



Subdivision or Planned Unit Development (PUD) Submittal Information

Submittal Requirements

The City of Dayton requires applicants to submit all of the required documentation together. It is the Applicants responsibility to submit an application that addresses all of the following:

- One (1) copy of the Subdivision application form with signatures of all property owners. Original signatures for all property owners must be provided. This information must be reproduced so please print clearly using black or blue ink.
- One (1) copy of the deed for each lot or parcel involved.
- One (1) copy of the title report for each lot or parcel involved, including copies of all recorded instruments referenced in the title report.
- Electronic (pdf) copy plus five (5) hard copies of a Preliminary Plat & Street/Utility Drawings, drawn to scale and showing all of the following information (at minimum):
 - Vicinity sketch showing location of the proposed land division.
 - Appropriate identification stating the drawings are a preliminary plat and preliminary plans,
 - North arrow, scale (*the preferred scale is 1 inch equals 20 feet*) and date prepared.
 - Name and address of land owner, applicant, engineer, surveyor, planner, architect or other individuals responsible for the plan.
 - Tax Map and Tax Lot number (*and addresses*) of the subject property & surrounding properties.
 - Proposed name of the Subdivision.
 - Boundary lines and approximate area of the subject property, & gross area of property being subdivided.
 - Identification of each lot by number.
 - Dimensions and size in square feet of all proposed parcels, lots or tracts.
 - The location of existing streets, bikeways, pedestrian facilities, public or private easements or right-of-ways within or adjacent to the subject property, existing buildings and improvements on the property, and existing utilities on or adjacent to the property (*including existing service laterals serving existing buildings on the property*).
 - The location of any flood boundary.
 - Proposed City utilities (*water, sewer, storm, streets*) & franchise utilities as required to serve the proposed lots, including any required right-of-way dedications and/or easements.
 - Street/sidewalk improvements required to bring streets/sidewalks up to City standards.
 - Pedestrian & vehicular access plan for all lots, and improvements required to provide for such access (*including but not limited to improvements for any flagstem or common use driveways, fire lanes, etc.*).
 - Streets proposed and their names, approximate grade, and radius of curves.
 - Direction of Drainage and approximate grade of abutting streets.
 - Contour lines at two foot intervals if 10% slope or less, five foot intervals if exceeding 10% slope, and a statement of the source of contour information.
 - All areas to be proposed for public dedication.
- Narrative addressing all code criteria applicable to the application, including improvements required to streets, sidewalks, water, sewer or storm drain systems which are required in order to provide service to the subject property & proposed lots.
- Application Fee made payable to the City of Dayton.

Additional Submittal Requirements for Planned Unit Development

- Proposed uses of the property, including sites, if any, for attached dwelling units, recreational facilities, parks and playgrounds or other public or semi-public uses, with the purpose, condition and limitations of such reservations clearly indicated.
- The approximate locations and dimensions of all commercial or multi-family structures proposed to be located on the site.
- Improvements to be made or installed including streets, sidewalks, bikeways, trails, lighting, tree planting, landscaping, and time such improvements are proposed to be made or completed.
- Written statement outlining proposals for ownership and maintenance of all open space areas, private streets, and any commonly owned facilities.

Review Criteria

- Each lot shall satisfy the dimensional standards and density standard of the applicable zoning district, unless a variance from these standards is approved or the development standards permit a modification of these requirements.
- Adequate public facilities (*streets/water/sewer/storm/etc.*) shall be available or proposed to serve the existing and newly created lots, tracts or parcels.
- The proposal shall comply with the applicable development standards in Section 7.2.307 or Section 7.2.311.

Application Completeness Process

The City will review an application and make a decision on completeness within 21 days of submittal. Applicants have 180 days to submit missing information on incomplete applications.

Land Use Review

Subdivisions and Planned Unit Developments (PUD) applications are reviewed in accordance with the Type II review procedures specified in Section 7.3.202 of the Dayton Land Use and Planning Code, and will be heard by the Planning Commission pursuant to the requirements for a Type II procedure. Applications will be scheduled for a Planning Commission meeting once the application has been deemed complete. The Staff Report will be available for review 7 days prior to the scheduled Planning Commission Meeting.

Final Plat Review & Approval

- Approvals of any preliminary plat for a subdivision or PUD shall be valid for one year after the date of the final written land use decision, unless a longer period is indicated in the land use approval.
- The final subdivision or PUD plat shall be submitted to City staff for review (*in addition to any review required by the County Surveyor*). Staff will review the plat to assure compliance with the approved preliminary plat, with the land use conditions of approval, and with City code. Upon approval, the City Manager will sign the plat and signify staff approval. The City will sign and release the final plat when all the necessary City requirements have been fulfilled.
- A final plat for a final plan shall be recorded within the one year time frame (*unless a longer period is indicated in the land use approval*).
- The final plat shall conform to the requirements in ORS Chapter 92 and applicable County surveying requirements, land use approval conditions, and City code requirements. Failure to record a plat within the required time period shall void the approval and require a new application before the Planning Commission (*unless an extension is granted prior to the expiration date*).
- Building permits will not be issued, and parcels may not be sold, transferred or assigned until the final approved plat has been recorded and a copy of the recorded plat has been submitted to the City. The applicant is responsible for all recording fees.
- Subdivisions are not valid until the final surveyed plat is recorded with the County.

Completion

Prior to issuance of building permits, any infrastructure improvements required as a condition of the land use approval or required by City code shall be substantially completed and approved/accepted by the City, or the construction shall be guaranteed through a performance bond or other instrument acceptable to the City.

Prior to issuance of any occupancy permits, all improvements required as a condition of land use approval or required by City code shall be entirely completed and acceptable to the City.



Subdivision and Planned Unit Development (PUD) Application

416 Ferry St - PO Box 339
Dayton OR 97114
Ph # 503-864-2221
Fax # 503864-2956
www.daytonoregon.gov
cityofdayton@daytonoregon.gov

For City of Dayton use:

Date Notice Received:	Received By:	File Number:
Public Hearing Date:	Fee Amount:	Deposit Amount:
Public Hearing Notice Mail Date:	Appeal Decision Date:	<input type="radio"/> Approved <input type="radio"/> Denied

Subdivision Application

Planned Unit Development (PUD) Application

Applicant Information:

Applicant Name: _____

Mailing Address: _____

City: _____ ST: _____ Zip: _____

Phone Number: _____ Email: _____

Site Address or Location: _____

Property Owner Information:

Property Owner(s): _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone Number: _____ Email: _____

Number of Lots or Units Proposed: _____

Please describe your request (be specific): _____

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

I/We the above signed, consent to the proposed Sub-Division or Planned Unit Development for development of our property as indicated on this application.

For Office Use

Fee:	Amount Paid:	Date Paid:	Receipt #
Applicant Notification Date:	Comments:		
Professional Services Amount:	Date Paid:	<input type="radio"/> Planner <input type="radio"/> Engineer <input type="radio"/> Staff Time	

City of Dayton

Consultants (please list all that apply)

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Dayton's Municipal Code (DMC) is available Online at <https://dayton.municipalcodeonline.com/>

Section 7.3.1, Subdivisions and Planned Unit Developments of the DMC may be found at:
https://dayton.municipalcodeonline.com/book?type=ordinances#name=7.3.1_Application_Requirements_And_Review_Procedures

City of Dayton Public Works Design Standards may be found at
https://www.daytonoregon.gov/page/public_works_design_standards