



# BAKER CITY PLANNING DEPARTMENT

P.O. Box 650, Baker City, OR 97814-0650

541-524-2054

www.bakercity.com

## APPLICATION FOR REVIEW OF A PRELIMINARY PLAT

App. No. \_\_\_\_\_  
 City Planning: 101-100-4100701  
 Received by: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

TYPE of APPLICATION

NUMBER OF PROPOSED LOTS

- Re-Plat
- Subdivision
- Partition

- 1
- 2
- 3
- 4
- Other: \_\_\_\_\_

APPLICANT			PROPERTY OWNER		
Last Name	First	MI	Last Name	First	MI
Mailing Address			Mailing Address		
Physical Address			Physical Address		
City	State	Zip	City	State	Zip
Telephone			Telephone		
Email			Email		

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Ref. \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Ref. \_\_\_\_\_

Zone: \_\_\_\_\_ Overlay: \_\_\_\_\_ Floodplain:  Yes  No Historic District:  Yes  No

Total Area of Parcel: \_\_\_\_\_ Is adjacent land under same ownership?  Yes  No

If yes, list adjacent Map and Tax Lot Numbers: \_\_\_\_\_

Size and Type of Existing Structures: \_\_\_\_\_

Was a pre-application conference held for this project?  Yes  No

Are there additional reviews pending?  Yes  No      If yes, application #: \_\_\_\_\_

---

**ADDITIONAL PROJECT TEAM MEMBERS.** Please include any other parties you wish to receive notice and staff report(s).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

---

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Code Section prior to submitting an application. Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

By signing the application form, applicant certifies that the information provided herein is accurate. Applicant further certifies that he/she is authorized to make the application and that there are no covenants, conditions or restrictions (CC&Rs) that may limit or prohibit the division of land. The City of Baker City does not monitor, nor have enforcement authority over CC&Rs.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

*\*\*\* NOTE: If the applicant is not the owner, by signing, the owner hereby grants permission for the applicant to act in his/her behalf concerning this application.*

---

### **APPLICATION SUBMISSION REQUIREMENTS**

All materials shall be submitted in complete, collated application packets. Packets shall be stapled, bound, or otherwise attached to prevent loss of individual sheets or parts.

1. Original **APPLICATION FORM** signed by all parties. Multiple forms may be used if necessary.
2. **NARRATIVE** including all approval criteria and your responses.
3. **SITE PLAN** showing existing conditions and proposed changes. All site plans should be printed at 1" = 20' scale; 1:40 or 1:100 scale may be used for very large projects. All materials larger than 8 ½ X 11 shall be folded to 8 ½ X 11 size.

## HELPFUL INFORMATION

**MAKING FINDINGS** – A conditional use may be approved if the Planning Commission finds the application conforms to the criteria found in the Development Code and the applicable development standards. Before the Planning Commission can approve an application, the applicant must submit information that adequately supports the application. **The applicant bears the burden of proof to show that the criteria are met.**

**FORMAT FOR FINDINGS** – Statements addressing individual criteria consist of two parts:

1. Factual information, such as the distance between buildings, the width and type of streets, the particular operating characteristics of a proposed use, etc. Facts should reference their source: onsite inspection, a plot plan, City plans, etc.
2. An explanation of how those facts result in a conclusion supporting the criterion.

**EXAMPLE:** **Criterion:** *The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations.*

**Response:** *State fact(s) relating to the question: “Light manufacturing is allowed as a conditional use in the C-G zone pursuant to Table 2.3.110A of the Development Code. The site is 1.37 acres, is flat, and has 150 feet of frontage along X Street, which is more than adequate to accommodate a custom furniture manufacturing shop and associated showroom. Our proposed 12,500 square foot building, with 12 parking spaces, a loading dock, and landscaping, can be easily accommodated on the site with room for expansion. Please note that our site plans include potential expansion of both the building and parking areas, in order to permit complete build-out and not require an additional conditional use permit. All operations will be inside the building, which will be constructed to minimize noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, and other potential negative externalities.”*

**Conclusion:** *State your conclusion: “The proposed conditional use is appropriate for the site and will not pose any undue hazards on neighboring properties or the general public.”*

