



SUBDIVISION APPLICATION

**Applications will no longer be accepted by email or mail.
All applications must be submitted in person.**

Planning Division
5155 Silverton Rd. NE
Salem OR 97305
Ph. (503) 588-5038 Email: Planning@co.marion.or.us
<http://www.co.marion.or.us/PW/Planning>

PRE-APPLICATION CONFERENCE:

Prior to submitting a Subdivision Application for property in Marion County, a pre-application conference is required (form attached). The meeting will enable staff to review the proposal and determine if the subdivision is consistent with the intent of the Zone Code and the Comprehensive Plan and whether public services are required and available. Check with Planning staff for more information.

PROCEDURE:

- A. Once a complete application is received, the Planning Division will request comments from other County departments and affected agencies and special districts.
- B. A public hearing before the Marion County Planning Commission, to take place in approximately 5-7 weeks, will be scheduled. The applicant will be notified by letter of the date for the public hearing.
- C. Planning staff will review the application for compliance with the County Comprehensive Plan, County Zone Code, Statewide Planning Goals, and other applicable regulations and prepare a staff report for the public hearing. A copy of the staff report will be mailed to the applicant at least 7 days prior to the hearing.
- D. Notice of the public hearing will be mailed to the applicant and property owners within the notification area not less than 21 days prior to the scheduled hearing. After the public hearing is closed, the Planning Commission will issue a decision denying or approving the request.
- E. Notice of the decision is sent to the applicant and those testifying or requesting a copy. Please note there is a 15-day appeal period. The appeal process and conditions, if approved, are explained in the Notice of Decision.

APPLICATION REQUIREMENTS:

Do not double-side or spiral bind any documents being submitted as our office will be scanning this information.

Incomplete applications will not be accepted. A complete application consists of the following that must be submitted:

- A. The attached application form filled out in ink.
- B. Copy of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the parent parcel. Available at the Clerk's Office, 2nd floor, 555 Court St. NE, Salem.
- C. A scale drawing, **preferably no larger than 11x17**, of the proposed subdivision with the following details shown:
 1. Driveway access points (existing and proposed) and easements (existing and proposed).

2. Location of all existing or proposed roads within or on the boundary of the proposed subdivision.
 3. Source of water and location and method of sewage disposal.
 4. Lot layout and approximate dimensions of each proposed lot.
 5. Location of all existing buildings within the proposed subdivision and their present uses. Those to remain shall be indicated.
 6. Location, size, and use of all contemplated and existing public or common areas within the proposed subdivision, and a description of the adaptability of the area for uses contemplated.
 7. Location and kind of public utilities in or adjacent to the proposed subdivision, if possible, the location should be shown on the vicinity map.
 8. Location of any existing or proposed drainageways, ditches or easements in or adjacent to the proposed subdivision.
 9. Topography, including accurate contours, within and adjacent to the proposed subdivision. The base for such information shall be the datum obtained from an official bench mark in Marion County or the City of Salem or recognized USGS elevations, provided its location, description and elevation is furnished. Datum used shall be identified.
 10. True north, scale, and date.
- D. Township, range, and section in which the subdivision is located.
- E. Total land area of the proposed subdivision and approximate size of each lot.
- F. An outline of proposed restrictions or covenants, if any.
- G. If the property is within a Sensitive Groundwater Overlay Zone, any study of water supply required by Chapter 17.181 of the Rural Zone Code shall accompany the application. If the Code requires peer review of the study, this must also be submitted with the Subdivision application. See the attached instructions, *“Water Studies for Subdivisions.”*
- H. Prior to submitting the application, the Zone Code requires a pre-application conference (form attached).
- I. If the property is within the Geologically Hazardous Overlay Zone, any study required by Chapter 17.182 of the Rural Zone Code shall accompany the application. If the Code requires peer review of the study, this must also be submitted with the Subdivision application.
- J. Filing fee - make check payable to Marion County.

Please note: Land development fees are charged by various offices within Marion County Public Works. Most development requests are reviewed by a number of these offices and there may be several fees you will incur during the development process. Customers can mistakenly believe the first fee(s) they pay covers all the costs for their development request. For example, if this subdivision application is approved you will be required to pay the County Surveyor's Office a Subdivision Plat Check fee and Post Monumentation Plat Check fee. Contact the County Surveyor (503-588-5155) or Planning Division for more information.

