



Planning Department
525 North 1st Street / Lakeview, OR 97630
(541) 947-4957

Type III Preliminary Subdivision Plat or Re-Plat Application Submittal Requirements

Town of Lakeview Development Code

Section 2.120

Applications for a Preliminary Subdivision Plat or Re-Plat shall include all of the following at the time of submittal:

- Completed and signed Type III Land Use Application Form
- Application fee (see current fee schedule)
- Written findings of fact and proposed conclusions of law demonstrating compliance with all of the Preliminary Subdivision Plat Approval Criteria in Section 2.145 of the Town of Lakeview Development Code.
- Public Facility Plan from an Oregon Registered Professional Engineer. *See*, Section 2.140.1.B for additional information.
- Drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide all the following information, in quantities determined by Town Planning Official:

General information:

- (1) Name of subdivision (partitions are named by year and file number), which shall not duplicate the name of another land division in Lake County (check with County Surveyor);
- (2) Date, north arrow, and scale of drawing;
- (3) Location of the development sufficient to define its location in the Town, boundaries, and a legal description of the site;
- (4) Zoning of parcel to be divided, including any overlay zones;
- (5) A title block including the names, addresses, and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey; and
- (6) Identification of the drawing as a “preliminary plat.”

Existing Conditions. Except where the Town Planning Official deems certain information is not relevant, applications for Preliminary Plat approval shall contain all of the following information on existing conditions of the site:

- (1) Streets: Location, name, and present width of all streets, alleys, and rights-of-way on and abutting the site;
- (2) Easements: Width, location, and purpose of all existing easements of record on and abutting the site;



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- (3) Utilities: Location and identity 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 and show how utilities will be brought to standards;
- (4) Ground elevations shown by contour lines at two-foot vertical intervals or less. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor;
- (5) The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
- (6) The Base Flood Elevation, per FEMA Flood Insurance Rate Maps, as applicable if any portion of the land to be divided is located within a regulatory floodplain;
- (7) North arrow and scale; and
- (8) Other information, as deemed necessary by the Town Planning Official for review of the application. The Town may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.

Proposed Development. Except where the Town Planning Official deems certain information is not relevant, applications for Preliminary Plat approval shall contain all the following information on the proposed development:

- (1) Proposed lots, streets, tracts, open space, and park land (if any); location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
- (2) Easements: location, width and purpose of all proposed easements;
- (3) Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all proposed lots and tracts;
- (4) Proposed uses of the property, including all areas proposed to be dedicated as public right-of-way or reserved as open space for the purpose of surface water management, recreation, or other use;
- (5) Proposed public street improvements, pursuant to Section 4.015;
- (6) On slopes exceeding an average grade of 10 percent, as determined by the Town Public Works, the preliminary location of development on lots (e.g., building envelopes), demonstrating that future development can meet minimum required setbacks and applicable engineering design standards;
- (7) Preliminary design for extending Town water and sewer service to each lot, per Section 4.025;
- (8) Proposed method of storm water drainage and treatment, if required, pursuant to Section 4.030;
- (9) The approximate location and identity of other utilities, including the locations of street lighting fixtures, as applicable;



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- (10) Evidence of compliance with applicable overlay zones, including but not limited to Town of Lakeview Floodplain Overlay; and
- (11) Evidence of facility access coordination with the applicable road authority for proposed new street connections.