



COMMUNITY DEVELOPMENT DEPARTMENT

360 SW Avery Avenue
Corvallis, OR 97333-1139
(541) 766-6819
www.co.benton.or.us/cd/

APPLICATION

PARTITION

Fee: \$ _____

File #

Table with Base Fees: Planning (\$1,010 or \$1,810* + \$180 /parcel), Public Works (\$426 + \$96 /parcel), Assessor (\$150 + \$15 /parcel), Recording (\$93). Includes note: (See fee schedule for additional fees) and *Planning fee when public hearing is required pursuant to Benton County Code or the decision is otherwise discretionary.

ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY. REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE

I. Property Owner(s) Information

Name(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

II. Applicant Information

Name(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

Other individuals to be notified of this application: Name, Address, City & Zip, or Email

III. Property Information

Site Address (if available): _____
Assessor's Map & Tax Lot Number: T____S, R____W, Section(s)_____, Tax Lot(s)_____
Acreage¹: _____ Zoning: _____ Fire District: _____
Water Supplied By: _____ Sewage Disposal Type: _____
Existing Structures: _____
Current use(s) of the property: _____

¹ Does the property contain more than six times the minimum parcel size or, in the Corvallis Urban Fringe, six times the maximum density? If so, the applicant shall apply for a series partition pre-application conference per BCC 95.110 using a separate application form. Series partitions require Planning Commission public hearings.



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IV. Request Summary (Example: "Partition 15 acre RR-5 zoned property into 3 parcels.")

V. Attached Documentation: With all land use applications, the "burden of proof" is on the applicant. It is important that you provide **ALL** the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.

* **A Partition within the Corvallis Urban Residential or Flood Plain Agriculture zone** must include a PUD Application and completion of a Pre-Application Conference prior to acceptance of both applications. The Pre-Application Conference was on (date): _____.

* **Developers of floodplain property in the Corvallis Urban Fringe** are strongly encouraged to schedule a pre-application conference with the Community Development Department to review floodplain considerations.

Partitioning Details

1. Please describe the proposed parcels. Identify the size of the parcels; how the proposed parcels will obtain access (by private easement or by public road); the amount of frontage on a public road, if any; all existing improvements (i.e., house, shed, well, septic system). Attach proof of any existing access easements proposed for use.

<u>Parcel</u>	<u>Acreage</u>	<u>Access</u>	<u>Frontage</u>	<u>Improvements</u>	<u>Water</u>	<u>Sewer</u>
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____

2. Does the property contain more than six times the minimum parcel size or, in the Corvallis Urban Fringe, six times the maximum density? _____. If so, the applicant shall apply for a series partition pre-application conference per BCC 95.110. Series partitions require Planning Commission public hearings.

3. Will any parcel obtain access by a private easement, any portion of which currently or is proposed to serve more than the subject parcel? _____. Does the parcel obtaining access by private easement contain more than two times the minimum parcel size? _____. If either answer is 'yes', a road plan and profile described as Attachment 2 must be submitted with the application.

4. Will any of the proposed parcels contain a "panhandle" or "flag lot" access strip? _____

If yes, which parcel? _____; length? _____ft. (*The access portion of the lot must not exceed 750 feet in length, 300 feet in an Urban Growth Boundary.*)



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5. Is the property within the **Corvallis Urban Fringe or the Philomath Urban Fringe**? _____ An applicant for a land division in the UR zone shall submit a conversion plan showing possible future development. Please see BCC 64.310 or 64.320 for details.
6. **IF** the property is within the Corvallis Urban Fringe, does it contain floodplain? _____ If yes, please make sure the proposed partition will meet the standards in BCC 83.505 and 83.605
7. **IF** the property is within the Corvallis Urban Fringe, does it contain lands identified on the Corvallis Urban Fringe Natural Features Maps? _____ If yes, please make sure the proposed partition will meet the standards in BCC Chapter 88.
7. **IF** the property is within the Fender's Blue Butterfly Overlay, then you need to comply with BCC 87.330.
8. Is the only access or proposed access to the property via a road that crosses a railroad? _____ If yes, please draw the location on your map and explain here: _____
9. Is the property within a **Special Flood Hazard Area (Zone AE or Zone A)** as designated on the Benton County Flood Insurance Rate Maps? _____ If yes, you must submit documentation with the application that the proposed partition will meet the standards in BCC 83.605.

Water and Septic Requirements

1. Submit materials demonstrating compliance with Benton County Code 99.800 through 99.850. Please see the attached informational sheet, "Water Supply Requirements for Partitions and Subdivisions." If a well pump test is required, when was it conducted? _____ (date). Resulting flow (gallons per minute) for each well? _____
2. Is there an existing septic system on the proposed parcel(s)? _____ An evaluation by Environmental Health will be required of an existing system unless the system was recently installed or repaired. A site suitability of a vacant parcel intended for residential use will be required prior to final approval in order to determine the suitability of the site for a septic system. Please attach a copy of any septic system records you have.
3. Are any parcels (existing or proposed) to be served by shared wells? _____ Are any existing wells currently shared with parcels that are not involved in the current partition request? _____ If yes to either question, please describe and also show on the sketch map.

Attachments

1. Sketch Map. Two copies of an accurate scale drawing of the proposal are required. The drawing must contain:
 - a) The entire boundary of the parent parcel and each proposed parcel
 - b) The number and size of each proposed parcel.
 - c) The location of all existing improvements, including buildings, wells (with well registration numbers), septic systems, and driveways. Clearly state or show which parcel is proposed to use which well.
 - d) The approximate dimensional length of each proposed parcel line.



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- e) The location of any existing easement or proposed easement for a private roadway, utility, or other purpose.
f) The location of any proposed public road right-of-way.
g) If the request is being reviewed as a series partition, twelve copies of the sketch plan must be submitted.
2. A copy of the most recent deed(s) covering the subject property and contiguous property in the same ownership.
3. Water supply materials that demonstrate compliance with BCC 99.800 through 99.850.
4. IF the property is within the Corvallis Urban Fringe or the Philomath Urban Fringe: A conversion plan showing possible future development.
5. IF the property is within the Corvallis Flexible Industrial overlay zone: BCC 85.305(2) states:
6. Other attachments, if required in response to questions above.

Signature(s)

I hereby certify that I am the legal owner or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested partitioning would not violate any deed restrictions attached to the property.

Owner/Contract Purchaser Signature Date
Owner/Contract Purchaser Signature Date

For Office Use Only

Date Application Received: By:
File Number Assigned: Planner Assigned:
Date Application Deemed Complete: