

COLUMBIA COUNTY  
**LAND DEVELOPMENT SERVICES**

COURTHOUSE  
230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

**SUBDIVISION**  
General Information

File No. \_\_\_\_\_

**APPLICANT:** Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City State Zip Code

Phone No.: Office \_\_\_\_\_ Home \_\_\_\_\_

Are you the \_\_\_\_\_ property owner? \_\_\_\_\_ owner's agent?

**PROPERTY OWNER:** \_\_\_\_\_ same as above, OR:

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

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

City State Zip Code

Phone No.: Office \_\_\_\_\_ Home \_\_\_\_\_

**PROPERTY ADDRESS** (if assigned): \_\_\_\_\_

**TAX ACCOUNT NO.:** \_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

**PROPOSED PARCEL SIZES (acres):** \_\_\_\_\_

**WATER SUPPLY:** \_\_\_\_\_ Private well. Is the well installed? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Community system. Name \_\_\_\_\_

**METHOD OF SEWAGE DISPOSAL:** \_\_\_\_\_ Community Sewer. Name \_\_\_\_\_

\_\_\_\_\_ Not applicable.

\_\_\_\_\_ Septic System.

If Septic, does the subject property already have a system? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, is the property approved for a Septic System? \_\_\_\_\_ Yes \_\_\_\_\_ No

**CERTIFICATION:**

I hereby certify that all of the above statements and all other documents submitted are accurate and true to the best of my belief and knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Planning Department Use Only

Date Rec'd. \_\_\_\_\_ Hearing Date: \_\_\_\_\_ or Admin. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Staff Member: \_\_\_\_\_

Previous Land Use Actions:\_\_\_\_\_ Stormwater & Erosion Control Fees\_\_\_\_\_

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Columbia County Land Development Services  
STATEMENT OF WATER RIGHTS

1. \_\_\_\_\_ The subject parcel(s) DO NOT have a water right.

Water is supplied to this property by \_\_\_\_\_

Name (please print): \_\_\_\_\_

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Sign this form and file it with your Preliminary Plat. Thank you.

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2. \_\_\_\_\_ The subject parcel(s) DO have a water right, as follows:

Permit # \_\_\_\_\_ Certificate # \_\_\_\_\_ for \_\_\_\_\_ use

Permit # \_\_\_\_\_ Certificate # \_\_\_\_\_ for \_\_\_\_\_ use

Tax Lot Number	Acres	Tax Lot Number	Acres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. The water right has been put to beneficial use within the past 5 years: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know

4. The water right has been continuously used without a 5 year interruption since it was established and documented:  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know

5. \_\_\_\_\_ The water right WILL NOT be modified for this plat.

\_\_\_\_\_ The water right WILL be modified and the property owner has filed for: \_\_\_\_\_ a change of use.  
\_\_\_\_\_ a change in the point of diversion.  
\_\_\_\_\_ a change in the place of use.  
\_\_\_\_\_ an additional point of diversion.  
\_\_\_\_\_ cancellation of the water right.

6. The above information is true and complete to the best of my knowledge and belief:

Name (please print): \_\_\_\_\_

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please do not write below this line. Thank you.

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# LAND PARTITIONING AND SUBDIVIDING INFORMATION

## GENERAL:

All land partitions and subdivisions outside incorporated cities must be approved by Columbia County Land Development Services, according to the requirements of the Subdivision and Partitioning Ordinance, before any partition parcel or subdivision lot may be sold.

## DEFINITIONS:

To "partition" land means to divide your property into 2 or 3 parcels within one calendar year. Note: In the St. Helens UGB, partitioning of a parcel of land is only allowed once every 5 years.

A "subdivision" is the division of a parcel of land into 4 or more parcels.

"Your property" includes all adjacent (contiguous) tax lots under the same ownership which have not previously been divided into separate legal parcels; that is, all the land whose boundaries touch and which have the same owner(s).

A "separate legal parcel" is created only if:

1. It was legally created before the Columbia County Zoning Ordinance or was created prior to the Columbia County Subdivision and Partitioning Ordinance went into effect on March 1, 1973, or,
2. It was created through the partitioning process, and approved by the County.

## PRELIMINARY PLAT REQUIREMENTS:

1. Show dimensions and locations of all property lines and proposed lot lines with lot numbers and sizes.
2. Show all existing structures, roads and driveways, wells and water lines, septic tanks and drainfields, and all prominent natural features (streams, lakes, ravines, slopes, cliffs, etc.).
3. Show distances from existing structures, wells, septic tanks and drainfields to the existing and proposed lot lines and show dimensions of each new lot.
4. Show the scale of the drawing and a north arrow. Show slopes with arrows pointing downhill.
5. Include name and address, and the parcel tax lot number.

