

**CITY OF PORTLAND**  
**Planning & Urban Development Department**

**SUBDIVISION**  
**GENERAL DOCUMENT AND DRAWINGS CHECKLIST**  
Please submit each document as a separate PDF file.  
Please confirm by electronically checking the boxes in the left-hand column.

**\*\* PLEASE FILL OUT AND UPLOAD THE ZONING ASSESSMENT TABLE  
AND WAIVER TABLE SEPARATELY AS NOTED BELOW \*\***

**At the time of application submission, please contact the Department of Public Works regarding E-911  
addressing of your project.**

GENERAL APPLICATION DOCUMENTS		
Yes	NA	<b>Project Description</b> <ul style="list-style-type: none"> <li>• Cover letter with detailed project description</li> </ul>
Yes	NA	<b>Completed Checklist</b> (this document)
Yes	NA	<b>Evidence of Right, Title, and Interest</b> <ul style="list-style-type: none"> <li>• Deeds, leases, or purchase and sales agreements</li> </ul>
Yes	NA	<b>Evidence of State or Federal Approvals</b> <ul style="list-style-type: none"> <li>• Permits or letters of non-jurisdiction, if applicable</li> </ul>
Yes	NA	<b>Zoning Assessment</b> (see <a href="#">Zoning Assessment Table</a> ) Summary of compliance with use and dimensional standards of the land use code
Yes	NA	<b>Subdivision Standards Assessment</b> (see Article 15.4 of the land use code) <ul style="list-style-type: none"> <li>• Summary of compliance with subdivision review standards of the land use code</li> </ul>
Yes	NA	<b>Existing and/or Proposed Easements or Covenants, applicable.</b> <ul style="list-style-type: none"> <li>• Evidence of existing easements and any proposed easements</li> </ul>
Yes	NA	<b>Waiver Requests</b> (see <a href="#">Waiver Table</a> ) <ul style="list-style-type: none"> <li>• Written request for waiver describing request and compliance with applicable waiver standards</li> </ul>
Yes	NA	<b>Financial Capability</b> <ul style="list-style-type: none"> <li>• Letter or evidence from a financial institution or third party verifying financial capacity to undertake project</li> </ul>
Yes	NA	<b>Technical Capability</b> <ul style="list-style-type: none"> <li>• Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects</li> </ul>

**SUBDIVISION  
SUPPLEMENTAL SUBMISSIONS CHECKLIST**

**Provide assessment of compliance with standards and include supplemental documentation, as applicable.  
Please submit each document as a separate PDF file.**

Yes	NA	<ul style="list-style-type: none"> <li>When private sewage systems are used, the results and supporting data of a soil test of each lot in the subdivision conducted by a soil evaluator licensed in the state.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>When the adequacy of the subdivision's load bearing capacity is in question, a geotechnical report with supporting data that includes the result of test borings shall be prepared by a professional engineer registered in the state and submitted.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>Price range of houses that will be built in the subdivision.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>Traffic impact analysis.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>High intensity soil survey, if required by the Planning Authority.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>Types and estimated quantities of solid waste to be generated by the development.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>A narrative describing all proposed buffer strips, their dimensions, and maintenance plans and responsibilities.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>A description of any wetlands, wildlife and fisheries habitats, archaeological sites or unusual natural areas located on or near the project site and a description of the methods that will be used to protect such area.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>Construction plan outlining the anticipated sequence of construction of the major features of the project including without limitation roads, retention basins, sewer lines, seeding and other erosion and sedimentation control measures, and pollution abatement measures and also setting forth the approximate dates for commencement and completion of the project.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>When conditions warrant, a program to control dust, erosion and sedimentation and/or vehicular traffic during construction.</li> </ul>
Yes	NA	<ul style="list-style-type: none"> <li>At the option of the subdivider, any other information that may be necessary for the full and proper consideration of the subdivision shall be submitted in writing.</li> </ul>

## SUBDIVISION DRAWINGS CHECKLIST

Please submit each document as a separate PDF file.  
**All drawings must be submitted in a 24 x 36 sheet size.**

### SUBDIVISION PLAT (at a scale not more than 1"=60', unless lots are more than one acre in size)

1. Date, north point, title and graphic scale.
2. Names, addresses and stamp or certification, if applicable, of registered professional engineer, subdivider, and owner
3. Vicinity sketch (may be shown on separate plan);
4. Names of adjacent property owners with parcels over 25,000 square feet or names of adjacent subdivision;
5. Location and designation of any zoning district boundaries affecting the subdivision;
6. Total site data, including total area of the subdivision, total area in streets, total area in recreation or open space and number of house lots;
7. Based on a recent survey by the subdivider, existing contours at two foot intervals or as otherwise required by the Public Works Authority. Existing structures which are to remain will shall be delineated;
8. Tract boundary lines and property lines of lots, with accurate dimensions and either bearings or deflection angles. All lots shall be numbered;
9. Names of proposed streets, width of rights of way, typical cross section reservation, and depth of construction materials;
10. Locations, widths and purposes of other rights of way or easements to be recorded;
11. All appropriate street geometry information, including point of curvature, point of tangency, tangent distance, radii and interior angle, in standard engineering format;
12. Location of those utilities existing on or adjacent to the tract to be subdivided, including size and elevation of buried or underground utilities (may be shown on separate plan);
13. Designation of flood hazard areas, as defined by the National Flood Insurance Program and shown on the city flood hazard boundary map, as well as any other areas in the subdivision subject to inundation by stormwater or storm sewer overflow;
14. All potential wetlands within the proposed subdivision, regardless of the size of those wetlands;

15. Any river, stream or brook within or abutting the proposed subdivision. For purposes of this section, "river, stream or brook" has the same meaning as in 38 M.R.S. § 480 B, Subsection 9.
16. Existing historic sites and structures which either appear on the National Register or are nominated to the National Register by the state historic preservation officer;
17. Proposed private and public utility system including water, gas, telephone, fire hydrants, and any other services which shall supply the area (may be shown on separate plan);
18. Sanitary sewer and storm drain plans and profiles showing size, kind and slope of pipe, proposed manhole rim and invert elevations and catch basin locations and drains (may be shown on separate plan);
19. Lighting plan showing the location, design, height and spacing from each other of the support poles, in accordance with standards and specifications established by the Public Works Authority (may be shown on separate plan);
20. Tree plan showing groups of existing, sizeable trees which the subdivider intends to preserve (may be shown on separate plan);
21. A detailed plan of the entire subdivision and the immediate vicinity showing all existing and proposed drainage both on- and off-site including drainage swales, ditches, etc., with directional flow arrows and approximate slope grades, and showing proposed finished "spot elevations" around the perimeter of the subdivision. Proposed drainage shall be shown as it may affect or restrict development on individual lots and with reference to improvements for which a performance guarantee is required under this article. Where deemed feasible by the Public Works Authority, proposed finished contours at intervals of two feet shall be provided on the drainage plan upon request (may be shown on separate plan);
22. All future phases and sections of the subdivision proposed by the subdivider (may be shown on separate plan);
23. Proposed parks and school sites, or other public open space that the developer proposes to convey to the city;
24. Streets and right of way monuments and property line markers;
25. Profiles of each street or way in the subdivision shall be shown on the subdivision plat. They shall be drawn to a longitudinal scale of 40 feet to one foot and a vertical scale of four feet to one inch. Such profiles shall include separate profiles of each side line and center line of the street or way. Any buildings abutting on the street shall be shown in standard engineering format as requested by the Public Works Authority.
26. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CAD files with final plans.