---

## APPLICABLE BAKER CITY DEVELOPMENT CODE SECTIONS

**BCDC Section 4.3.130 (B) – Preliminary Plat Information.** In addition to the general information described in Subsection A above, the preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information. Submission requirements may be adjusted at the discretion of the Planning Director:

1. **General Information:**
  - a. Name of subdivision (not required for partitions). This name must not duplicate the name of another subdivision in Baker County (please check with County Surveyor);
  - b. Date, north arrow, and scale of drawing;
  - c. Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site;
  - d. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the designer, and engineer and surveyor if any, and the date of the survey if submitted; and
  - e. Identification of the drawing as a “preliminary plat”.

## 2. Site analysis:

- a. Streets: Location, name, and present width of all existing and proposed streets, alleys, driveways and rights-of-way on and abutting the site; approximate radius of street curves; approximate finished street center line grades;
- b. Easements: Width, location and purpose of all existing easements of record on and abutting the site;
- c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, including street lighting fixtures. If water mains and sewers are not abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards;
- d. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent or as required by the City. Such ground elevations shall be related to some established benchmark or other datum approved by the City Surveyor. This requirement may be waived for partitions and subdivisions when grades, on average, are less than 6 percent;
- e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
- f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
- g. Sensitive lands, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. (See also, relevant portions of the Comprehensive Plan.);
- h. Site features, including existing and proposed structures, pavement, large rock outcroppings and drainage ways, canals and ditches;
- i. Designated historic and cultural resources on the site and adjacent parcels or lots;
- j. Other information, as deemed appropriate by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements including a public facilities and services impact study and/or traffic impact study; and
- k. 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. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
- l. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use;
- l. Proposed improvements, as required by Article 3 (Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
- m. Proposed method of surface water drainage and treatment if required;
- n. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with the affected railroad and the Oregon Department of Transportation Rail Division regarding proposed railroad crossing(s); and
- o. Changes to navigable streams, or other watercourses. Status of public access to these areas shall be shown on the preliminary plat, as applicable. p. Proposed public dedications, if applicable.

### **BCDC Section 4.3.140 – Preliminary Plat – Approval Criteria.**

- A. **General Approval Criteria.** The City may approve, approve with conditions or deny a preliminary plat based on the following approval criteria:
  1. The proposed preliminary plat complies with the applicable Development Code sections and all other applicable ordinances and regulations. At a minimum, the provisions of this Article, and the applicable chapters and sections of Article 2 (Land Use Zones) and Article 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Article 5;

2. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;
3. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat;
4. All proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat; and
5. Evidence that any required State and federal permits have been obtained, or shall be obtained before approval of the final plat;
6. Evidence that improvements or conditions required by the City, road authority, Baker County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met; and
7. If any part of the site is located within a previously approved Master Planned Development, it shall conform to the applicable regulations and/or conditions.
8. No lots that are created by partition or a Type II subdivision process of 3 lots or less may be further subdivided by a Type II process within five (5) years of initial recording. Said lots may only be subdivided within the five (5) year limit through a Type III procedure.

**B. Layout and Design of Streets, Blocks and Lots.** All proposed blocks (i.e., one or more lots bound by public streets), lots and parcels conform to the specific requirements below:

1. All lots shall comply with the lot area and dimensional requirements of the applicable land use zone (Article 2), and the standards of Section 3.4.100.H.4 - Street Connectivity and Formation of Blocks.
2. Setbacks shall be as required by the applicable land use district (Article 2).
3. Each lot shall conform to the standards of Chapter 3.1 - Access and Circulation.
4. Landscape or other screening may be required to maintain privacy for abutting uses. See Article 2 - Land Use Zones, and Chapter 3.2 - Landscaping.
5. In conformance with the Uniform Fire Code, a 20-foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or approved access drive. See Chapter 3.1- Access and Circulation.
6. Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.
7. All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.

**C. Conditions of Approval.** The City may attach such conditions as are necessary to carry out provisions of this Code, and other applicable ordinances and regulations, and may require reserve strips be granted to the City for the purpose of controlling access to adjoining undeveloped properties. See Chapter 3.4 (Public Facilities).