

APPLICATION. The completed application, all the required materials, and the fees must be submitted to the Community Development Department no later than 28 days before the next Planning Commission meeting. The Commission meets in the evening of the second Tuesday of the month. The applicant will be sent a copy of the agenda and all materials being given to the Commission for consideration of the request.

DALLAS PLANNING COMMISSION

- The Planning Commission acts in a quasi-judicial capacity at hearings.
- The Commission's determination on the request will be based on the evidence presented prior or at the time of hearing, with the burden of proof lying with the applicant.
- Applicant should attend the meeting of the Planning Commission when the request is to be considered, or be represented by someone, to answer questions. Not being in attendance or represented could result in the request being continued until the next meeting or being denied.
- The Commission's decision will be announced following the hearing, or the Commission may elect to take the matter under advisement and announce its decision at a later date. Parties desiring to be notified will be notified of the decision.

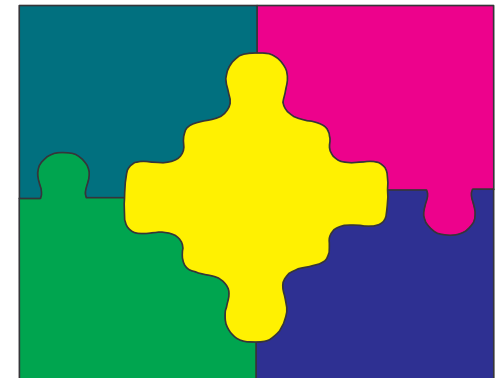


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Dallas, Oregon 97338
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Fax (503) 623-2339
Email: Jerry.Wyatt@ci.dallas.or.us

CITY OF DALLAS

COMMUNITY DEVELOPMENT DEPARTMENT

LAND DIVISION (PARTITIONING & SUBDIVISION) APPLICATION PROCESS



I want to divide my land...should I apply for a partitioning or subdivision?

Partition. A partition is when a property owner divides one parcel of land into two or three parcels of land within a calendar year a partition occurs.

Subdivision. A subdivision is when a property owner divides one parcel into four or more lots within a calendar year.

The Permit Process

Step 1 - Application Filing

The applicant prepares, signs and submits an application along with an accurately drawn reproducible site plan, filing fee, and other required supplemental information to the Community Development Department. The applicant will be notified within 15 days after filing as to whether the application is complete or what additional information is required.

Step 2 - Circulation

The application is circulated to the appropriate city staff responsible for processing land use issues. These staff members review the request and a formal recommendation is made to the Planning Commission.

Step 3 - Permit Hearing

The application is scheduled for a public hearing before the Planning Commission. A notice of the hearing

is sent to all property owners within 100 feet of the affected property. The Planning Commission may deny, approve or conditionally approve the application. If the Planning Commission approves the application, a land division is effective in ten days unless appealed, and the plat must be recorded within one year from the date of approval or it becomes void.

Special Notes

In order for a request to be processed and on the agenda, the completed application, all required information, and the fee must be submitted to this department no later than 28 days prior to the Planning Commission meeting. The Commission meets on the second Tuesday of each month.

The applicant or a representative should attend the meeting at which the application is considered. It is in the interest of the applicant to be prepared to answer any questions of the Commission regarding the application.

No building permits will be issued until the decision of the Commission is final and no appeals are filed within the 10-day appeal period. The actual time for processing an application will vary depending on the complexity and magnitude of the proposal, but generally requests are processed and approved within four to eight weeks.

The following information must be included with your application.

- 1) A preliminary title report that includes a copy of the deed to the property.
- 2) A land division map with the required information listed on the application.
- 3) A brief statement indicating compliance with Chapter 3.3.100 of the Dallas Development Code concerning water, sanitary sewage disposal and how other needed utilities will be provided.
- 4) Subdivision name, if applicable.
- 5) The appropriate fee as listed on the application.

Other information may be requested that will assist the Commission in understanding the nature and potential impacts of the proposal and its relationship to the surrounding properties.

