



# CITY OF KEIZER PARTITION APPLICATION & INFORMATION SHEET

**PRE-APPLICATION MEETING:** Prior to the actual filing of a partitioning application, it is strongly recommended that the applicant contact Planning Staff for a pre-application meeting. The meeting will enable the Planning Staff, along with Public Works, Engineering and the Fire District staff, to review the proposal and determine if the partition is consistent with the Comprehensive Plan and implemented ordinances and whether public services are required and available.

## **REQUIRED PRELIMINARY PARTITION APPLICATION SUBMITTAL INFORMATION:**

1. A **preliminary partition plan** is required to be submitted with the application form. Application materials may be submitted in-person or electronically. If in-person, an electronic version of supporting materials is appreciated. The following information must be included on the partition plan:
  - a. Assessor map number and tax lot of subject property.
  - b. The property lines and approximate gross and net areas of the subject property and proposed lots.
  - c. Dimensions and size in square feet or acres of all existing and proposed parcels.
  - d. The approximate location of existing streets, easements or right-of-ways adjacent to, or within, the subject property, and existing improvements on the property.
  - e. Future Street Plan. A future street plan shall be submitted with partition proposals that include public streets to connect to adjacent property for future development. The future street plan shall show the pattern of existing and future streets from the boundaries of the proposed land division and shall include other parcels within 500 feet of the proposed land division property line. The City may determine future neighborhood street connections. A future street proposal may be modified when subsequent development proposals are submitted.
  
2. The applicant is required to provide a **tree removal plan** as part of the site plan review. This plan shall consist with the following:
  - a. Location and species of each tree having a height of fifty (50) feet or diameter of 12" or greater as measured at the ground level.
  - b. Indications of which trees are to be removed, or have been removed within the last 2 years, and the purpose for their removal. Every attempt shall be made to retain the trees located on the property.
  - c. A replanting plan of new trees.

3. A preliminary description of the proposed stormwater management system and preliminary grading plan as described in Keizer Development Code Section 2.306 to include:
  - a. A cover sheet, listing names and contact information for the property owner and Engineer of Record, if applicable.
  - b. A site map of the project site and areas directly adjacent to the site, including:
    1. Existing topographic contours, at 1-foot intervals or smaller;
    2. Existing structures and other features on the site, with indications of proposed demolition, removal, or reconfiguration;
    3. Description of the existing site conditions, sensitive areas, and waterways affecting or affected by the project;
    4. Description and size of the watershed containing the site, including identification of existing stormwater runoff onto and across the property;
    5. Existing, pre-developed stormwater flow patterns on the site and crossing the site boundaries;
    6. Description of the existing downstream point of disposal for the project, indicating the type and size of the conveyance.
  - c. An overview of the project and stormwater management system, including:
    1. Brief description of the project size, project scope, and proposed improvements;
    2. Proposed project configuration, including proposed flow patterns on the site and crossing the site boundaries;
    3. Location of proposed stormwater facilities, noting estimated type and size;
    4. Proposed point(s) of disposal for stormwater.
  - d. A conceptual storm design report for the project, including:
    1. Preliminary estimate of new and replaced impervious area;
    2. Preliminary soil infiltration rate estimates, based on preliminary tests and/or soil data determinations;
    3. Preliminary storm runoff calculations, noting the methodology used in calculation;
    4. Preliminary evaluation conveyance capacity of the downstream point of disposal.
4. A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or contract) giving the legal description for each property involved in the partition.

5. A **written statement** explaining your reasons for the proposed partition and how the proposed partition conforms to City of Keizer development policies and requirements of the particular zone in which the property is located. Please include any extraordinary circumstances which might apply to your project. Your written statement needs to include a detailed response on how it meets the following Review Criteria:
- 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.

**PROCESS:** Partition applications are subject to administrative review and are reviewed and decided by the Zoning Administrator.

