



CITY OF KEIZER PARTITION APPLICATION & INFORMATION SHEET

PRE-APPLICATION CONFERENCE

Prior to the actual filing of a partitioning application, it is strongly recommended that the applicant contact Planning Staff for a pre-application conference. The meeting will enable Planning Staff and/or Public Works 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 PLAN INFORMATION

1. A preliminary partition plan (map) is required to be submitted with the application form. The plan must be drawn to a scale not less than one inch equals 200 feet. A scaled down version is required for copying purposes if the plan is larger than 11" x 17". An electronic copy is appreciated. The following information must be included on the partition plan:
 - a. Appropriate identification stating the drawing is a preliminary plan.
 - b. North point, scale and date.
 - c. Name and addresses of landowner, applicant, engineer, surveyor, planner, architect or other individuals responsible for the plan.
 - d. Assessor map number and tax lot of subject property.
 - e. The property lines and approximate area of the subject property.
 - f. Dimensions and size in square feet or acres of all existing and proposed parcels.
 - g. The approximate location of existing streets, easements or right-of-ways adjacent to, or within, the subject property, and existing improvements on the property and important features such as section, and political boundary lines.
 - h. Future Street Plan. A future street plan shall be submitted with partition proposals that include (a) public street(s) 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. Site plan shall be submitted. This plan shall include a survey performed by a professional land surveyor or arborist indicating the 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. The plan shall also indicate which trees are to be removed and the purpose for their removal. Tree removal shall be permitted for the following reasons: initial site grading, disease, accepted thinning, building sites, walkways, driveways, utility installation, building safety and maintenance and fire safety. Every attempt shall be made to retain the trees located on the property.
 - c. The planting of new trees may be included in the plan. This would be a suitable alternative in those instances where a tree is removed for construction purposes that might otherwise remain. Trees may be removed for aesthetic reasons at which time a tree replanting/or-fencing plan shall be required.
3. A preliminary site draining and grading plans for subject area and adjoining area within 100 feet of the perimeter of the subject property are also required to be submitted at time of application. Preliminary site drainage and grading plans shall consist of the following information:
 - a. Flow lines of surface water onto and off the site.
 - b. Estimates of existing runoff patterns from subject property onto adjacent properties, and estimates of existing runoff from adjacent properties onto subject property.
 - c. Existing contours at one (1) foot intervals. State of the source of contour information.
 - d. Existing and proposed drainage channels, including drainage swales, ditches, berms and proposed storm drains. Connection to existing system should be identified.
 - e. Location of storm drain detention facilities;
4. A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or contract) giving the legal description for each of the properties 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 the request. Your written statement needs to include a 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 Drainage); 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

Applications subject to administrative review shall be 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 31st 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 determine if additional comments are required from affected agencies. If comments are required, a request for comment form will be sent out to the affected 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 contains information on the applicant's rights of appeal. The decision is mailed to the applicant and all affected 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 (ten) 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 not more than 1 additional year at a time. Requests for extension of approval time must be submitted in writing thirty 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.



TREE REMOVAL PLAN

A. PURPOSE

It is the intent of the provisions to recognize the existing trees located on the subject property and to assure the inherent character and benefits, including visual screening and noise reduction, of the trees are not diminished by the proposed development. The City does, however, fully recognize that factors such as disease, concerns for safety and the requirements for site development will require removal of mature trees.

B. MANAGEMENT PROVISIONS

The applicant shall be required to provide a tree removal plan as part of the site plan review. This plan shall consist of the following.

