



COMMUNITY DEVELOPMENT

FINAL PLAT APPLICATION

Subdivision

Partition

Condominium

Contact Information

Applicant: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

ePlans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Information

Approved Tentative Plan File Number: _____

Name of Subdivision (if applicable): _____

Site Address: _____ Tax map & lot number: _____

Comprehensive Plan Designation: _____ Zoning District: _____

Number of lots: _____ Number of Phases: _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: _____ Date: _____

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to BendPlanning@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97703. Credit card payments may also be made by phone after you receive the ePlans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

Please note: A Final Plat application must NOT be submitted until infrastructure is substantially complete.

Information on Plat. In addition to the requirements of the tentative plan approval or otherwise required by law, the following information shall be shown on the plat:

- Name of subdivision or partition.
- Name of owner, applicant, and engineer or surveyor.
- The date, scale, north point, legend, controlling topography such as bluffs, creeks and other bodies of water, and existing highways and railroads.
- Legal description of the tract boundaries.
- Reference points of existing surveys, identified, related to the plat by distances and bearings, and reference to a field book or map as follows:
 - a. Stakes, monuments, or other evidences found in the ground and used to determine the boundaries of the subdivision.
 - b. Adjoining corners of adjoining subdivision.
 - c. Other monuments found or established in making the survey or required to be installed by provisions of this ordinance.
 - d. The exact location and width of rights-of-way and easements intercepting the boundary of the tract.
- Tract boundary lines, and street rights-of-way and center lines, with dimensions, bearing or deflecting angles, radii, arcs, points of curvature and tangent bearings. Normal high water lines for any creek, bay, or other body of water. Tract boundaries and street bearings shall be shown to the nearest 0.01 feet. No ditto marks shall be used.
- The width of the streets being dedicated and the curve data shall be based on the street center line. In addition to the center line dimensions, the radius and central angle shall be indicated together with the long chord distance and bearing.
- Easements. Easements shall be noted by fine dotted lines, clearly identified and, if already of record, their recorded reference. If an easement is not of record, a statement of the easement shall be given. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the subdivision shall be shown. If the easement

is being dedicated by the map, it shall be properly referenced in the owner's certificates of dedication.

- Lot numbers beginning with the number "1" and numbered consecutively.
- Public lands, including strips and easements shall be clearly marked to distinguish it from lots intended for sale.
- Limitations on rights of access to and from streets, lots, and other parcels of land.
- The area of each lot, if larger than one acre, to the nearest hundredth of an acre; and the area of each lot less than one acre, to the nearest square foot.
- Appropriate space for all signatures as specified by the Deschutes County Surveyor shall be included on the final plat.

Supplemental Information with Plat. The following data, if applicable, shall accompany the final plat.

- A copy of the Tentative Plan decision document.
- Title Report. A preliminary title or subdivision guarantee report issued by a title insurance company in the name of the owner of the land, showing all parties whose consent is necessary and their interest in the premises; such report shall show evidence of a clear and marketable title and shall have been prepared within 30 days prior to submitting the final plat for review.
- Survey Closure Sheets. A copy of the surveyor's survey closure sheets.
- Deed Restrictions. A copy of any deed restrictions applicable to the subdivision, partition or replat.
- Homeowner's Association. A copy of any homeowner's association agreements proposed or required for the subdivision.
- Dedications. A copy of any dedication requiring separate documents with specific reference to parks, playgrounds, etc.
- Taxes. A list of all taxes and assessments on the tract which have become a lien on the land subdivided or partitioned.
- Subdivisions, partitions or replats adjoining SM Zones. Any final plat of which adjoins an SM zone must clearly show where such zone is located in relation to the subdivision boundaries.
- Condominium Plats. Any final plat for a condominium shall be accompanied by a copy of the condominium declaration.

**BEND DEVELOPMENT CODE SECTION 4.3.400(F)
CRITERIA FOR FINAL PLAT APPROVAL**

1. The subdivision, partition or replat as shown is substantially the same as it appeared on the approved tentative plan, and all conditions of tentative plan approval have been or will be met.
2. That the final plat contains the following elements:
 - a. Streets and roads for public use are dedicated to the public without any reservation or restriction.
 - b. Streets and roads held for private use and indicated on the tentative plan have been approved by the City.
 - c. The plat contains provisions for dedication to the public of all streets, roads, bikeways, access corridors, parks, sewage disposal, and water supply system, if made a condition of the approval of the tentative plan.
 - d. Explanations of all common improvements required as conditions of approval of the tentative plan are recorded and referenced on the plat.
3. That the developer has either constructed and had accepted by the City the required improvements or the developer has filed with the City a financial security acceptable to the Community Development Director in accordance with subsection (J) of this section in lieu of constructing the improvements.

RECORDING OF PLAT

After receiving a letter confirming final plat approval, the developer may submit the mylars to the City for signatures.

Mylars will NOT be accepted until the final plat letter is issued by the City. The developer must submit the final plat letter from the City with the mylars for signature.

1. Within 60 days of City approval, the applicant shall submit the approved final plat with the Deschutes County Clerk for recordation.
2. The applicant shall upload copies of the recorded plat to the Final Drawings folder in eplans.
3. The plat shall not be in effect until it has been recorded with the Deschutes County Clerk.