



Partition Application Dallas Planning Department Development Code Type II Review

Official Use Only:
 File No.: _____
 Date: _____
 Fee: _____ PAID

A PARTITION means to divide an area or tract of land into two (2) or three (3) parcels in a calendar year. Parcels created through the partition process shall meet the requirements for land divisions found in Dallas Development Code (DDC) Chapter 4.3. Each parcel shall satisfy the dimensional standards of the applicable land use district, unless a variance from these standards is approved. In addition, adequate public facilities shall be available to serve the existing and newly created parcels. No parcel within an approved partition may be redivided within the same calendar year in which it was recorded, except through the subdivision process. A future re-division plan is required for any partition application that results in lots greater than two times or 200 percent the minimum lot size allowed by the underlying land use district (DDC 4.3.020.C).

Please return a completed application form with attachments, and the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

Section 1 – Applicant Information

Name(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information

Property Owner(s) _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 3 – Project Description

Please describe your project:

 Site Address: _____ Total Land Area: _____
 Assessor Map/Taxlot No. _____ Zoning: _____
 Present Use of Property: _____

Section 4 – Application Submittal Information

Please submit one electronic copy (pdf format preferred) and one paper copy of the information listed below. All items must be submitted unless waived by the Planning Official.

- Completed application form
- Application fee - The application fee must be paid at the time of filing your application.
- Narrative statement that explains how the application satisfied each and all of the relevant criteria and standards in sufficient detail for review and decision-making
- Deed of property, including any restrictions or prior improvement agreements.
- Preliminary Partition Map, 3 copies, drawn to scale on 11X17 paper, showing the following:
 - a. The proposed development site, including boundaries, dimensions, and gross area;

- b. Proposed lots with dimensions and sizes, numbered;
- c. Features on the property, if any, which are proposed to be removed or modified by the development;
- d. The location and dimensions of all existing and proposed public and private streets, drives, rights-of-way, and easements;
- e. The location and dimensions of all existing and proposed structures, utilities, streets and other improvements on or adjacent to the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
- f. Date, north arrow, and scale of drawing;
- g. 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 identification of the drawing as a "preliminary plat".

Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

PROPERTY OWNER(S)

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

APPLICANT(S)

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Section 6 – Application Review Process

Partitions are reviewed through a two-step process:

1. First the preliminary partition plan is reviewed in accordance with the Type II land use review procedures found in DDC Section 4.1.030. When an application is submitted, the City will notify you in writing within 30 days as to whether the application is complete or what information is required to make the application complete. Prior to issuing a decision, the City Planning Official mails notice to all interested parties, including property owners within a minimum of 100 feet of the subject site. Interested parties are provided a 14-day period for submitting written comments prior to the issuance of a decision on the application.

The City Planning Official makes a written decision on the application and shall approve, approve with conditions, or deny the request. The City Planning Official's decision may be appealed to the Planning Commission by filing an application within 14 days following the written notice of the decision.

2. Next the final plat is prepared and recorded within two (2) years of the preliminary plan approval. Final plats are reviewed in accordance with the Type I procedures found in DDC 4.1.020 and the review criteria found in DDC 4.3.090.B.

If the final plat is not recorded within two (2) years, the preliminary plan approval shall lapse. The City Planning Official may, upon written request and payment of the required fee, grant one written extension of the approval period not to exceed one (1) year provided the request is made before expiration of the original approved plan, and the extension meets the approval criteria found in DDC 4.3.050.D.

Section 7 - Review and Approval

Official Use Only:

Approved Denied Reason for Denial: _____

Staff Signature: _____ Date: _____