In granting a request, the approval authority may attach conditions necessary to protect the best interests of the surrounding property or neighborhood and to otherwise achieve the purposes of the Code.



LAND USE APPLICATION

City of Dallas
187 SE Court Street
Dallas, OR 97338 • 503-831-3571

PLEASE TYPE OR PRINT IN INK ONLY

FOR STAFF USE ONLY

- | | | |
|---|--|--|
| <input type="checkbox"/> SITE PLAN REVIEW:
__ PARKING
__ SITE DEVELOPMENT | <input type="checkbox"/> CONDITIONAL USE (Type III)
<input type="checkbox"/> SUBDIVISION (Type III)
<input type="checkbox"/> PARTITION (Type III)
<input type="checkbox"/> VARIANCE (Type III)
<input type="checkbox"/> ANNEXATION (Type IV)
<input type="checkbox"/> COMP PLAN (Type IV)
<input type="checkbox"/> ZONE CHANGE (TYPE IV)
<input type="checkbox"/> UGB EXPANSION (TYPE IV) | File No: _____
Date Received: _____
Fee \$ _____
Hearing Date: _____
Staff Member: _____
Zone: _____
Comp. Plan: _____ |
| <input type="checkbox"/> LOT LINE ADJ (Type I)
<input type="checkbox"/> ADJUSTMENT (Type II) | | |

APPLICANT INFORMATION

◆ Applicant-Please attach the following **required** information to this Land Use Application:

Initial

- ___ \$100 Pre-application Conference Fee, only as applicable. (DDC 1.3.30)
- ___ Completed Supplemental Application.
- ___ Supplemental Land Use fee.
- ___ Property deed with legal description. Land divisions also require a preliminary title search.
- ___ Plot Plan drawn to scale and a copy of any related information and/or maps. (No larger than 11"x17".)

Project Description _____

Site Address _____ **Total Land Area:** _____

Present Use of Property _____

OWNER(S):
Name(s) _____

Mailing Address _____ **City** _____ **ST** _____ **ZIP** _____

Owner Phone: **Work** _____ **Mobile** _____ **Fax:** _____ **Home** _____

APPLICANT(S): (if not owner)
Name(s) _____

Mailing Address _____ **City** _____ **ST** _____ **ZIP** _____

Applicant Phone: **Work** _____ **Mobile** _____ **Fax:** _____ **Home** _____

Applicant is: Legal Owner Contract Buyer Option Buyer Agent

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

Signatures (Required):				
Owner(s)	Date	Applicant(s)	Date	
_____	_____	_____	_____	



**SUPPLEMENTAL INFORMATION
LAND DIVISION
(Type III Procedure)**

APPLICANT INFORMATION:

Name _____ Date _____

LAND DIVISION APPLICATION:

A Land Division application is a request to divide an area or tract of land into four or more lots within a calendar year, when such an area or tract of land exists as a unit or contiguous units of land under a single ownership at the beginning of a year.

APPLICATION PROCESS:

An application with the required information and fees shall be filed with the Development Official at least 28 days prior to the Planning Commission's regular meeting at which the proposal will be considered. The applicant shall address each of the approval criteria listed in Article 3, Chapter 3.3 of the Dallas Development Code.

HOW LONG IT MAY TAKE TO GET A FINAL DECISION ON AN APPLICATION:

It may take approximately 60 – 90 days for Planning Commission to make a decision. Upon an appeal, the request would be forwarded to the City Council for a final decision.