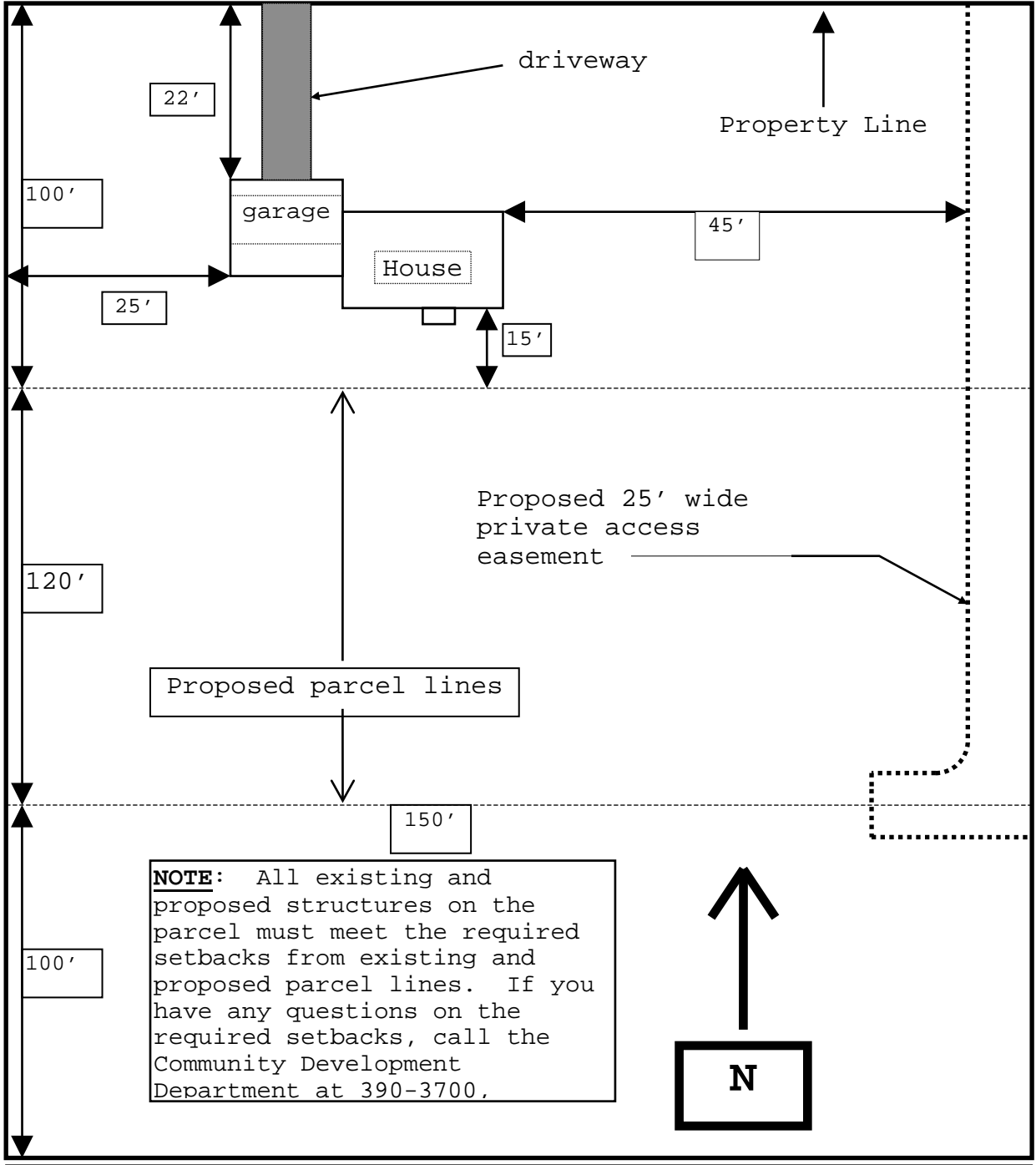
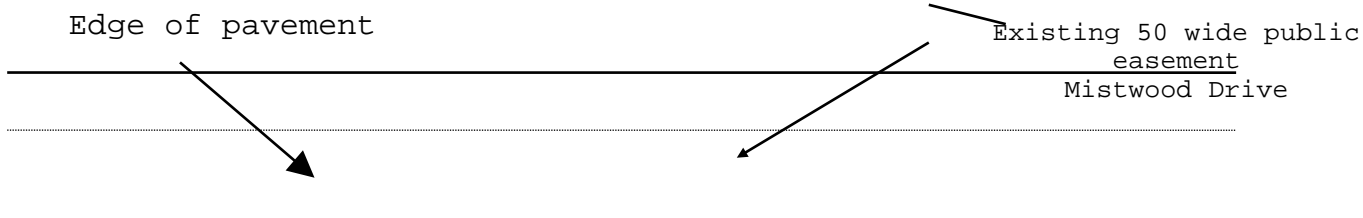
1. A site plan shall be submitted. This plan shall include a survey performed by a professional land surveyor or arborist indicating the location and species of each tree having a height of fifty (50) feet or a diameter of 12" or greater as measured at the ground level.
2. The plan shall also indicate which trees are to be removed and the purpose for their removal. Tree removal shall be permitted for the following reasons: initial site grading, disease, accepted thinning, building sites, walkways, driveways, utility installation, building safety and maintenance and fire safety. Every attempt shall be made to retain the trees located on the property.
3. The planting of new trees may be included in the plan. This would be a suitable alternative in those instances where a tree is removed for construction purposes that might otherwise remain. Trees may be removed for aesthetic reasons at which time a tree replanting/or-fencing plan shall be required.

