







Subdivision Checklist

Applicants are encouraged to meet with adjacent property owners, neighborhood representatives, and any active neighborhood/community organization prior to submitting their application to the City in order to solicit input and exchange information about the proposed development.

(P) = Contact the Planning Division with any questions regarding this item.

(E) = Contact the Engineering Division with any questions regarding this item.

Submitted	Requirement
1. <input type="checkbox"/>	Application Form / Property Owner Signature Form (P)
2. <input type="checkbox"/>	Narrative (P/E) A detailed description of the proposed development and findings for all applicable approval criteria. The narrative must also include a table illustrating overall density, density by dwelling types, streets, parks, playgrounds, dedicated lands, open space, and details of any density bonus or calculations.
3. <input type="checkbox"/>	Existing Conditions Site Plans A site plan or series of site plans approved by an Oregon Professional Land Surveyor including: <ul style="list-style-type: none"><input type="checkbox"/> The map scale, date, address, map and tax lot, and north arrow. (P)<input type="checkbox"/> A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the designer, and engineer and surveyor. (P)<input type="checkbox"/> Map of the site boundaries. (P)<input type="checkbox"/> The location, size and species of trees having a caliper (diameter) of 6" or greater at 4' above grade. (P)<input type="checkbox"/> Potential natural hazard areas, including any floodplains, areas subject to high water table, landslide areas, and areas having a high erosion potential including areas within the Flood Management Overlay Zone, Steep Slopes Development Overlay Zone, Historic Overlay Zone, or Natural Resources Overlay Zone. (P)<input type="checkbox"/> Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainageways, canals and ditches. (E/P)<input type="checkbox"/> Location, width, and names of all existing or platted streets, alleys, and right-of-way on and abutting the site. (E)<input type="checkbox"/> Width, location, and purpose of all existing easements of record on and abutting the site. (E)<input type="checkbox"/> Location of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one. (E)<input type="checkbox"/> Topographic survey data shown by contour lines at 5' vertical intervals for ground slopes 15% and greater, and at 2' intervals for ground slopes of less than 15%. (E)<input type="checkbox"/> The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes). (E)

4.  **Site Plan of Proposed Development**
A site plan or series of site plans approved by an Oregon Professional Engineer including:
- ☐ The map scale, date, address, map and tax lot, and north arrow. *(P)*
 - ☐ A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the designer, and engineer and surveyor. *(P)*
 - ☐ Map of the site boundaries. *(P)*
 - ☐ Proposed name of subdivision. This name must not duplicate the name of another subdivision in Clackamas County (please check with County Surveyor). *(P)*
 - ☐ Lots and tracts with approximate dimensions, area calculation, and identification number. *(P)*
 - ☐ Setback for each buildable property. *(P)*
 - ☐ Changes to navigable streams, or other watercourses. Status of public access to these areas shall be shown on the preliminary plat, as applicable. *(P)*
 - ☐ A street tree plan showing the overall length of the frontage as well as the location and size of existing street trees and the proposed location, size, and species of new street trees. *(P)*
 - ☐ Proposed uses of the property, including all areas to be dedicated to the public or reserved as open space for surface water management, recreation, etc. *(P/E)*
 - ☐ Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and profiles showing approximate finished street centerline grades. *(E)*
 - ☐ Location, width and purpose of all proposed easements. *(E)*
 - ☐ Proposed improvements and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.). *(E)*
 - ☐ The approximate location and identity of utilities, including the water, sewer, stormwater, and street lighting fixtures. Identify the proposed source of domestic water, method of sewage disposal, and method of surface water drainage and treatment if required. *(E)*
 - ☐ Preliminary grading plan with contour lines at 5' vertical intervals for ground slopes 15% and greater, and at 2' intervals for ground slopes of less than 15%. *(E)*
5.  **Neighborhood Circulation Plan** *(E)*
that conceptualize future street plans and lot patterns to undeveloped parcels within 500' of the subject site. Circulation plans include future vehicular/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points.
6.  **Traffic Impact Study** *(E)*
7.  **Preliminary Sewer Analysis** *(E)*
Proposed improvements necessary to meet City and Clackamas Water Environment Services (WES) standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users, including the system's capacity to serve the additional development, necessary mitigation, and of the need for annexation into any service district.
- ☐ Obtain WES Service Provider Letter if in District *(E)*

8. ☐ **Preliminary Water Analysis** (E)
Proposed improvements necessary to meet City and water provider standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users, including the system's capacity to serve the additional development, necessary mitigation, and of the need for annexation into any service district.
9. ☐ **Preliminary Stormwater Analysis** (E)
Hydrologic consideration shall include the effect upon the watershed in which the project is located, the effect upon the immediate area's stormwater drainage pattern of flow, the impact of the proposed development upon downstream area, and the effect upon the groundwater supply. Proposed improvements necessary to meet City and Clackamas Water Environment Services (WES) standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users, including the system's capacity to serve the additional development, necessary mitigation, and of the need for annexation into any service district.
☐ Obtain WES Service Provider Letter if in District (E)
10. ☐ **Geotechnical Analysis** (E)
Geotechnical considerations including the erosion potential, stability, bearing qualities of the soil, and geologic formations; soil permeability and infiltration rates; and the soil quality for the proposed use.
11. ☐ **Operation and Maintenance Proposal** (E/P)
Preliminary documents providing for maintenance of open space and dedication of public spaces, development rights, easements, drainageways and land dedications or fees in lieu thereof.
12. ☐ **Phasing Plan (if Applicable)** (P/E)
Identify if the project will be constructed over phases and the associating locations and details for each phase.
13. ☐ **Pre-Application Conference Notes from Planning and Engineering Divisions** (P/E)
14. ☐ **Qualifications of Proposed Design Team** (P)
The plan must be prepared by professionals qualified in at least two of the four following: (i) a licensed architect, (ii) a registered professional engineer, (iii) a registered landscape architect, or (iv) a member of the American Planning Association.
15. ☐ **Department of State Lands/Army Corps of Engineers Coordination** (P)
Evidence of written notice to the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands and other sensitive lands.
16. ☐ **Roadway Coordination** (E)
Evidence of contact with the road authority for any development requiring access to its facility(ies).
17. ☐ **A Current Preliminary Title Report or Trio for the Subject Site(s)** (P)

18. ☐ **Mailing Labels for Owners within 300 Feet of the Subject Site** *(P)*
The names and addresses of property owners within 300 feet of the site from a title company or from the Clackamas County Tax Assessor. An electronic *and* physical copy of the mailing labels is required.
19. ☐ **Electronic Version of All Application Materials** *(P)*
20. ☐ **All Required Application Fees** *(P)*
21. ☐ **Additional Information or Reports** *(P/E)*
If Required in Pre-Application Conference or required by any environmental overlays.

Incomplete applications will not be processed.

Updated April 21, 2023