



CITY OF KEIZER PARTITION INFORMATION SHEET

PURPOSE OF A PARTITION APPLICATION

A partition is required for any land division that creates two or three parcels in a calendar year. Approval of a partition is necessary to assure the resultant parcels meet all standards of Section 3.107 of the Keizer Development Code. Recording of the final plat must be within 2 years of the final decision.

APPLICATION SUBMITTAL REQUIREMENTS

The following is a list of the items that must be submitted for a Partition application.

1. Site Plan (See [Site Plan Example](#)).
2. A written statement explaining the reasons for the proposed partition and how the proposed partition meets the criteria in Section 3.107.07 of the Keizer Development Code. Also include and explain any extraordinary or unusual circumstances, which might apply to the request.
3. A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or contract) giving the legal description for properties involved.
4. A preliminary description of the proposed stormwater management system as described in Section 2.306 of the Keizer Development Code.

PARTITION CRITERIA

Staff may grant a partition in accordance with the Type I-B review procedures provided that the applicant provides evidence that the following criteria is met:

- A. Each parcel shall meet the access requirements of Section 2.310.03.D.
- B. Each parcel shall satisfy the dimensional standards of applicable zoning district, unless a variance from these standards is approved.
- C. Each parcel shall comply with the requirements of Section 2.310.
- D. Rough Proportionality. Improvements or dedications required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements or dedications are roughly proportional to the impact.
- E. Each parcel shall comply with the applicable requirements within Sections 2.301 (General Provisions); 2.302 (Street Standards); 2.303 (Off-Street Parking and Loading); 2.305 (Transit Facilities); 2.306 (Storm Water Management); 2.307 (Utility Lines and Facilities); and 2.309 (Site and Landscaping Design).
- F. Adequate public facilities shall be available to serve the existing and newly created parcels.