APPLICATION FEES:

- \$500.00 per lot for first 6 lots
- 300.00 per lot for next 6 lots
- 200.00 per lot for next 12 lots
- 100.00 per lot for remaining lots

ADDITIONAL INFORMATION REQUIRED:

All applications shall include 3 copies of the tentative plan, drawn to scale of not less than one inch equals 50 feet nor more than one inch equals 200 feet. The following information shall be provided on the tentative plan or by separate cover:

- _____ 1. The name, address and phone number of the property owner, applicant, engineer or surveyor;
- _____ 2. Proposed name of the land division;
- _____ 3. Legal description, including tax lot, section, range and township, existing zoning and proposed use of the property;
- _____ 4. The date, north point and scale of the drawing;
- _____ 5. A vicinity sketch showing the location of the land division;
- _____ 6. Gross acreage of the property being subdivided, the location and dimensions of all proposed lot lines including dimensions of each lot or parcel, and listing the number of lots within the plat;
- _____ 7. Source and location of domestic water;
- _____ 8. Source and location of sewage disposal;
- _____ 9. Proposed utilities and location of utilities;
- _____ 10. Name, location and width of all existing and proposed roads and easements including identification of legal access to the land;
- _____ 11. Names, surfacing, direction of drainage, disposal of surface water, and approximate grade of all streets within and abutting the land division;

- _____ 12. Width, depth and direction of flow of all drainage channels on the property;
- _____ 13. Contour lines at two foot intervals if ten (10) percent slope or less, five foot intervals if exceeding ten (10) percent slope. State the source of contour information;
- _____ 14. Approximate location and use of all existing structures on the site. Indicate those to be removed;
- _____ 15. Pedestrian walkways, sidewalks, parkways and curbing;
- _____ 16. Areas other than streets to be offered for dedication to the public (Example: parks, greenways);
- _____ 17. Any limitations to development; i.e., topography, areas subject to flooding, geologic hazards, drainage channels on property, significant vegetative areas, etc.;
- _____ 18. Adjacent land owned by the developer;
- _____ 19. Impact Statement – shall be in written form and shall contain an assessment of the following points, outlining the beneficial and detrimental impact that the development of the land division will have, and shall be submitted with the tentative plan review by the planning commission and all other departments and appropriate agencies:
 - A. Hydrologic consideration: shall include the immediate area’s storm water drainage pattern of flow, the impact of the proposed development upon downstream areas; and addition to the city storm drainage system.
 - B. Geologic consideration: shall include the erosion potential, stability, bearing qualities of the soil and geologic formations; soil permeability and infiltration rates.
 - C. Vegetation and animal life considerations: shall include vegetation or high brush-forest fire potential on site or in close proximity of the site; areas of low revegetation potential on the site; unique vegetation communities, rare or endangered animal species, highly productive habitats for species either on site or within close proximity to the site.
 - D. School considerations: shall include a detailed statement of the impact of the proposed development upon the school enrollments within the school district and the ability of the schools to assimilate the students from the proposed development.
 - E. Economic considerations: shall include a detailed discussion of the economic impact of the proposed development upon the schools, fire district, city services, as well as a consideration of the proposed project’s impact upon the tax rate of the tax code area. Further, the impact of the proposed development upon the valuation rates of adjacent property shall be included.
 - F. Road considerations: shall include a detailed discussion of the roads or routes of transportation in reference to road width, construction standards, and the ability of the roads to accommodate the anticipated amount of travel that will be generated by the proposed development.
 - G. Relationship considerations: shall include a detailed discussion of the relationship of the proposed development to shopping, recreational and employment centers.
 - H. Public considerations: shall include a detailed discussion of how the public will benefit from the proposed development and illustrate the demonstrated public need for the proposed project, and its agreement with the provisions of the comprehensive plan.

DALLAS DEVELOPMENT CODE



LAND DIVISION (PARTITIONING & SUBDIVISION) APPLICATION PROCESS

DDC Article I: Section 1.3.10 & DDC Article III: Sections 3.3.10-3.3.170

SUMMARY OF PROCEDURE TYPES:

An application shall be filed with the Development Official at least 28 days prior to the date of hearing. Application fees are set by Resolution adopted by the City Council. Land use applications are reviewed under four types of land use decision procedures:

Type III Procedure. Type III quasi-judicial decisions require application of general criteria on a case-by-case basis to development proposals, and therefore require public notice and a public hearing before the Planning Commission. Type III decisions include, but are not limited to, land divisions, discretionary use permits, conditional uses, variances, zone change, non-conforming use expansions, and similar decisions.

