



**Benton  
County**

**COMMUNITY DEVELOPMENT  
DEPARTMENT**

Community Development Department

Office: (541) 766-6819

360 SW Avery Avenue

Corvallis, OR 97330

co.benton.or.us/cd

**APPLICATION**

**SERIES PARTITION (Preliminary Approval Only)**

File # \_\_\_\_\_

Fee: Planning \$2,105, plus \$205/parcel

Public Works \$ 490

**Total:** \$ \_\_\_\_\_

*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: \_\_\_\_\_

Assessor's Map & Tax Lot Number: T \_\_\_\_\_ S, R \_\_\_\_\_ W, Section(s) \_\_\_\_\_, Tax Lot(s) \_\_\_\_\_

Fire District: \_\_\_\_\_ Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Site inside Corvallis Urban Fringe and the Urban Residential or Floodplain Agriculture Zone?  Yes /  No

➔ **If Yes**, Attach the "[PUD in Corvallis Urban Fringe](#)" document; provide info. Included?  Yes /  No

Current use(s) of the property: \_\_\_\_\_

**IV. Request Summary** (Example: "Divide an 18 acre property into 9 properties 2 acres each, phased over 3 years")

**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.

**Partitioning Details**

1. Please describe the proposed parcels. Identify the size of the parcels in acres; how the proposed parcels will obtain access (by private easement or by public road); the linear feet of frontage on a public road, if any; all existing improvements (i.e., house, shed, barn, etc.); the water source (well, spring, city); and sewage treatment system (septic or sewer). Attach proof of any existing access easements proposed for use.

<u>Parcel</u>	<u>Acreage</u>	<u>Easement/Road</u>	<u>Frontage</u>	<u>Improvements</u>	<u>Water</u>	<u>Sewage</u>
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____	_____
6)	_____	_____	_____	_____	_____	_____
7)	_____	_____	_____	_____	_____	_____
8)	_____	_____	_____	_____	_____	_____
9)	_____	_____	_____	_____	_____	_____

2. Has the subject parcel been the subject of a previous land partition approved by Benton County? \_\_\_\_\_

If yes, does this proposal include the creation of a fourth parcel? \_\_\_\_\_

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?  **Yes** /  **No** Does the parcel obtaining access by private easement contain more than two times the minimum parcel size?  **Yes** /  **No** If either answer is 'yes', a road plan and profile coordinated with Benton County Public Works must be submitted with the application. Please contact 541-766-6821.

4. Will any of the proposed parcels contain a "panhandle" or “flag lot” access strip?  **Yes** /  **No**  
 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.

5. Is the property within 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 64.320 for details.

6. Is the property within a **Special Flood Hazard Area (Zone AE or Zone A)** as designated on the Benton County Flood Insurance Rate Maps?  **Yes** /  **No** If yes, you must submit documentation with the application that the proposed partition will meet the standards in BCC 83.605.
7. Is the property within the Fender’s Blue Butterfly Overlay?  Yes /  No If yes, 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: \_\_\_\_\_

**Water and Septic Requirements**

1. Submit materials demonstrating compliance with Benton County Code 99.800 through 99.850. Please see the informational sheet, “Water Supply Requirements for Partitions and Subdivisions” on our website. 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)? **Yes / No**  
 If ‘yes’, an evaluation by Environmental Health will be required of an existing system unless the system was recently installed or repaired. Please attach a copy of any septic system records you have.  
 If ‘no’, 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.
3. Are any parcels (existing or proposed) to be served by shared wells? **Yes / No** Are any existing wells currently shared with parcels that are not involved in the current partition request? **Yes / No** If ‘yes’ to either question, please describe and also show the wells and label easements as existing or proposed on the map.

**Attachments**

1. Sketch Map. Three copies of an accurate scale drawing of the proposal are required. The drawing must contain:
  - The entire boundary of the parent parcel and each proposed parcel, including the approximate dimensional lengths of each parcel boundary.
  - The number (e.g., “Parcel 1”) and size of each proposed parcel.
  - The location of all existing improvements, including buildings, wells (with well registration numbers), septic systems, and driveways. The setbacks of these items from the proposed property line. The location where the properties will access the public road. Clearly state or show which parcel is proposed to use which well.
  - The location of any existing easement or proposed easement for a private roadway, utility, or other purpose.
  - The location of any proposed public road right-of-way.
 If the request is being reviewed as a series partition, twelve copies of the sketch plan must be submitted. The sketch plan should identify the proposed future parcels with all of the above

information and be indicated as future parcels through appropriate notation and the use of a dashed boundary line.

2. A copy of the most recent deed(s) covering the subject property and contiguous property in the same ownership.
3. 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

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*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Planner Assigned: \_\_\_\_\_ Date Deemed Complete: \_\_\_\_\_