## PROCESS

1. An application may be filed at the Department of Land Development Services, Courthouse, St. Helens, You will be charged a non-refundable application fee, to cover costs.
2. Please include a carefully drawn map (Preliminary Plat) of the property, showing the division line, all improvements, easements, roads, septic systems, wells etc. and prominent natural features (slopes, cliffs, & streams, etc.).
3. Staff will check to see if the proposed subdivision meets all Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance requirements, and may inspect the property. If the subdivision appears to be approvable, a notice is sent to property owners within 250 feet of the property, and to various interested parties.
4. If no request is received within 14 days to refer the matter to the Planning Commission, a staff report is prepared and the partition may be approved. Conditions may be imposed, and a road construction and/or maintenance agreement may be required.
5. If the referral to the Planning Commission is requested, staff will place the item on the next available Commission agenda, advertise a hearing, send notice to all property owners within 250 feet of the property boundaries, and prepare a report. The Commission will hold a hearing, accept comments from all interested parties, and approve or disapprove the subdivision. Again, conditions may be imposed, and a road construction and/or maintenance agreement may be required.
6. After the Preliminary Plat of the subdivision is approved, a Final Plat must be prepared within one year by a Surveyor licensed in Oregon. This will include a survey of all division lines and new roads or easements, lot numbers and area, etc. All dedications must be prepared, agreements drawn up and road improvements completed (or bonded for) before the Final Plat may be accepted and signed by the Department of Land Development Services. The Final Plat must then be checked and approved by the County Surveyor (for a fee), the tax assessor, County Commissioners, etc.
7. Once the Final Plat is signed by all the necessary parties, it may be recorded in the office of the County Clerk (County Recorder) to complete the process. Only then may lots or parcels be sold.

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### IMPORTANT NOTICE REGARDING PARTITION PLATS

Effective on November 4, 1993.

Senate Bill 9, which amended Section 1 of Chapter 19, ORS 92.095, requires that before partition plats can be recorded with the County Clerk, all ad valorem taxes, additional taxes,

interest and penalties, and all special assessments, fees or other charges must be paid.

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When to do  
**STORMWATER & EROSION CONTROL PLANS**

If applying for one of the following: You will need to submit 2 full size and one 11" X 17" of this/these plan(s):

- |  |   |
|--|---|
| <b>1. Single-Family &amp; Duplex Building Permits,</b>                                     | <ul style="list-style-type: none"><li>● Final Erosion Control Plan by Engineer for sites with known and apparent erosion problems</li></ul>   |
| <b>2. Commercial, Industrial, and Multi-family Building Permits,</b>                       | <ul style="list-style-type: none"><li>● Final Erosion Control Plan by Engineer; and</li><li>● Final Stormwater Plan by Engineer</li></ul>   |
| <b>3. Grading Permits,</b>   | <ul style="list-style-type: none"><li>● Required measures but no plan required (See Ordinance)</li></ul>  |
| <b>4. Partitions in zones allowing single-family dwellings and duplexes,</b>               | <ul style="list-style-type: none"><li>● Conceptual Stormwater Plan by Applicant</li></ul>   |
| <b>5. Partitions in zones allowing multi-family dwelling units, commercial, industrial</b> | <ul style="list-style-type: none"><li>● Preliminary Stormwater Plan by Engineer</li></ul>   |
| <b>6. Subdivisions,</b>  | <ul style="list-style-type: none"><li>● Preliminary Erosion Control Plan by Engineer</li><li>● Final Erosion Control Plan by Engineer</li><li>● Preliminary Stormwater Plan by Engineer</li><li>● Final Stormwater Plan by Engineer</li></ul> |
| <b>7. New Public Road Construction,</b>  | <ul style="list-style-type: none"><li>● Final Erosion Control Plan by Engineer</li><li>● Final Stormwater Plan by Engineer</li></ul>  |
| <b>8. Drainage Modifications.</b>  | <ul style="list-style-type: none"><li>● Final Erosion Control Plan by</li></ul>   |

\* If area disturbed exceeds 2000 sq. ft. or 1000 sq. ft. on sites with known erosion problems.

## PRELIMINARY STORMWATER PLAN

### Purpose

The purpose of the preliminary stormwater plan is to determine whether a proposal can meet the requirements set forth in the stormwater ordinance. In general, the preliminary stormwater plan identifies how runoff originating on the site or flowing through the site is presently controlled and how this will change due to the proposed development activity.