PURPOSE:

This chapter sets forth minimum requirements for land divisions and lot line adjustments.

- **Minimum Requirements.** The provisions of this chapter shall be the minimum requirements to implement the Dallas Comprehensive Plan and Public Facilities Plan, and for public health, safety, and welfare.
 - ◆ The Planning Commission may attach design standards for single-family residential lots that will promote the public health, safety, attractiveness, efficient use of land, and general welfare of the City. Irregular shaped lots may not be allowed. An irregular shaped lot has a shape or configuration that technically meets the minimum/maximum area, setbacks or frontage requirements of this code but meets these requirements by incorporating unusual elongation's, angles, curvilinear lines, shapes or design features. The use of flag lots, which are unrelated to topography or other natural land features, is discouraged.
- **Purposes.** Such provisions are intended to provide for a permanently wholesome community environment, adequate municipal services, and safe streets for accomplishing, among other things, the following objectives:
 - ◆ Better living conditions within new land divisions;
 - ◆ Simplification and definiteness of land descriptions;
 - ◆ Establishment and development of streets, utilities, and public areas;
 - ◆ Streamlined Development Review based on clear and objective approval standards;
 - ◆ Geographic phasing of urban development, from the City center outwards, as envisioned by the Dallas Comprehensive Plan; and
 - ◆ Provision of adequate public facilities for each buildable lot within the city limits as prescribed in approved master plans for sanitary sewer, water, storm drainage and transportation.

APPLICABILITY:

This chapter shall be applicable to all lands within the limits of the City of Dallas, Oregon and shall apply whenever a land division or lot line adjustment is proposed except where specifically exempted by State law.

REVIEW PROCEDURE:

- **Land Divisions.** Land divisions shall be reviewed by the Commission under the Type III procedure.
 - ◆ Applications for expedited land divisions will be processed in accordance with ORS 197.360 provisions.

- **Re-plats.** Re-plats shall be reviewed under the Type III procedure, subject to the following:
 - ◆ A replat shall be processed as a land division and a replat application shall be submitted on the form provided for a subdivision or partition, as appropriate, and except as otherwise set forth in this section, shall be subject to all applicable provisions of this ordinance.
 - ◆ For the purposes of providing public notice the property which is the subject of the notice shall be any lots or parcels whose configuration will change or which are adjacent to a street or public easement proposed to be relocated or vacated.
 - ◆ In addition to other required notice, notice as required by ORS 92.225(4) shall be given when the replat is replating all of an undeveloped subdivision as defined in ORS 92.225.
 - ◆ When a utility easement is proposed to be realigned, reduced in width or omitted by a replat, all affected utility companies or public agencies shall be notified, in the same manner as for property contiguous to the proposed replat. Any utility company that desires to maintain an easement subject to vacation under this section must notify the City in writing within ten days of the mailing of the notice.
 - ◆ A replat does not vacate any recorded covenants or restrictions.

APPLICATION REQUIREMENTS:

When a land division is proposed five reproducible copies of the tentative plan for the proposed land division shall be filed with the Development Official at least 28 days prior to the Commission's regular meeting at which the proposal could be considered. In order for an application to be deemed complete the applicant shall address each of the approval criteria listed in this chapter in a written narrative or on the preliminary plat. A complete application for tentative plat approval shall include the following information and data:

- **Name of Subdivision.** The name of any proposed subdivision shall not be the same to the name of any previous subdivision shown on a plat filed in the office of the County Clerk of Polk County, Oregon.
- **Vicinity Map.**
- **Land Division Map.** Tentative plan for the proposed land division shall be on a scale of one inch equals 200 feet, or on a modified scale if desired by the Development Official, with the following information and data:
 - ◆ The ownership, township, section or donation land claim, and the County in which the land division is located.
 - ◆ The location of all existing or proposed roads and streets within or on the boundary of the proposed land division.
 - ◆ The total land area of the proposed land division with lot layout, giving dimensions and area of each lot or parcel.
 - ◆ The zoning in and adjacent to the proposed land division and indicating any uses proposed other than single family residential.
 - ◆ The location of all buildings within the proposed land division and their present uses. Those to remain shall be indicated.
 - ◆ The location, size, and use of all contemplated and existing public areas within the proposed land division, and a description of the adaptability of the area for uses contemplated. Areas approved for public use shall be dedicated for such use and indicated on the final plat before recording.
 - ◆ The location and kind of existing public facilities, and planned public utilities in and adjacent to the proposed land division as prescribed on applicable master facilities plans; the locations shall be shown on the vicinity map.
 - ◆ The location of drainage ways and easements in and adjacent to the proposed land division and the proposed method of storm water collection and disposal and erosion control.
 - ◆ The topography within and adjacent to the proposed land division at two-foot contour intervals. The base for such information shall be datum obtained from any official bench mark in Polk County or the City of Dallas, providing its location, description, and elevation are furnished.
 - ◆ North point, scale, and date.
- **Names and Addresses.** The names and addresses of all landowners within the proposed land division, the land divider if other than the owners, and the engineer or surveyor responsible for laying out the land division.
- **Water Supply.** A brief statement showing compliance with the water supply provisions of the code.
- **Sanitary Sewage Disposal.** A brief statement regarding sewage disposal.
- **Other Utilities.** A brief statement regarding how needed communication, electrical, natural gas and related utilities will be provided and coordinated with the City and the appropriate utility provider.

- **Additional Information.** The approval authority may require additional information from the applicant as necessary to determine compliance with approval criteria.

DEVELOPMENT CRITERIA:

The applicant shall bear the burden of proof with substantial evidence that each of the following approval criteria has been satisfied:

- All applicable standards of the Code are met.
- All public facilities projects identified by the Development Official or by Chapter VI of the Dallas Comprehensive Plan as needed to serve the proposed land division have been constructed; or the applicant can demonstrate that the required public facilities improvements will be constructed and operational:
 - ◆ Prior to the issuance of building permits; or
 - ◆ In conjunction with construction of the approved lots or parcels pursuant to financial assurance for the improvements or a written agreement with the City prior to final plat approval.
- Sanitary sewer, water and storm drainage collection and distribution systems are or will be adequate to handle the increased loads required by each phase of the proposed land division, based on master facilities plans and as determined by the Development Official.
- Streets and intersections serving the proposed land division are adequate to accommodate increased vehicular, bicycle and pedestrian traffic safely and efficiently.
 - ◆ To make this determination, the Development Official may require that the applicant prepare a transportation impact study which demonstrates, at a minimum, that no street link or intersection serving the proposed land division will exceed LOS (level-of-service) D during peak morning or evening demand periods or LOS C during non-peak demand periods. This traffic impact study must consider the proposed development and probable development within the area served by each street link or intersection for at least a 10-year period.
 - ◆ Where bicycle paths or lanes are required on City plans, and there is a roughly-proportional relationship between construction of bicycle paths or lanes and the impact of the development, such bicycle paths shall be installed at the developer's expense.
 - ◆ Five foot sidewalks, street trees (at 30-foot intervals), curbs and gutters shall be installed by the developer on both sides of all interior streets, as specified in Table 4.2.1 of Chapter 4.2, Street & Accessway Design Standards.
 - ◆ Full-street improvements also shall be required whenever an unimproved local street provides the sole access from an arterial or collector street to the subject property, provided that there is a roughly -proportional relationship between the required improvement and the impact of the proposed development.
 - ◆ Upon review and approval from the Development Official half-street improvements may function as an adequate transportation system on an interim basis.
 - ◆ Any proposed driveway grades in excess of fifteen (15) percent, must be approved by the Development Official through a Type II process, in which case the Development Official shall find that topographic conditions require a steeper grade and that no reasonable design alternative exists. The applicant shall identify any potential lots on the preliminary plan that met these criteria.

