



**CITY OF MYRTLE POINT
 PLANNING DEPARTMENT
 PARTITION/SUBDIVISION APPLICATION
 424 Fifth Street, Myrtle Point, Oregon 97458
 (541) 572-2626**

Partition: *To divide an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. See Chapter 4.3-Land Divisions and ORS 92.010(8).*

Subdivision: *To divide lands into four (4) or more lots within a single calendar year. See Chapter 4.3-Land Divisions and ORS 92.010.*

The following application must be completed in full. An application **will not** be accepted for a land use request without this information. The City will use these answers in its analysis of the merits of the application. **The applicant must submit a map prepared by a licensed surveyor for consideration.**

PLEASE PRINT OR TYPE:

Applicant or Authorized Agent: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Property Owner (if different): _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Please list all other property owners and addresses:

Property:

Legal Description: T. _____, R. _____, Sec. _____, Tax Lot(s): _____

Zoning Designation: _____ Overlay Zone: _____ Lot Size: _____

Engineer or Surveyor Preparing the Partition Plat:

Name: _____ License Number: _____

Address: _____

Phone: _____ E-mail: _____

For Office Use Only: Fee: _____ Date Received: _____

Applicant's Statement:

The information and statements that I/we have submitted for this application are true and accurate to the best of my/our knowledge. I understand that this application must be complete and accurate before it can be scheduled for review.

Applicant's (Authorized Agent) Signature: Date: _____

Applicant's (Authorized Agent) Signature: Date: _____

Property Owner's Signature (if different) : Date: _____

Property Owner's Signature (if different): Date: _____

City of Myrtle Point Development Code

4.3.020 General Requirements

A. Subdivision and Partition Approval Through Two-Step Process. *Applications for subdivision or partition approval shall be processed by means of a preliminary plat evaluation and a final plat evaluation, according to the following two steps:*

- 1. The preliminary plat must be approved before the final plat can be submitted for approval consideration; and*
- 2. The final plat must demonstrate compliance with all conditions of approval of the preliminary plat.*

Note: Property line adjustments and lot consolidation requests (i.e., no new lot is created) are subject to Section 4.3.100; they are not subject to 4.3.020 through 4.3.090.

B. Compliance With Oregon Revised Statutes (ORS) Chapter 92. *All subdivision and partition proposals shall conform to state regulations in Oregon Revised Statute (ORS) Chapter 92, Subdivisions and Partitions.*

C. Future Re-division Plan. *When subdividing or partitioning tracts into large lots (i.e., greater than three times or 300 percent the minimum lot size allowed by the underlying land use district), the lots shall be of such size, shape, and orientation as to facilitate future re-division and extension of streets and utilities. The applicant shall submit a future re-division plan, or shadow plan, indicating how re-division of oversized lots and extension of planned public facilities to adjacent parcels can occur in the future.*

- D. **Adequate Utilities.** *All lots created through land division shall have adequate public utilities and facilities such as streets, water, sewer, gas, and electrical systems, pursuant to Chapter 3.4. These systems shall be located and constructed underground where feasible.*
- D. **Adequate Drainage.** *All subdivision and partition proposals shall have adequate surface water drainage facilities that reduce exposure to flood damage and improve water quality. Water quality or quantity control improvements may be required, pursuant to Chapter 3.4.*
- E. **Adequate Access.** *All lots created or reconfigured shall have adequate vehicle access and parking, as may be required, pursuant to Chapter 3.1.*

City of Myrtle Point Development Code

4.3.040 Preliminary Plat Submission Requirements

Applications for Preliminary Plat approval shall contain all of the following information:

A. General Submission Requirements.

1. *Information required for a Type III review. (See Section 4.1.040);*
2. *Public Facilities and Services Impact Study. The impact study shall quantify and assess the effect of the development on public facilities and services. The City shall advise as to the scope of the study, which shall address, at a minimum, the transportation system, including required improvements for vehicles and pedestrians; the drainage system; the parks system (for subdivisions and planned unit developments of 20 or more dwelling units); water system; and sewer system. For each system and type of impact, the study shall propose improvements necessary to meet City standards under adopted ordinances and facility master plans; and*
3. *Traffic Impact Analysis, as may be required by the City or other roadway authority.*

B. Preliminary Plat Information. *In addition to the general information described in Subsection A above, the preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information, in quantities determined by City Planning Official:*

1. *General information:*
 - a. *Name of subdivision (partitions are named by year and file number). This name shall not duplicate the name of another land division Coos County (check with County Surveyor);*
 - b. *Date, north arrow, and scale of drawing;*
 - b. *Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site;*

- c. *Zoning of parcel to be divided, including any overlay zones; and*
 - e. *A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey; and*
 - f. *Identification of the drawing as a “preliminary plat”.*
2. *Existing Conditions.* *Except where the City Planning Official deems certain information is not relevant, applications for Preliminary Plat approval shall contain all of the following information on existing conditions of the site:*
- a. *Streets: Location, name, and 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 2-foot vertical interval. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor; the Planning Commission may waive this standard for partitions when grades, on average, are less than 6 percent;*
 - e. *The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);*
 - f. *The Base Flood Elevation, per FEMA Flood Insurance Rate Maps, as applicable;*
 - g. *North arrow and scale; and*
 - h. *Other information, as deemed necessary by the City Planning Official for review of the application. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.*
3. *Proposed Development.* *Except where the City Planning Official deems certain information is not relevant, applications for Preliminary Plat approval shall contain all of the following information on the proposed development:*
- a. *Proposed lots, streets, tracts, open space and park land (if any); location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets 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 as public right-of-way or reserved as open space for the purpose of surface water management, recreation, or other use;*
- e. *Proposed public street improvements, pursuant to Chapter 3.4;*
- f. *On slopes exceeding an average grade of 10%, as determined by the City Engineer, the preliminary location of development on lots (e.g., building envelopes), demonstrating that future development can meet minimum required setbacks and applicable engineering design standards;*
- g. *Preliminary design for extending City water and sewer service to each lot, per Chapter 3.4;*
- h. *Proposed method of storm water drainage and treatment, if required, pursuant to Chapter 3.4;*
- i. *The approximate location and identity of other utilities, including the locations of street lighting fixtures, as applicable;*
- j. *Evidence of compliance with applicable overlay zones, including but not limited to City of Myrtle Point Floodplain Overlay; and*
- k. *Evidence of contact with the applicable road authority for proposed new street connections.*

Required fee: _____

Amount paid: _____

Receipt Number: _____

Date Paid: _____