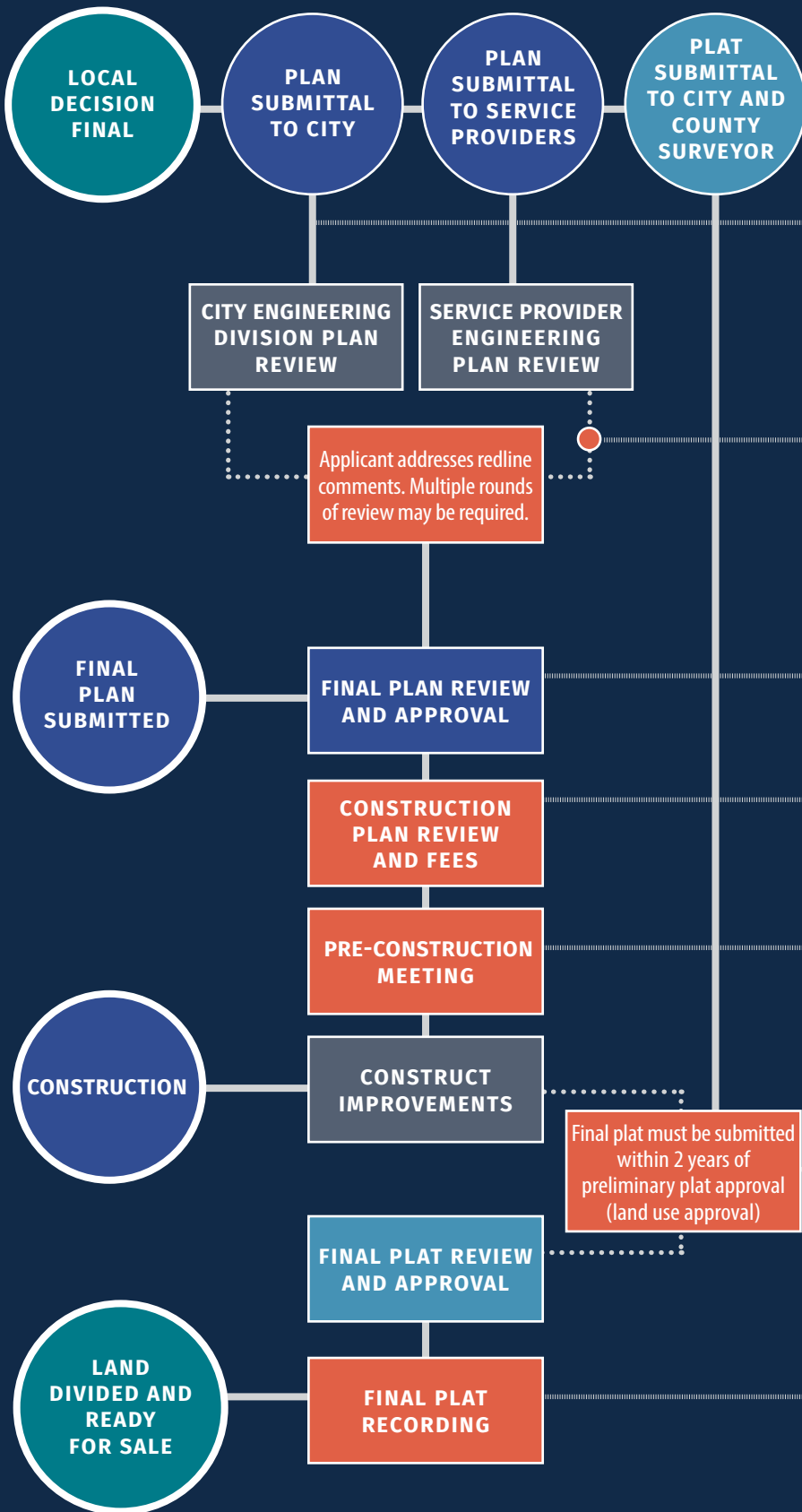


Engineering Plan Review and Final Plat

After you have obtained your land use approval for your preliminary plat, you are ready to prepare engineering drawings for the required improvements (roads, utilities, etc.) and complete the engineering plan review process.

The chart on the following page outlines the process to complete engineering/construction plan review, construct the required improvements, and file and record the final plat. Additional details are provided in the engineering plan review application packet, and Engineering Division staff are available to answer questions.

ENGINEERING PLAN REVIEW PROCESS



Helpful Links

- [Engineering Plan Review Process and Application Packet](#)

Design Engineer simultaneously submits plans for approval to the Building Division and the City's service providers.

The Engineering Division and service providers will review the plans independently and provide redlines to the applicant to revise accordingly.

The applicant submits final revised drawings for approval after all redlines have been addressed and permits obtained from service providers.

Prior to approval, the developer submits the Construction Plan Review and inspection fees. The developer must also submit a financial guarantee for the improvements as required in Section 16.50.080 of the City's Municipal Code.

The developer's design Engineer is responsible for arranging the pre-construction meeting between principal representatives of the engineer, contractor, developer, City, and WES at the City offices.

Construction plans are approved at the pre-construction meeting.

Final plat can be submitted and reviewed by the City and County surveyor concurrent with engineering plan review. However, it cannot be recorded until improvements are constructed or 80% complete and 20% bonded.

The developer submits final plat to Clackamas County Surveyor for recording.

■ Requires Applicant Action