



## Final Plat Application

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* [www.venetaoregon.gov](http://www.venetaoregon.gov)

Tentative Plat File #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Tentative Approval Date: \_\_\_\_\_

Number of Lots/Parcels: \_\_\_\_\_

Tentative Plat Expiration: \_\_\_\_\_

Subdivision Application for Final Plat..... \$1000

Partition Application for Final Plat..... \$200

Print Property Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Applicant (*If not owner*): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Agent: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lot (s)	Acres	Zone

Subject property address(es): \_\_\_\_\_

**Required Submittals:**

- Application Form
- Application Fee
- Final Plat (10 – 18x24 Copies including all required information from the Veneta Land Division Ordinance Section 4.05 or 5.06).
- One copy of plat reduced to 11 x 17
- Preliminary Title Report (Within Last 30 Days).
- Approved public/private improvement plans
- Written demonstration of compliance with all conditions of tentative plat approval including drafts of all required deeds, easements and agreements provided in hardcopy and PDF format.

**I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Property Owner Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

## **APPLICATION FEES & DEPOSITS**

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Development requiring more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Failure to pay City costs over the base fee amounts, as charged monthly by the City, shall result in City pursuing any and all legal remedies available, including but not limited to liening Property in the amounts owed; prosecution for violation of the City's current fee resolution and City land development or division ordinances; issuance of a stop work order and/or non-issuance of building permits for Property; and turning amounts owed over to a collection agency.

**Application Deposits:** Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to the applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by the applicant on a monthly basis.

**Application Fees:** Fixed fees are non-refundable and are based on average application processing costs rounded to the nearest \$25.

**Technical Review/Publication Deposit:** The actual costs charged to the City for technical review of land use applications shall be charged to the applicant. In addition, the actual costs of preparing and mailing notices to abutting property owners or others required to be notified, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to the applicant. Such costs shall be adjusted as soon as the specific amounts are known and any deficiency collected from the applicant, petitioner, or appellant before any further proceedings are had, or any overpayment refunded.

**TREE PERMITS:** For developments which require the cutting of trees for streets, utilities and/or buildings, a tree removal permit must be submitted at the time of the development application.

**RIGHT-OF-WAY PERMITS:** Anyone wishing to occupy, encroach on, or construct within a City right-of-way must have an approved right-of-way permit.

## **GENERAL INFORMATION FOR LAND USE APPLICATIONS**

- (1) Petitions, applications and appeals provided for in this ordinance shall be made on forms prescribed by the City.
- (2) An applicant shall be advised that all permits or zone changes necessary for a development project may be merged into a consolidated review process. Zone changes and permits required through the application of the overlay district and discretionary permit procedures shall be available for a consolidated permit process. For purposes of this ordinance, a consolidated permit process shall mean that the hearing body shall, to the greatest extent possible, apply concurrent notice, public hearing and decision making procedures to the permits and zone changes which have been consolidated for review.
- (3) Applications shall be accompanied by plans and specifications drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the sizes and locations on the lot of all existing and proposed structures; the intended use of each structure; the number of families, if any, to be accommodated thereon; the relationship of the property to the surrounding area and such other information as is needed to determine conformance with this ordinance.
- (4) The failure to raise an issue in person or by letter filed in a timely manner precludes appeal and the failure to specify to which criterion the comment is directed, precludes appeal based on that criterion.
- (5) Approval or denial of a land use regulation or limited land use application shall be based upon and accompanied by a brief statement that explains the criteria and standards considered relevant to the decision, states the facts relied upon and explains the justification for the decision based on the criteria standards and facts set forth.
- (6) The decision of the Planning Commission will be issued with a Final Order. If a written Notice of Appeal is not filed within 15 days from the date the Final Order of the Planning Commission is mailed, the decision becomes final.

**PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan, Land Development Ordinance, and Land Division Ordinance.**