**CITY OF CANYONVILLE**

##### PARTITION APPLICATION

File No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Staff Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Decision Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE UNDERSIGNED OWNER(S) OR AUTHORIZED AGENT(S) HEREBY REQUEST A PARTITIONING FROM THE CITY OF CANYONVILLE. NOTE: IF THE REQUEST DOES NOT MEET STANDARDS OF THE CANYONVILLE LAND USE AND DEVELOPMENT ORDINANCE, A SEPARATE VARIANCE MUST BE REQUESTED AND APPROVED EITHER SIMULTANEOUSLY OR PRIOR TO APPROVAL OF A PARTITION.

##### PROPERTY DESCRIPTION

A. Assessor’s Parcel Map #: Township\_\_\_\_\_\_ Range\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tax Lots parcel #1 \_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel #3 \_\_\_\_\_\_\_\_\_\_\_\_\_

 Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Property Locational Description:

 1. List all existing addresses located on the property proposed for partition.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Indicate the subject property’s location in relationship to the nearest streets (i.e., NE

 corner of Rose Street and Oak Avenue)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Total land area involved in the portioning request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### APPLICANT INFORMATION

A. Property Owner(s) (Please print or type, signatures are required on page 3 of this application. Provide additional pages if necessary. A contract purchaser can sign as owner if copy of recorded contract is submitted. Earnest money arrangement does not constitute a contract.)

 Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No.(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Authorized Agent(s)

 Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No.(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXISTING AND ANTICIPATED USE INFORMATION

A. Current use of the subject parcel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Current zoning of the subject parcel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Current Comprehensive Plan designation of the subject parcel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. What are the anticipated uses of the parcels after partitioning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Will any violations of Land Use and Development Ordinance standards occur as a result of granting this request? \_\_\_\_\_ If yes, a Variance approval must be obtained prior to partition approval.

F. Is it anticipated that structures will be removed from the subject property?

 Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, a completed demolition permit application is required to be submitted to the City of Canyonville Community Development Department before demolition action is undertaken.

G. Are there any historic structures or historically significant features on the site proposed for conditional use as identified on the City’s Historic Inventory?

 Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (This information can be acquired from the City of Canyonville Community Development Department.)

H. What is the anticipated time of urban development for the parcel(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. What additional public facilities and private utilities will be needed for the proposed development? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Indicate at what level (i.e., size of sanitary sewer, storm sewer, street width, etc.) these public facilities will be needed to service the proposed development. Also indicate the approximate timing (dates) these public facilities will be needed to service the anticipated development.

 Streets: Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sanitary Sewer: Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Storm Sewer: Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Power and Water: Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### REQUIRED ATTACHMENTS

A. Vicinity Map. See explanation 5.

B. Preliminary Partition Plan(s). See explanation 6.

C. Final Partition map only when Preliminary Plan approved and applicable conditions met.

SIGNATURES

I hereby apply for the partition as requested on this form and certify that the list of attachments is complete and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date

 (check one) Owner\_\_\_\_\_ Agent\_\_\_\_\_ Option Holder\_\_\_\_\_ Contract Buyer\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date

 (check one) Owner\_\_\_\_\_ Agent\_\_\_\_\_ Option Holder\_\_\_\_\_ Contract Buyer\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date

 (check one) Owner\_\_\_\_\_ Agent\_\_\_\_\_ Option Holder\_\_\_\_\_ Contract Buyer\_\_\_\_\_

Any other owner or option holder or contract buyer who does not sign this application shall provide signed statement providing their authorization for submission of the partition request.

All other land use actions being applied for with this request require a completed application to be submitted and appropriate fees paid along with the Partition application in order to be considered concurrently.

**Preliminary Plan Map:**

The applicant shall submit five copies of a preliminary plan together with five copies of any supplementary materials. Additional copies may be required if deemed necessary. The preliminary plan should characterize all graphic data to scale. The format of the plan and the data to be shown shall be as follows, where applicable:

a. The plan shall be drawn on a map no smaller than 8½” x 11”.

b. Scale of Drawing: Appropriate to the area involved and sufficient to show the detail of the plan and related data. 1” = 20’, 1” = 50’, or 1” = 100’ is suggested.

c. An identifying name or title of the partition.

d. Names, addresses, and telephone numbers of the owner(s) of the property, designer of the partition, the engineer, or surveyors, and date of the survey.

e. North arrow, scale, and date.

f. Property owners, zoning classification, and Comprehensive Plan Map designations for subject site and adjacent properties.

g. Existing structures and distances from all existing and proposed property lines.

h. A plan of the proposed partitioning, showing lot dimensions, area of each lot in acres or square feet, and the names of existing and proposed streets or roads.

i. Existing private streets or roads and all restrictions or reservations relating to such private streets or roads.

j. Existing easements or easements to be conveyed or dedicated, indicating width, location, purpose, affected agencies, etc.

k. Utilities: Location of all existing and proposed storm sewers, sanitary sewers and other utilities on and abutting the tract.

l. Predominant natural features such as water courses and their flows, marshes, rock outcroppings and areas subject to flooding, sliding, or other natural hazards, and location of property within the 100 year flood plain and other areas subject to flooding or ponding.

m. An indication of the degree and approximate direction of slope and proposed drainage plan.

n. Natural features, such as rock outcroppings, marshes, wooded areas, and within buildable areas trees over 12” in diameter measured at breast height. (4½ feet from the ground.)

o. Draft of any proposed restrictions and covenants affecting the partitioned land.

p. Proposed means and location of water supply and sewage disposal for each lot.

q. Contour lines based on U.S.G.S. data having the following:

 1 foot contour intervals for ground slopes up to 5%

 2 foot contour intervals for ground slopes between 5% to 10%

 5 foot contour intervals for ground slopes exceeding 10%

r. Location of the partition by section, township and range, and a legal description sufficient to define the location and boundaries of the proposed tracts.

s. Supplemental Information: Deed restrictions and proposed use of the parcel.

t. If the proposed partitioning results in the creation of lots greater than twice the minimum lot size allowed, indicate by dashed lines how future divisions and streets can be created. Where circumstances warrant, the Director may waive this provision.