



Land Division Application Submittal Requirements

General Information

A complete list of submittal requirements can be found in Portland Zoning Code Section 33.730.060.D.

All materials must be submitted in electronic PDF format.

All plans must be drawn to scale.

Required Application Materials

The following must be submitted:

- Application form
- Land division narrative or written statement
- Application fee
- Neighborhood contact information
- Preapplication conference notes (required for Type III reviews)
- Stormwater report or calculations
- Tree report by arborist
- Landslide hazard study (if any portion of site is in a potential landslide hazard area)
- Transportation impact study (if required in Early Assistance notes or due to number of lots proposed)
- Land suitability documentation (for sites with history of industrial use)
- Expedited Land Division Acknowledgement

Mapped information, may be combined on one or more plan (see descriptions below).

- Existing conditions plan
- Preliminary land division plan
- Proposed improvements plan
- Preliminary clearing and grading plan
- Tree preservation and planting plan
- Utility plan

Plans and Maps

The following information must be on *all of the plans*, Surveyor prepared:

- Boundary lines of the site with dimensions and total site area
- North arrow and scale of map
- Title of the plan
- Stamp and signature of surveyor
- If 4 or more lots are proposed, the subdivision name

Additional Information

- Proposed lot layout with sizes and dimensions
- Proposed lots identified and numbered, lots should be identified as following:
 - "Lot" for 4 or more
 - "Parcel" for 3 or less
- Proposed tracts with area, dimensions, purpose, and name
- Proposed layout and widths of all rights-of-way including dimensions and roadway widths, including dedication along existing streets
- Proposed location, dimensions, and purpose of all easements on and abutting the site

Descriptions

Existing Conditions Plan The following existing site conditions must be shown, Surveyor prepared:

- Ground elevations shown by contour lines at 5 foot vertical intervals for slopes greater than 10 percent, and at 2 foot vertical intervals for ground slopes of 10 percent or less
- Existing development, including dimensions and distances to property lines. Structures and facilities to remain must be identified
- Location and dimensions of existing driveways, curb cuts, and sidewalks on and abutting the site
- Seeps/springs, wetlands, watercourses, all water bodies including the ordinary high water line and top of bank
- The center line of existing drainageways, including ditches, swales, and other areas subject to wet weather inundation
- Location of the combined flood hazard areas and floodway, including elevations.

Additional Information:

- Zoning designations
- Location, dimensions, and purpose of existing easements on and abutting the site

Preliminary Land Division Plan (plat) The following must be shown:

- Proposed lot lines, with dimensions
- Each lot must be labeled *lot* or *parcel* and assigned a number
- The square footage of each lot, tract, or right-of-way

Proposed Improvements Plan The following must be shown:

- Existing development to remain and distance to proposed lot lines
- Proposed street and pedestrian connection improvements
- Proposed on-street parking
- Existing and proposed services and utilities
- Preliminary stormwater plan showing the capacity, type and location of the stormwater facilities proposed and information on the feasibility of the system proposed. Stormwater reports/calculations must be provided as necessary to demonstrate compliance with the Stormwater Management Manual
- Conceptual building footprints and driveways to demonstrate feasibility of providing services to the lots

Utility Plan

- If not depicted on the proposed improvements plan, existing and proposed water and sewer service lines and stormwater management methods must be shown on a separate utility plan

Preliminary Clearing and Grading Plan A Preliminary Clearing and Grading Plan that identifies all areas of clearing and grading. The plan must show the following:

- Existing contours and drainage patterns
- Existing drainageways, streams, springs, seeps, wetlands, and other water bodies
- Existing trees and vegetation
- Boundaries of Environmental, River Environmental or Pleasant Valley Natural Resources Overlay Zones
- Proposed areas of clearing and grading, including grading and clearing for:
 - Rights-of-way
 - Services and utilities
 - Structures, such as retaining walls
- Proposed contours within areas to be cleared and graded
- Proposed stormwater and sedimentation control devices to be used during construction
- Proposed stockpile areas
- Proposed trees and vegetation to be preserved
- Proposed limit of disturbance and location and material of construction fencing
- Proposed amount (cubic yards) of soil to be disturbed deposited or removed from the site
- Proposed sq. footage of site to be cleared and/or graded
- Proposed structures necessary to construct streets or pedestrian connections

Tree Information

Required tree information includes the following:

Existing tree map and preservation plan

- Surveyed location, species and size of all trees completely or partially on the site and within adjacent rights-of-way
- The approximate location, species and size of trees on adjacent sites, within 15 feet of proposed or future disturbance areas
- Tree numbers corresponding to the arborist report
- Identification of trees to be removed and trees to be preserved
- Tree protection meeting the requirements of Chapter 11.60
- Existing and proposed tree preservation tracts

Tree planting information

- Preliminary street tree planting plan
- If tree planting is proposed for mitigation, a planting plan showing mitigation and how the tree density standards of Chapter 11.50, will be met

Arborist report

- Evaluation of tree health and condition
- Identification of tree groves and Heritage Trees
- Identification of nuisance, dead, dying, and dangerous trees
- Evaluation of the suitability of each tree for preservation
- Identification of trees to be preserved, root protection zones and tree protection methods
- Construction management needs and recommendations for short or long-term tree care
- Identification of trees in adjacent rights-of-way or on adjacent sites that may be affected by the proposed development and recommendations for tree protection and methods to limit impacts

Other Requirements

Expedited Land Division Acknowledgment Form

An expedited land division provides an alternative procedure for land division applications. An applicant may choose to use the expedited land division process only if the proposed land division request meets all of the requirements in Oregon Revised Statutes (ORS) 197.360. Refer to the Expedited Land Division Acknowledgment Form for details. This form must be submitted with the application for a land division.

Landslide Hazard Study

If any part of the site is in a potential landslide hazard area as shown on the City's Potential Landslide Hazard Areas Map, the application must include a Landslide Hazard Study prepared by a Certified Engineering Geologist and a Geotechnical Engineer. For specific requirements, see the Landslide Hazard web page (www.portland.gov/ppd/zoning-land-use/zoning-code-overview/potential-landslide-hazard-areas) and Chapter 33.730.060.D.

For more information, call Planning and Zoning staff at 503-823-7300 or schedule a 15-minute appointment at www.portland.gov/ppd/15-min.

Current Zoning Code is available at www.portland.gov/code/33. All information is subject to change.