DECISION OPTIONS:

At the conclusion of the public hearing, the approval authority may approve, disapprove or approve with modifications the proposed tentative plan.

CONDITIONS OF APPROVAL:

The approval authority shall attach conditions of approval as necessary to ensure compliance with this Code.

OTHER PUBLIC FACILITIES:

- **Sewage Disposal.** All lots shall be serviced by the City's sewage system.
- **Domestic Water Supply.** All lots shall be served by the City Water System.

- **Underground Utilities.** All permanent utility service to lots in a land division shall be underground and no overhead utility service to a subdivision shall be permitted. The land divider, owner or developer shall be responsible for complying with the requirements of this section and shall:
 - ◆ Obtain a permit from the Director of Public Works for placement of all underground utilities.
 - ◆ Make all necessary arrangements with utility companies and other persons or corporations affected by the installation of such underground lines and facilities in accordance with the rules and regulations of the Public Utility Commissioner of the State of Oregon.
 - ◆ Provide underground easements for utilities as set forth on the final plat. Each easement shall be a minimum of 15 feet in width. The easement shall be located where possible, abutting an interior lot line.

FLAG LOTS:

Flag lots shall be discouraged except where it is impractical, now or in the future, to create a public street that provides access to otherwise buildable land. Where permitted, each flag lot shall meet the following minimum standards:

- **Front Yard.** The front yard of the “flag” portion of each flag lot shall be at least 60 feet wide and 25 feet deep, and shall be parallel to the public street from which the lot takes access.
- **The “Pole.”** The “pole” portion of the flag lot shall be excluded from lot size calculations. The “pole” shall meet the following standards:
 - ◆ The “pole” for a single flag lot shall be at least 25 feet wide, with a 15-foot paved driveway.
 - ◆ The “pole” for a double flag lot shall be at least 50 feet wide, with a 24-foot paved driveway.
- **Side and Rear Yards.** Side and rear yard setbacks shall be 10 feet and 15 feet, respectively.
- **Interim Flag Lot Exception:** Where a public street is practical in the long-term and is designated on a street plan map, but is unlikely to be constructed within the next five years, an interim flag lot may be approved, provided that the property owner shall sign an agreement:
 - ◆ To dedicate land for future public right-of-way when requested by the City.
 - ◆ In favor of future street and public improvements; and
 - ◆ To abandon the “pole” access and replace paving with landscaping, when direct public street access is available to the flag portion of the flag lot.

BUILDING & CONSTRUCTION:

- **Building Permits.** No permit shall be issued for the construction or placement of any building or structure upon land in an unrecorded land division.
- **Public Facilities.** No permit shall be issued for the construction or placement of a building or structure on land that lies within a recorded land division, until the required streets, sewers, and utilities have been constructed and approved in accordance with this Code, other applicable City ordinances, and any conditions of approval. Construction prior to recording of the final plat may occur with an approved site improvement plan (utility, street, sewer, storm, water) and signed agreement that the improvement will be constructed according to the approved subdivision plat and City of Dallas specifications. Recording of the final plat may occur prior to the construction of the public improvements with a signed agreement stating that the required public facility improvements will be constructed and operational in conjunction with construction of the approved lots and pursuant to financial assurance for the amount of the improvements. If the final plat is to be recorded prior to the construction of the public improvements an Improvement Bond or cash deposit (100% of project) issued to the City for the amount of the improvement cost (asphalt, curb, sidewalk, utility, lights, signage, drainage, landscaping, etc.) is required. The installation of erosion control measures is required with the construction and the grading may commence upon receiving the Letter to Proceed or issuance of construction permit from the Public Works Department. A Maintenance Bond for 2-years and 15% of the project is required and may be transferred from the Improvement Bond is possible.
- **Fill on Lots.** Any fill placed on the lots within the building envelope must be an engineer-controlled fill with separation of vegetative material from the select compacted material. All new subdivisions must have a geo-technical soil report specific to the subdivision with soil conditions identified for the lots in the subdivision or the owner/developer may submit engineered designed footing details that would allow the residences to be constructed without resulting in significant impacts.