C. APPROVAL

The tree removal plan shall be reviewed and approved by the Keizer Community Development Director prior to submittal of the final plat. The City may use the services of a professional arborist in determining the appropriateness of the submitted plans. The approved management plan shall become a part of the conditions of approval.

1. The City may require that significant trees that are removed (including those within two years prior to the application) be replaced at the rate of two new trees for each significant tree removed.
2. Replacement trees shall have a trunk, when measured at 6" above ground level, of at least 2" when planted, and shall be a type that will be at least 12" in diameter at ground level when fully mature.

SITE PLAN EXAMPLE



Partition Plan for John Q. Public (owner)
1234 Mistwood Drive
Anyplace, OR 97303
Scale 1'=25 (for illustration purposes only on this drawing)
THIS DRAWING IS NOT TO SCALE



CITY OF KEIZER PARTITION APPLICATION

1. **Applicant Name** **Address, City, and Phone Number**
Fill in Applicants Name _____ (phone) _____ (email)

2. **Agent Name** **Address, City, and Phone Number**
_____ _____
_____ (phone)

Complete the following property owner information if the property owner is different from the applicant. Please be aware that the current property owner must also **sign** the application.

3. **Property Owner(s) Name** **Address, City and Phone Number**
_____ _____
_____ (phone)

4. The owners of record of the subject property do hereby request permission to divide a _____ parcel into _____ parcels, containing _____, _____ and _____ each.

5. Street Address of subject property: _____

6. 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 the request. Your written statement needs to include a 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 requested and 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 Drainage); 2.307 (Utility Lines and Facilities); 2.309 (Site and Landscaping Design); and, 2.316 (Infill Development).

- f. Adequate public facilities shall be available to serve the existing and newly created parcels.

7. STREET/ACCESS EASEMENT NAMING

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. _____ 3. _____
- 2. _____ 4. _____

8. THE APPLICANT(S) SHALL CERTIFY THAT:

- a. 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.
- b. 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.
- c. 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 applicants knowledge; and the applicants acknowledge that any permit issued on the properties may be revoked if is found that any statements are false.
- d. 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.

Date

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.

SIGNATURE

ADDRESS & PHONE

Phone _____

SIGNATURE

ADDRESS & PHONE

Phone _____

FOR OFFICE USE ONLY

Section ____ Township ____ Range ____
Tax Lot Number(s) _____
Zone _____

Application elements submitted:
____ Recorded Property Deed
____ Site Plan
____ Applicant Statement
____ Filing fee

Date application determined complete

Application accepted by