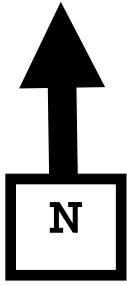
- A. Initial Review. Upon receipt of a Partition application, the City staff shall review the application for completeness.
  1. Applications shall not be deemed complete and reviewed until the applicant has submitted all required information.
  2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. If on the 31<sup>st</sup> day the application remains incomplete, the application materials will be returned to the applicant and a refund will be processed.
  3. Complete Application. The application shall be deemed complete within 30 days of the original submittal for the purposes of scheduling the hearing and all related timing provisions.
- B. Once the application is determined to be complete, the planning staff will send a request for comment form to property owners within 250 feet of the project and affected staff and agencies. After receipt of the comments, the planning staff will complete a written decision for the application. The decision will contain an evaluation of the criteria used to approve or deny the application request. The decision also will contain information on the applicant's rights of appeal. The decision is mailed to the applicant and all property owners located within 250 feet of the external property lines of the affected property.

- C. Withdrawal of applications deemed complete must be in writing and signed by all parties involved in the application request. A refund may be processed if the withdrawal is done prior to the completion of a staff report.

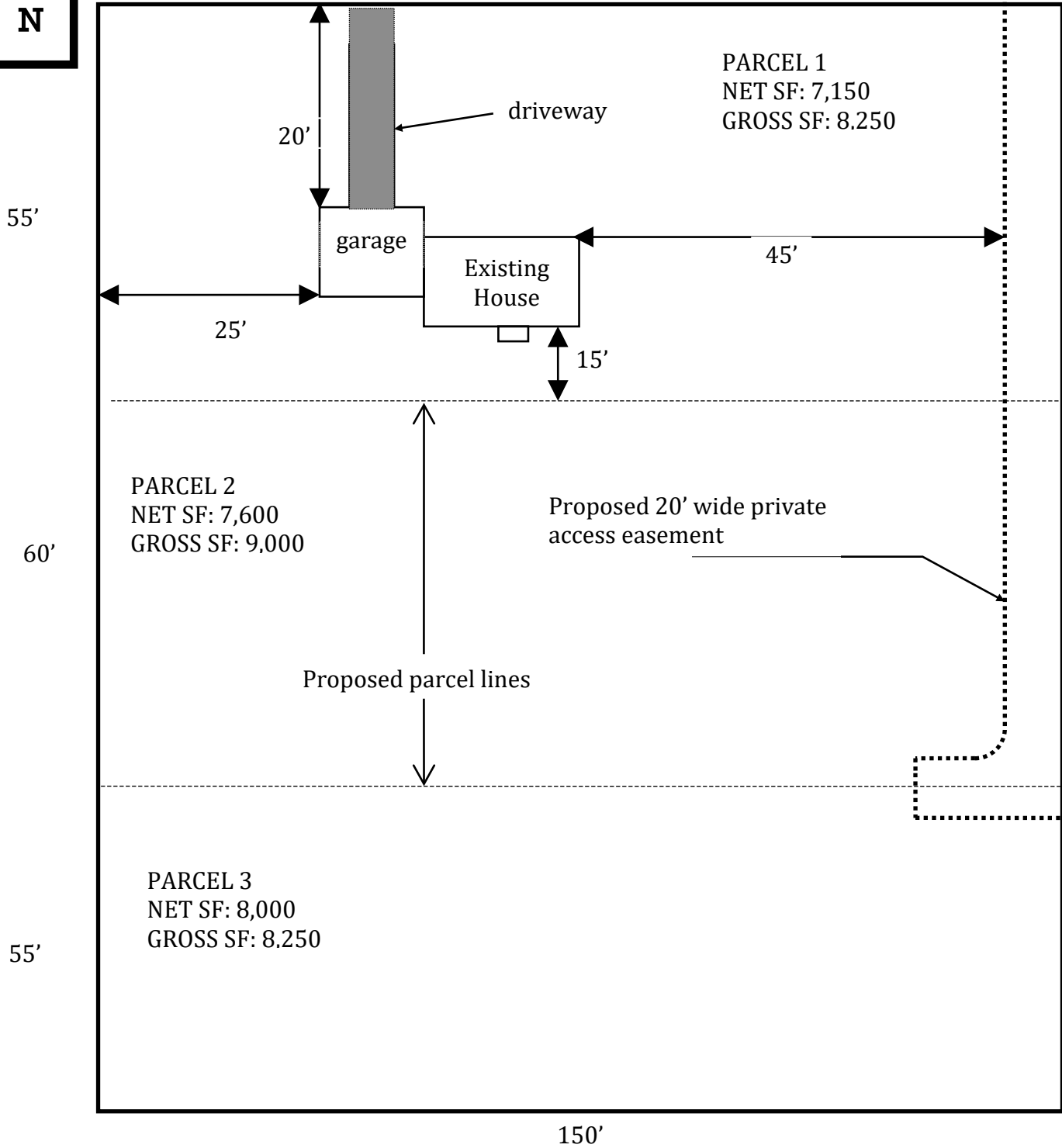
**APPEAL RIGHTS:** Upon final action on the partitioning by the Zoning Administrator, any person may appeal the decision by filing a Notice of Appeal with the Zoning Administrator and paying the appropriate fee no later than 10 days after the decision is rendered.