SURVEYS:

- **Public Survey Monuments.**
 - ◆ Any donation land claim, section corner, or other official survey monument within or on the boundary of a proposed land division shall be accurately referenced in accordance with ORS Chapters 92 and 209, respectively.
 - ◆ All land divisions shall be surveyed and monumented as required by ORS Chapters 92 and 209, respectively.

ACTION ON FINAL PLATS READY FOR RECORDING:

- **City Approval and Recordation Required.** No person shall dispose of, transfer, sell, or agree, offer, or negotiate to sell any lot in any subdivision prior to the final plat of said subdivision being approved by the City and recorded with Polk County.
- **Conformance with Tentative Plan.** A land division plat, when ready for final approval prior to recording, shall be in accordance with the approved tentative plan. Before approval by the Commission, there shall appear on the final plat the signatures of all persons set out in the dedication, signatures of the mortgagees, if any, signatures of the City Engineer and County Surveyor, and the signature and seal of the registered professional engineer or registered land surveyor responsible for the laying out of the land division. All signatures must be with black India ink. The final plat, when presented for approval thereof by the Commission, shall be accompanied by an exact duplicate copy.
- **Final Plat Approval.** If deemed appropriate, the Commission may withhold final approval of the plat until the field check of the land division has been made, provided such field check has been initiated within seven calendar days of the Commission meeting.
 - ◆ After the final plat has been filed with the City, the staff shall review the final plat and compare it with the approved tentative plan to ascertain whether the final plat conforms to the approved tentative plan and with such conditions of approval of the tentative plan which may have been made.
 - ◆ If the staff finds that there has not been substantial conformity with the tentative plan, they shall advise the land divider of the changes that must be made.
 - ◆ The Development Official or County Surveyor shall examine the plan for accuracy and completeness, and may collect such fees as are provided by State law for such review.
- **Planning Commission President's Signature.** When the final plat has been reviewed and is in conformity, the Development Official shall so certify to the President of the Commission, who may then sign the plat without further action of the Commission.
 - ◆ If the final plat is not in substantial conformance, it shall be submitted to the Commission.
 - ◆ If the final plat is referred to the President of the Commission for his signature without being submitted to the Commission, the President may elect either to sign the plat or submit it to the entire Commission for further review.
 - ◆ When submitted to the Commission for review, approval of the final plat shall be by majority of those present.
 - ◆ If the plat is signed without review by the Commission, the action shall be reported to the Commission at the next regular meeting. In the absence of the President, the duties and powers with respect to the action on final plats shall be vested in the Vice-President.

TIME LIMIT FOR THE RECORDING OF A PLAT:

The first phase of a plat, if phasing is approved, or the complete plat must be filed with the Commission within one year from the date of tentative approval, unless a phasing plan has been approved.

- **1 Year Expiration.** If not submitted or recorded within one year of the date of final decision, or in accordance with the approved phasing plan, the approval shall be null and void.
- **Re-Submittal.** In the event that the final plat is not recorded within the time herein provided, it shall be re-submitted to the Commission, which may require changes or alterations deemed necessary due to changed conditions within the general area of the land division.
- **Land Division Review Expiration.** The Commission may review any undeveloped final plat after the expiration of ten years from the date of final approval by the City, as authorized by ORS 92.205, *et seq.*

STATE REAL ESTATE COMMISSION APPROVAL:

- **ORS Chapter 92 Compliance.** No person shall offer any subdivided or partitioned lands for sale or lease without having first complied with the applicable provisions of Chapter 92 of the Oregon Revised Statutes.
- **Copies of Recorded Plats Provided.** Within six days after the recording of a land division, the owner or his representative shall furnish the Development Official six prints made from the reproduction of the recorded plat.