NOTE: If all of the required information is not submitted with the application form, it will not be accepted. If the application is withdrawn after a file has been set up or fee deposited, the entire fee cannot be refunded. Partial refunds are at the discretion of the Planning Division based on the amount of staff work undertaken.



Marion County

OREGON

Planning Division

Pre-Application Conference

What is a Pre-Application Conference?

Pre-application conferences provide applicants an opportunity to present land use development proposals to County staff and other interested agencies prior to submitting land use applications. This advance discussion allows applicants an opportunity to ask questions about applicable codes, required permits and fees, hearings and notices, and timelines. It also allows County staff an opportunity to review preliminary development plans and provide comments to the applicant regarding the project and design. This feedback, early in the development process, can help applicants avoid major plan revisions that are more cumbersome to change after land use applications have been submitted.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, county staff reserves the right to determine specific requirements after receiving official development applications. Information obtained during a pre-application conference is subject to subsequent changes in zoning and other applicable regulations. A pre-application conference does not lock in any fees or development requirements in any way.

Subdivision or Planned Unit Development Applications – The Zone Code requires a pre-application conference prior to submittal of a Subdivision Application for property in Marion County.

Pre-Application Conference Fee

Payment of a Pre-Application Conference fee is due when you submit the Pre-Application Conference Request form (attached).

To Schedule a Pre-Application Conference

In Person – Forms may be submitted in person, along with the required materials and fee, at the Marion County Planning Division, 5155 Silverton Rd. NE, Salem.

By Mail – Forms may be mailed, provided the form is completed in full, a check for the fee is enclosed, and all required materials are included. Mail to: Marion County Planning Division, 5155 Silverton Rd. NE, Salem, OR 97305. Please keep in mind the County is not responsible for the loss of any materials sent by mail.

Required Materials

Completed Pre-Application Conference Request form
Pre-Application Conference fee
Preliminary site plan drawing

Scheduling the Pre-Application Conference

Planning Division staff will contact you by telephone or email to schedule a date and time. Conferences will be scheduled as soon as possible following receipt of your completed form and materials. Please be advised that incomplete information or vague development plans may result in a delay in scheduling your meeting.

PLANNING DIVISION

**SUBDIVISION/PLANNED UNIT DEVELOPMENT
PRE-APPLICATION CONFERENCE REQUEST**

Fee: \$300

Please complete the following information:

APPLICANT:

APPLICANT REPRESENTATIVE (Primary Contact):

NAME _____

NAME _____

MAILING ADDRESS

MAILING ADDRESS

PHONE _____

PHONE _____

FAX _____

FAX _____

E-MAIL _____

E-MAIL _____

SITE ADDRESS _____

SITE SIZE _____

EXISTING USE, STRUCTURES, AND WATER BODIES _____

BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT ON THE SITE

Submit, **size 8½" x 11" or 11"x 17"**, at least one copy of the following item:

√ Preliminary site plan drawing showing elevations, existing structures, and proposed property division, drawn to scale, demonstrating the nature of the proposed development in enough detail to allow County staff and other agencies to review and comment.

SIGNATURE _____ DATE _____

STAFF USE ONLY – DO NO WRITE BELOW

Date Received _____ Accepted By _____ Fee Paid
Conference Date/Time _____ Planner Assigned _____
Internal Routing: Planner Engineering Traffic Building Fire Dist. _____
 Other

Water Studies for Subdivisions

Chapter 17.181 of the Marion County Rural Zone Code requires certain materials be submitted with applications for subdivisions in the AR zone and within the boundaries of the Sensitive Groundwater Overlay Zone (SGO). A summary of the requirements is provided below.

Water Studies

Chapter 17.181 of the Marion County Rural Zone Code contains the requirements of the Sensitive Groundwater Overlay Zone and establishes a “threshold lot size” of 5 (five) acres. If the size of the smallest lot of the subdivision is larger, in acres, than the threshold lot size, the County will presume your development will not result in long-term over-use of the groundwater resource in the area of the property. If the average lot size of the subdivision is smaller than the threshold, a “Hydrogeology Review” must be prepared, peer reviewed, and then submitted **with the subdivision application**. The application will not be accepted without it.