### Format

The preliminary stormwater control plan shall include a report and plan sheets drawn to scale. The report and plans shall be stamped, signed, and dated by an engineer.

### Contents

#### *Preliminary Stormwater Report*

The preliminary stormwater report shall contain the following information:

- Site Location Map
  - At a minimum a USGS 7.5 minute topo series map shall be used showing the following information:
- Site boundaries or site location for small sites
- Contributing drainage areas and their acreage
- Soil map from the Columbia County Soil Survey with the site highlighted
- Flood plain map with the site highlighted, if the site is in a flood plain
- Discussion of the methods to be used to treat runoff from paved surfaces on the site
- Discussion of the methods to be used to control the flow of stormwater runoff from the developed site. If infiltration is proposed, the discussion should include an analysis of the capability of on-site soils for infiltration of runoff, including the potential impacts on slope stability and on-site sewage systems.
- Calculations of the pre-development and post-development runoff from the site
- Preliminary sizing calculations for the proposed stormwater facilities
- Discussion of who will maintain the stormwater facilities constructed in conjunction with the project.
- Listing of additional permits (e.g., wetland, flood plain, etc.) that may be required for the project.

#### *Existing Conditions Plan*

This plan shall show the information outlined below. If a preliminary erosion control plan is completed for the project, the same Existing Conditions Plan can be utilized.

- Existing topography in 2-foot contours.
- 1. Existing drainage features including streams, ditches, ponds, and wetlands, on or adjacent

to the site.

- Existing structures on the site including:
- Existing septic systems on the site
- Existing vegetation on the site
- Soil types on the site

#### *Preliminary Development Plan*

This plan shall include the following information:

- Existing and proposed property boundaries, easements, and right-of-ways
- Proposed building and road locations, if known.
- Approximate location and size of proposed stormwater facilities, including typical cross-sections of the proposed facilities.

## **PRELIMINARY EROSION CONTROL PLAN**

A preliminary erosion control plan shall contain the information outlined below. The information shall be shown on one or more sheets that are drawn to scale. Narrative information can be included as notes on the plans.

*Existing Conditions Plan* showing:

1. Existing topography and flow directions for site runoff, including slope percentages.
- Existing drainage features including streams, ditches, ponds, and wetlands, on or adjacent to the site.
  - Existing structures on the site.
  - Existing vegetation on the site.
  - Soil types on the site and an indication of their erosion potential.

*Site Plan* showing:

- Property boundaries, both existing and proposed.
- Adjacent land uses.
- Conceptual erosion control plan discussing which erosion control measures will be utilized with an indication of their approximate location.
- For commercial, multi-family, and industrial subdivisions, approximate locations of proposed structures on the site.

## **FINAL EROSION CONTROL PLAN**

A final erosion control plan shall contain the information outlined below. The information shall be shown on one or more plan sheets that are drawn to scale. Narrative information can be included as notes on the plans.

*Existing Conditions Plan* showing:

1. The information provided for the preliminary erosion plan is sufficient, assuming that information accurately reflects the current state of the site. If significant changes have occurred to the site, a revised existing conditions plan is required.

*Site Plan* showing:

- Property boundaries, both existing and proposed, with dimensions.
- For commercial, multi-family, and industrial subdivisions, approximate locations of proposed structures on the site.

*Erosion Control Plan* showing:

- Locations and sizes (Areas or lengths) of erosion measures proposed to be used on the site during construction and after construction is completed.
- Maintenance schedule for insuring the erosion control measures continue to function as they are designed to function.
- For those measures requiring sizing calculations, a summary of the design calculations.
- This summary can be submitted in report form rather than shown on the plans.
- Contingency plan discussing additional erosion control measures to be applied if the proposed measures fail or are insufficient to control erosion.
- Discussion of how the site will be secured to prevent stormwater and erosion measures for being vandalized. A security fence with a locked gate or an on-site security guard are examples of methods to secure a large site.

## **FINAL STORMWATER PLAN**

### **Purpose**

The final stormwater plan provides the final design and analysis of stormwater facilities on the site. The final stormwater plan consists of engineering construction plans and a detailed discussion, in report form, of the various aspects of stormwater design on the project.

### **Format**

#### *Engineering Plans*

Plans shall be stamped, signed, and dated by an engineer.

