

FOR OFFICE USE ONLY

Application #: _____

Date Received: _____



**City of Prineville
Land Partition Application**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone _____ / _____

Address _____ City _____ State ____ Zip Code _____

Email _____

Property Owner _____ Phone _____ / _____

Address _____ City _____ State ____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Property location (address, intersection of cross street, general area): _____

Map # - Township ____ Range ____ Section _____ Tax Lot(s) _____

Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)

Present Land Use _____

PROJECT DESCRIPTION

Describe Project: _____

PROFESSIONAL SERVICES

Engineer _____ Phone _____ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Builder _____ Phone _____ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Land Surveyor _____ Phone _____ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Attorney _____ Phone _____ / _____

Address _____ City _____ State _____ Zip Code _____

Email _____

SUBMITTAL REQUIREMENTS

REQUIRED ITEMS TO BE SUBMITTED FOR VARIANCE REVIEW.

Note: Additional information may be required depending on the actual project.

- Completed Application. The application must be signed by the property owner.
- Title Report or similar identifying property as legal lot or parcel.
- Application Fee
- Tentative Plan –
 - On a sheet measuring at least 8-1/2” x 11” or 11”x17” for public review and notice requirements.
 - A vicinity map locating the proposed partitioning in relation to adjacent subdivisions, roadways, infrastructure, properties and land use patterns.
 - Proposed street access.
 - A plan of the proposed partitioning showing tract boundaries and dimensions, the area of each tract or parcel, and the names, right-of-way widths and improvement standards of existing roads.
 - Names and addresses of the landowner, the partitioner, the mortgagee if applicable, and the land surveyor employed (or to be employed) to make necessary surveys and prepare the final partitioning map.
 - A statement regarding provisions for water supply, sewage disposal, solid waste disposal, fire protection, access, utilities, etc.
 - North-point, scale and date of map, and the property identification by tax lot, map number, section, township and range, subdivision lot and block or other legal descriptions.
 - Statement regarding past, present and proposed use of the parcel(s) to be created, or the use for which the parcel(s) is to be created.

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements of the City’s land use code. Please note: If the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the Planning Director may upon notice to the applicant and subject to an applicant’s right to a hearing declare the application void.

Applicant: _____ Date: _____
Signature

Property Owner: _____ Date: _____
Signature

Please note: additional information may be required by the Planning Department prior to the application being deemed complete. Also, if you are an authorized Agent, please attach a letter of authorization signed by the Property Owner allowing you to act in their behalf during this process.

What is a Partition?

PARTITION – To divide a lot, parcel or tract of land into two or three lots or parcels within a calendar year.

MINOR PARTITIONING. A partitioning where each lot or parcel created has access to an existing public road, street, highway or way; that is, a partitioning that does not include the creation of a new road or street for access to one or more of the lots or parcels being created. For the purposes of this definition and this definition only, an easement or public street for access of more than 100 feet in length shall be considered a street or road.

MAJOR PARTITIONING. A partitioning where a new street or road is created for access to one or more of the parcels created by the partitioning.

How much does it cost?

A licensed surveyor must be hired to create a final plat of the proposed partition. This cost is not part of the City fees to process the application. To get current application fees please contact City Planning.

How do I know if I can partition?

1. City water and Sewer services must be available.
2. Find out what zone your property is located in?
3. Find out what the minimum lot size and setbacks are for that zone.
4. Must meet minimum frontage onto a public or private street of 50' or 35' on a curvilinear street.

Final Plat Requirements

Per section 153.164 of the City of Prineville Land Use Code; the Final Plat shall be prepared in conformance with the applicable standards of O.R.S. Ch. 92 and the requirements of the Crook County Surveyor and Crook County Clerk. The applicant shall provide a hard copy of the plat to the Planning Department as well as a digital copy of the data as described below; for integration into the County's mapping system.

- Submitted data does not need to be the complete information required on the plat plan, but shall include the following:

- **Metadata shall be provided on all layers, fields and their attributes.**
- The data may be submitted as AutoCAD .dwg or .dxf files; or as Arc View Shapefiles (If an ArcView Shapefile is submitted, a coordinate system and projection shall be defined and included in the submittal).
- Provide two PLSS corner points that can be used to orient and place the features within the IGS base map. These points do not need to be physically located on the drawing, they can be referenced by a known point on the drawing provided distance and direction are given from a known point located on the drawing. These can be section, ¼, or 1/16 corners as appropriate. At least one of the following described points will be referenced:
 - 1/16 section boundary points in T14S-R15E Sections 25 and 36 T14S-R16E Sections 28, 29, 30, 31, 32, 33 and 34, T15S-R15E Section 1,2,3,10,11,12,13 and 14, T15S-R16E Sections 4, 5, 6, 7, 8 and 9.
- Line work that shows the outlines of all parcels and easements. The line work should be complete and connected at all corners.
- Line work showing proposed utility lines to be installed as part of the development. The lines need to clearly indicate the type of utility. Until as-built drawings are provided, these will be shown as proposed in the GIS map. The developer shall be responsible for providing as-built drawings for utilities after installation utilizing the above referenced standards.
- Each type of feature, such as parcels, easements, type of utility, will be on a separate CAS layer or clearly identified in the attribute table if submitted as a Shapefile.