

# CITY OF HERMISTON

## **SUBDIVISION PROCEDURES**

### **BACKGROUND**

Subdivisions within the City of Hermiston are governed by Chapter 154 in the Hermiston Code of Ordinances. All proposed subdivisions shall comply with the guidelines set forth in this chapter.

### **PROCEDURES**

Prior to submitting an application, persons interested in creating a subdivision are encouraged to attend a pre-development meeting with city development staff. In these meetings, development staff will advise applicants on requirements and procedures for development. After attending the pre-development meeting, prospective applicants shall obtain an application from the city planning department. Applicants must complete this application and submit it along with completed site plans and an application fee to the city planning department. Planning staff will review the application and suggest any changes which might be needed to conform with City standards. The preliminary plat will then be sent to the planning commission for approval and all property owners within 100 feet of the proposed subdivision will be notified by city staff. Letters to property owners will be mailed at least 14 days prior to the planning commission meeting. This gives neighboring property owners a chance to provide written comments to the City. If the planning commission accepts the preliminary plat, the applicant will be directed to submit a final plat to the planning commission for review and approval. If the planning commission moves to approve the proposed subdivision, the application is then forwarded to the city council. The city council will also hold a public meeting on the proposed subdivision. Once the city council grants final approval to the subdivision, the plat maps are given to Umatilla County for recording. After the County has officially recorded the maps, individual lots may be sold.

### **PROCEDURES FOR SUBDIVISION REPLAT**

Adjustment of lot lines and the addition or removal of lots within a platted subdivision cannot be treated as a lot line adjustment or partition. Instead, it requires a subdivision replat. The procedures for a replat are identical to creation of a subdivision. Please refer to the subdivision procedures listed above.