



City of Scotts Mills
 265 4th St. PO BOX 220
 Scotts Mills, OR 97375
 (503) 873-5435 fax: (503) 874-4540

FOR OFFICE USE ONLY:

Planning File No.: _____
 Date Received: _____ Fee: **\$3,000**
 Land Use Type: _____
 Received by: _____

PARTITION APPLICATION

Project Name: _____

Applicant:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____	Email Address: _____
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Applicant's Representative (if applicable):

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____	Email Address: _____
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Property Owner(s):

Name: _____

Mailing Address: _____

Phone Number: _____

Site Information:

Address: _____

Assessors _____

Map/Tax lot#: _____

Current Use of Site: _____	Zoning Designation: _____
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Required Attachments and Information:

Site Plan. Drawn to scale, in a scale large enough to clearly show the partition and containing the following information:

1. General information:

- a. Name of subdivision (not required for partitions). This name must not duplicate the name of another subdivision in County (please check with County Surveyor);
- b. Date, north arrow, and scale of drawing;
- c. Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site;
- d. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the designer, and engineer and surveyor if any, and the date of the survey if submitted; and
- e. Identification of the drawing as a “preliminary plat”.

2. Site analysis:

- a. Streets: Location, name, present width of all streets, alleys and rights-of-way on and abutting the site;
- b. Easements: Width, location and purpose of all existing easements of record on and abutting the site;
- c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards;
- d. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals, or less, for ground slopes of less than 10 percent or as required by the City Engineer. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor. Where the site is within a Hillside Protection Overlay, contours shall be shown at intervals and using grade measurement methods as specified by the City Engineer;
- e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
- f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
- g. Wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. (See also, relevant portions of the Comprehensive Plan);
- h. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
- i. Designated historic and cultural resources on the site and adjacent parcels or lots;
- j. The location, size and species of trees having a caliper (diameter) of 6 inches or greater at 4 feet above grade in conformance with Chapter 3.2;
- k. North arrow and scale;
- l. Name and address of project designer, if applicable; and
- m. Other information, as deemed appropriate by the Community Development Director. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.

3. Proposed improvements:

- a. Public streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All areas and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
- b. Easements: location, width and purpose of all proposed easements;
- c. Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all proposed lots and tracts;
- d. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use; potential location of future buildings;
- e. Proposed improvements, as required by Article 3 (Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
- f. The proposed source of domestic water;
- g. The proposed method of sewage disposal;
- h. Proposed method of surface water drainage and treatment if required;
- i. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
- j. Changes to navigable streams, or other watercourses. Status of public access to these areas shall be shown on the preliminary plat, as applicable;
- k. Identification of the base flood elevation in accordance with Chapter 2.5;
- l. Evidence of contact with the road authority for any development requiring access to its facility(ies); and
- m. Evidence of written notice to the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands, and other areas requiring protection or conservation.

Narrative. Explain the proposal including the intent, nature, and proposed use of the development. In addition, explain how the proposed Partition meets **each and all** of the following review criteria and standards in sufficient detail for review and decision-making:

1. The proposed preliminary plat complies with the applicable Development Code sections and all other applicable ordinances and regulations. At a minimum, the provisions of this Article, and the applicable chapters and sections of Article 2 (Land Use Districts) and Article 3 (Design Standards) shall apply. Where a variance is necessary to receive preliminary plat approval, the application shall also comply with the relevant sections of Article 5;
2. The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to conform or transition to the plats of subdivisions already approved for adjoining property or to provide for logical extension to future properties as to width, general direction and in all other respects. All proposed public improvements and dedications are identified on the preliminary plat;
3. If any part of the site is located within an, Overlay Zone, or previously approved Planned Development, it shall conform to the applicable regulations and/or conditions.
4. Evidence that any required State and federal permits have been obtained, or shall be obtained before approval of the final plat;

5. Evidence that improvements or conditions required by the City, road authority, County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met; and
6. If applicable, all proposed private common areas and improvements (e.g., homeowner association property) are identified on the preliminary plat and appropriate Covenants, Conditions and Restrictions (CC&Rs) are provided; and

Standards:

1. All lots shall comply with the lot area, setback, and dimensional requirements of the applicable land use district (Article 2), and the standards of Section 3.4.100.G- Street Connectivity and Formation of Blocks.
2. Setbacks shall be as required by the applicable land use district (Article 2)
3. Each lot shall conform to the standards of Chapter 3.1- Access and Circulation
4. Landscape or other screening may be required to maintain privacy for abutting uses. See Article 2-Land Use Districts, and Chapter 3.2- Landscaping.
5. In conformance with the International Fire Code, a 12-foot wide paved fire apparatus access drive within a 20-foot fire apparatus lane shall be provided to serve all portions of a building that are located more than 150 feet from a public right-of-way or other approved access drive. See also, Chapter 3.1- Access and Circulation.
6. Where a common drive is to be provided to serve more than one lot, a reciprocal easement that will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat.
7. All applicable engineering design standards for streets, utilities, surface water management, and easements shall be met.
8. Requirements for opens space and/or park dedication, as provided in Section 3.4.200 (Public Use Areas) and Section 4.3.110.J (Flood Plain, Park, and Open Space Dedication), are met.

- Deeds.** A copy of the deed(s) and legal description of the property.
- Neighborhood Meeting.** A neighborhood meeting is encouraged for all Partition applications. Following any neighborhood meeting the applicant shall complete and submit the required documents to the City (meeting minutes, summary of public comments, attendance sheets, etc).
- Mailing List.** A certified list prepared by a title company or certified by the Marion County Tax Assessor's office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1"x 2 5/8") labels for reproducing by the City.
- Submittal Requirements.** For initial staff review, five (5) printed copies of the application shall be submitted. Once the application has been deemed complete an additional seven (7) printed copies of all application materials shall be submitted. In addition, to the printed copies an electronic copy of the Narrative shall be submitted to the City.

Authorizing Signatures:

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner's signature has not been provided below.

Property Owner(s):

Print or Type Signature

Print or Type Signature

Applicant(s) or Authorized Agent (if applicable):

Print or Type Signature

Print or Type Signature