**FINAL RECORDING:** Within 2-year of the final decision approving a preliminary plat, a final survey of the approved plat shall be recorded. If the final survey is not submitted within 2-years, the preliminary approval shall lapse. The City staff may extend the approval period for 1 additional year at a time. Requests for extension of approval time must be submitted in writing 30-days prior to the expiration date of the approval period. Extensions may only be granted if no subsequent code amendments have been adopted that affect the partition.

# SITE PLAN EXAMPLE



PUBLIC WAY NE



**NOTE:** All existing and proposed structures on the parcel must meet the required setbacks from existing and proposed parcel lines. If you have any questions on the required setbacks, call the Planning Department at (503) 856-3441.

Partition Plan for John Q. Public (owner)  
 1234 Public Wy NE  
 Anyplace, OR 97303  
**THIS DRAWING IS NOT TO SCALE**





# CITY OF KEIZER PARTITION APPLICATION

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Agent (if applicable):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Property Owner (if different):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

Property Address: \_\_\_\_\_

The owners do hereby request permission to divide a \_\_\_\_\_ sf parcel into \_\_\_\_\_ parcels, containing \_\_\_\_\_ sf, \_\_\_\_\_ sf and \_\_\_\_\_ sf.

**Submit application along with the items listed below, as explained in the Partition Information Page:**

- A preliminary partition site plan
- A tree removal plan
- Proposed stormwater management system and preliminary grading plan
- Title transfer instrument
- The Applicant's written statement

**STREET/ACCESS EASEMENT NAMING (if applicable)**

If new street(s) or private access easement(s) are created with the proposed development, please provide four name choices in order of preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**THE APPLICANT(s) SHALL CERTIFY THAT:**

1. The above partition request does not violate any deed restrictions that may be attached to or imposed upon one, both, or all of the subject properties.
2. If the application is approved, the applicant(s) will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
3. All of the above statements and the statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicant’s knowledge; and the applicants acknowledge that any permit issued on the properties may be revoked if is found that any statements are false.
4. The applicant(s) acknowledge that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

**SIGNATURE(s) of APPLICANTS**

**NOTE:** If the applicants are not the property owner(s), the current property owner **MUST** sign the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AGENT AUTHORIZATION**

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section, you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to act as my representative and agent in all matters pertaining to the processing and approval of this land use application, and agree to be bound by all representations and agreements made by the above designated agent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**AUTHORIZATION BY PROPERTY OWNER(s)**

Property owners and contract purchasers are required to authorize the filing of this application and must sign below. All signatures represent that they have full legal capacity to and do hereby authorize filing of this application and certify that the information and exhibits herewith submitted are true and correct.

**PRINTED NAME:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> Filing fee	
_____ Date application determined complete	_____ Application accepted by