A Hydrogeology Review is a detailed examination of information regarding the geology and water use in the vicinity of the request, and it must be completed by a registered geologist. Chapter 17.181 of the Rural Zone Code explains the requirements for a Hydrogeology Review. As noted above, Hydrogeology Reviews are reviewed by another registered geologist (a process called “peer review”). The peer reviewer is a geologist on contract with the County. If your subdivision application needs to include a Hydrogeology Review, you must *first* submit an application for peer review because the study *and* the peer review need to be **submitted with the subdivision application**.

Chapter 17.181 of the Rural Zone Code requires further study of the water supply if the Hydrogeology Review shows that the development may cause or worsen a groundwater supply problem in the area of the request. If this is the case, a “Hydrogeology Study” is required. Hydrogeology Studies are similar to Hydrogeology Reviews, except they are more in-depth and include development of new data regarding the groundwater resource, rather than just a review of existing information. Hydrogeology Studies are also subject to peer review.

Well Monitoring

In addition to completing a study of groundwater conditions, Chapter 17.181 requires an approved water-level monitoring plan for all subdivisions. Well monitoring plans are subject to peer review and must be approved by Marion County. Chapter 17.181 explains the procedures for developing a well monitoring plan and collecting water level measurements in section 17.181.120(B).



Do not double-side or spiral bind any documents being submitted

Fee: Please check the appropriate box:

- | | |
|---|--|
| <input type="checkbox"/> Subdivision - \$1880+\$20/lot | <input type="checkbox"/> Replat - \$2255 |
| <input type="checkbox"/> Subdivision in an SGO Zone - \$2500+\$20/lot | <input type="checkbox"/> Phases - \$750 |
| <input type="checkbox"/> Amend Conditions - \$800 | |

PROPERTY OWNER(S):	ADDRESS, CITY, STATE, AND ZIP:
PROPERTY OWNER(S) (if more than one):	ADDRESS, CITY, STATE, AND ZIP
APPLICANT REPRESENTATIVE:	ADDRESS, CITY, STATE, ZIP
DAYTIME PHONE (if staff has questions about this application):	E-MAIL (if any):
ADDRESS OF SUBJECT PROPERTY:	TOTAL PROPERTY ACREAGE: ACREAGE TO BE SUBDIVIDED:
THIS APPLICATION IS MADE FOR APPROVAL OF A PROPOSED (check one): <input type="checkbox"/> SUBDIVISION <input type="checkbox"/> PLANNED UNIT DEVELOPMENT	
WILL A RAILROAD HIGHWAY CROSSING PROVIDE THE ONLY ACCESS TO THE SUBJECT PROPERTY? () YES () NO IF YES, WHICH RAILROAD:	

<u>FOR OFFICE USE ONLY</u>			
Township	Range	Section	<u>Application elements submitted:</u>
Tax lot number(s)			<input type="checkbox"/> Title transfer instrument
Zone:			<input type="checkbox"/> Subdivision Layout
Zone map number:			<input type="checkbox"/> Applicant statement
<input type="checkbox"/> TPA/header			<input type="checkbox"/> GeoHazard Peer Review (if applicable)
Case Number:			<input type="checkbox"/> Filing fee
<input type="checkbox"/> Urban <input type="checkbox"/> Rural			<input type="checkbox"/> SGO Zone (if applicable)
Application accepted by:			<input type="checkbox"/> Road name information
Date:			<input type="checkbox"/> Pre-App Submitted
Date determined complete:			

PLEASE LIST BELOW PROPOSED STREET NAMES, IN THE ORDER OF PREFERENCE FOR THE NUMBER OF NEW STREETS IN THE PROPOSED SUBDIVISION (see the attached information sheet):

(1)

(2)

(3)

(4)

(5)

(6)

NUMBER OF LOTS TO BE CREATED:

RANGE OF LOT SIZES:

Smallest _____ Largest _____ Average _____

IF THE PROPERTY IS SERVED BY A COUNTY ROAD, INDICATE THE NAME (if the property borders more than one county road or city street please list:

IS THIS ROAD PAVED? _____ IF NOT, PLEASE DESCRIBE THE TYPE AND LEVEL OF IMPROVEMENT ON THE ACCESS ROAD TO THE PROPERTY:

SEWAGE DISPOSAL TO BE PROVIDED BY:

- Septic tank
- Public sewer system

WATER SUPPLY TO BE PROVIDED BY:

- Individual well
- Community water system

IF SEWAGE DISPOSAL AND WATER SUPPLY IS PROVIDED THROUGH A COMMUNITY SERVICE, PLEASE LIST THE NAME OF THE SERVICING AGENCY OR DISTRICT AND ENCLOSE A LETTER FROM THE AGENCY OR DISTRICT VERIFYING THAT SERVICE WILL BE PROVIDED:

IN ORDER TO ASSURE AN ADEQUATE EVALUATION OF YOUR PROPOSAL, PLEASE ANSWER THE FOLLOWING QUESTIONS (attach additional sheet if needed)

PLEASE DESCRIBE THE CURRENT USE OF THE PROPERTY. IF THE PROPERTY CONTAINS MORE THAN ONE USE, ESTIMATE THE NUMBER OF ACRES DEVOTED TO EACH USE:

DESCRIBE THE CURRENT USE OF THE LANDS SURROUNDING THE SUBJECT PROPERTY (include land across roads):

DESCRIBE THE INTENDED USE OF THE PROPERTY:

PLEASE DISCUSS THE PROPOSED DENSITY AND TYPE OF DEVELOPMENT IN REGARDS TO THE INTENT OF THE COMPREHENSIVE PLAN AND ZONING DESIGNATIONS APPLICABLE TO THE SUBJECT PROPERTY:

DESCRIBE HOW THE PROPOSED DESIGN MAKES THE BEST USE OF THE PROPERTY, CONSIDERING LOT SIZE, ROAD PLACEMENT, OPEN SPACE, ETC.:

THE APPLICANT(S) SHALL CERTIFY THAT:

- A. If the application is granted the applicant(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- B. I/We hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements and the statements in the plot plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.
- C. I/We hereby grant permission for and consent to Marion County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.
- D. The applicants have read the entire contents of the application, including the policies and criteria, and understand the requirements for approving or denying the application.

PRINTED NAME AND SIGNATURE of each owner of the subject property.

Signature

Signature

Signature

Signature

DATED this _____ day of _____, 20_____

ROAD NAMING GUIDELINES

When submitting road names for approval, certain words have been used repeatedly over the years causing confusion for emergency services. As such, the following words, in any form, cannot be used for naming a new road in Marion County:

- EAST
- EASTERN (unless paired with another word)
- NORTH
- NORTHEAST or NORTHEASTERN
- NORTHWEST or NORTHWESTERN
- NORTHERN (unless paired with another word)
- NUMBERED NAME (spelled out or numeric)
- SOUTH
- SOUTHEAST or SOUTHEASTERN
- SOUTHWEST or SOUTHWESTERN
- SOUTHERN (unless paired with another word)
- WEST
- WESTERN (unless paired with another word)

- All private roads must end in either WAY, PLACE or LANE
- New roads cannot exceed two words, total, or 20 letters
- New road names cannot include or contain the following:
 - initials - for example, “HMS Sternwheeler”
 - punctuation – for example, “Smith-Jones Road”
 - made-up words – for example, “Hoobosko”
 - street type – for example, “Dead End Lane NE”

- Additional review will be given to street names that are difficult to pronounce and/or spell, could be offensive, and/or have spelling variations.
- Other criteria such as the actual street type will also be considered on a case by case basis.

You must submit four (4) separate names for each road name needing approval. Do not submit four variations of the same name (Sparky Way, Sparky Lane, etc.) The following is an example of four separate names:

SPARKY LN
BAMBI WY
SEAHAWKS LN
DUSTY PL

Note: All parcels that have direct access off the access easement will be required to change their address to the new road name and a new number will also be assigned.