Typically engineering plans for a project shall contain, at a minimum, the sheets listed below. However, the engineer has the discretion to organize the plans differently, as long as the content requirements are met which include:

1. Site Plan
  - Grading and erosion Control Plan
  - Stormwater Plan
  - Stormwater and Erosion Control Details

#### *Stormwater Report*

The stormwater report shall be stamped, signed, and dated by an engineer

The report shall be bound in a notebook or other type of binder. Drawing larger than 8 ½ X 11 can be attached to the report.

Detailed computations and software printouts utilized in the runoff analysis shall be included in the report

## **Contents**

### *Engineering Plans*

The engineering plan set shall contain the following information:

- Existing and proposed property boundaries, easements, and right-of-ways, including stormwater easements.
- Existing and proposed topography in 2-foot contours, unless site topography makes a different contour interval more appropriate.
- Existing drainage features including streams, ditches, ponds, flood plains, and wetlands, on or adjacent to the site.
- Drainage flow routes through and on the site, including existing discharge points to and from the site.
- Proposed buildings, pavement areas, and other impervious surfaces.
- Proposed stormwater treatment and runoff control facilities, in plan and cross-section.
- Lengths and rim elevations of storm manholes.
- Cross sections and lengths of proposed open channel conveyance systems.
- Existing and proposed utilities.
- Existing and proposed on-site sewage disposal systems;
- Details of erosion control measures proposed.
- Details with sizes, lengths, and inverts for any orifices or weirs used for flow control.

### *Stormwater Report*

The stormwater report set shall contain the following information:

Maps:

- Site location map,
  - At a minimum a USGS 7.5 minute topo series map shall be used showing site boundaries or site location for small sites and contributing drainage areas to the site.
- Soils map with site identified.
- Flood plain map with the site highlighted, if the site is in a flood plain.

Project Overview:

- Discussion of project scope and timing.
- Description of drainage to and from adjacent properties.
- Overview of methods used to mitigate stormwater impacts.
- Discussion of software and models used for computing runoff.
- If project went through an earlier review by the County, list approval conditions related to stormwater and describe how final plan meets conditions.
- List additional permits (e.g., wetland, flood plain, etc.) that may be required for the project and discuss any impacts these permits have on the proposed stormwater facilities.

Pre-Development Analysis

- Tabulate and discuss parameters impacting pre-development runoff calculations including curve numbers, impervious surface areas, slopes, and soil types and groups.
- Compute and tabulate pre-development flows for the 2, 10, and 100-year storms for the various

discharge points from the site.

- Compute and tabulate existing off-site flows entering the site for the 2, 10, and 100-year storms.
- Compute and tabulate off-site flows for the 2, 10, and 100-year storms at build-out, if these flows will be different than the existing flows.
- Show on a map the point and basins included in the calculations.

#### Post Development Analysis

- Tabulate and discuss parameters impacting post-development runoff calculations including curve numbers, impervious surface areas, slopes, and soil types and groups.
- Compute and tabulate post-development flows for the 2, 10, and 100-year storms for the various discharge points from the site.
- Compute the water quality storm flows that are required to be treated
- Compute and tabulate runoff flows that are required to be detained for the 2, 10, and 100-year storms at the various discharge points from the site.

#### Runoff Treatment

- Identify water quality storm runoff that will be treated
- Describe runoff treatment method to be utilized.
- List design parameters utilized to size runoff treatment facilities

#### Runoff Quality Control

- Tabulate flow rates that are allowed to leave the site based on pre and post. development runoff analysis and the requirements in this ordinance.
- Describe runoff quality control methods to be utilized.
- List design parameters utilized to size runoff treatment facilities.
- Compute and tabulate peak flow rates, storage volumes, and ponding elevations for all design storms.
- If infiltration of runoff is proposed: Identify on-site soil types and discuss their suitability for the project; identify seasonal high water table elevations in relevant areas; identify on-site septic systems and discuss the impact of proposed infiltration facilities on these sewage systems; and discuss infiltration rates based on soil tests conducted by a geotechnical engineer.

#### Conveyance System

- Identify criteria used in sizing conveyance system.
- Compute and tabulate design flows, velocities, and conveyance capabilities for all parts of the proposed conveyance system.

#### Maintenance

- Identify who will maintain all parts of the stormwater system after completion.
- Describe operation and maintenance procedures for runoff treatment and quantity control facilities.

#### Appendix

- Include any report and permits associated with the site that impact stormwater runoff analysis. Examples of these types of reports include: geotechnical and soil reports, wetland delineations, floodplain analysis, groundwater studies, wetland fill permits, and other applicable permits.

Form #7

02/01/02

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