



COMMUNITY DEVELOPMENT DEPARTMENT

360 SW Avery Avenue
Corvallis, OR 97333-1139
(541) 766-6819
www.co.benton.or.us/cd/

APPLICATION
SUBDIVISION

File #

Fee: \$
(SEE CURRENT FEE SCHEDULE)

ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE

I. Property Owner(s) Information

Name(s): Phone #1:
Mailing Address: Phone #2:
City: State: Zip: Email:

II. Applicant Information

Name(s): Phone #1:
Mailing Address: Phone #2:
City: State: Zip: Email:

Other individuals to be notified of this application: Name, Address, City & Zip, or Email

III. Property Information

Site Address:
Assessor's Map & Tax Lot Number: T S, R W, Section(s), Tax Lot(s)
Acreage: Zoning: Fire District:
Water Supplied By: Sewage Disposal Type:
Existing Structures:
Current use(s) of the property:

IV. Request Summary (Example: "Subdivide a 50 acre property located in UR-5 zone into 8 lots.")

V. Attached Documentation: With all land use applications, the "burden of proof" is on the applicant. It is important that you provide ALL the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.



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When was the subject property first described in its current configuration in a separate recorded legal description?

Recorded Document Number: \_\_\_\_\_

Current use(s) of the property: \_\_\_\_\_

Date the **required pre-application conference** was held: \_\_\_\_\_

(Application available on website.)

**Attachments**

1. A subdivision guarantee report.
2. Materials demonstrating compliance with Benton County Code 99.800 through 99.850 (See the attached informational sheet, “New Water Supply Requirements for Partitions and Subdivisions.”). **Note:** that the County must approve the water testing procedures.
3. Ten copies<sup>1</sup> of a preliminary plat that conforms to County Surveyor map standards and contains the following information:
  - a. Parcel and road design consistent with the Development Code.
  - b. Location, names, width, elevation and grades of existing and proposed streets in, or adjacent to, the proposed subdivision.
  - c. Contour lines at two-foot intervals unless otherwise approved by the County Engineer. Five-foot contour lines may be used in areas of greater than fifteen (15) percent slope or if the tract is divided into lots of five (5) acres or more. The source and accuracy of contour shall be specified.
  - d. The location of at least one temporary benchmark within the boundaries of the proposed subdivision.
  - e. The location of all areas subject to the base flood as shown on the Flood Boundary and Floodway Map on file in the office of the Development Department, 360 SW Avery Avenue, Corvallis.
  - f. Soils using USDA Soil Conservation Service information or field studies prepared from specific site data.
  - g. The proposed lot lines, approximate dimensions and lot and block numbers.
  - h. Proposed phases or additions for the completion of public improvements and the filing of final plats.
  - i. The location, width and purpose of all easements.
  - j. The location of all utilities including water, sewer, power, telephone, natural gas and cable television.
  - k. The proposed plan for stormwater drainage including any off-site improvements.

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<sup>1</sup> A digital version of the preliminary plat and additional hard copies of the preliminary plat may be requested by Planning staff once the application has been deemed complete.



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- 1. The location and purpose of all common or public facilities.
m. The proposed subdivision name, and the name, address, and phone number of the applicant and all representatives responsible for the plan.
n. A vicinity map showing the boundary of the parent parcel, intersecting parcel lines, adjacent streets, railroads, sewers, water lines and ownership abutting the boundary of the parent parcel as found in the County Assessor's records.
4. A narrative providing the following information:
a. A phased development schedule.
b. A schedule for construction of all improvements.
c. The proposed method for providing water supply for each lot.
d. The proposed method for providing sewage disposal for each lot.
e. Description of the impact of the proposed subdivision on water, sewer, fire protection, law enforcement, schools, hospitals, solid waste disposal and other services.
f. Description of all community facilities or systems including a maintenance program for such systems.
g. A copy of tentative covenants, conditions and restrictions, if any, proposed by the applicant.
h. IF the property is within the Corvallis Urban Growth Boundary, and it contains lands identified on the Corvallis Urban Fringe Natural Features Maps, please make sure narrative addresses how the proposed partition will meet the standards in BCC Chapter 88.
i. IF the property is within the Corvallis Urban Growth Boundary, also complete the application "Land Division in the Corvallis Urban Growth Boundary."

Signature(s)

I hereby certify that I am the legal owner or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the proposed subdivision would not violate any deed restrictions attached to the property.

Owner/Contract Purchaser Signature

Date

Owner/Contract Purchaser Signature

Date



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Date Application Submitted: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Planner Assigned: \_\_\_\_\_

Date the **required pre-application conference** was held: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_