



PLANNING DEPARTMENT  
PO Box 330 • Phoenix, OR 97535  
541-535-2050 • 541-535-5769 fax

**Fee: \$500 + \$50 per lot**

**MINOR LAND PARTITION  
APPLICATION  
(three or fewer lots)**

**I. PROPERTY INFORMATION:**

- A. Location (Address if available): \_\_\_\_\_
- B. Number of existing lots: \_\_\_\_\_
- C. Assessor's ID:  
Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_
- D. Property zoning Designation: \_\_\_\_\_
- E. Present use of Property: \_\_\_\_\_
- F. Are there existing structures: \_\_\_\_\_ If so, Describe: \_\_\_\_\_
- G. Describe adjacent land-uses (example: Single Family, Restaurant, Auto Repair, Etc):  
North: \_\_\_\_\_ East: \_\_\_\_\_  
South: \_\_\_\_\_ West: \_\_\_\_\_

**II. PROJECT DESCRIPTION:**

- A. Number of proposed lots: \_\_\_\_\_
- B. Proposed lot sizes in square feet: \_\_\_\_\_

**III. SUBMITTAL REQUIREMENTS:**

**Submit one of each of the following Submittal Requirements for review by the City Planner. Once this "Application Package" is deemed complete, submit 10 additional "Application Packages" (excluding items 3 & 4) to the Planning Department.**

1. **Project Plans:** A preliminary map and one set of 8 ½" x 11" reductions. Preliminary maps must be drawn on a 18" x 24" sheets and must include **all** information required by the Phoenix Development Code, listed below. Preliminary maps shall be folded to a size not to exceed 8 ½" x 14".

**General information**

- a. Date, north arrow, and scale of drawing;
- b. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
- c. Names, addresses and telephone numbers of the owners, designer, and engineer or surveyor if any, and the date of the survey;
- d. Identification of the drawing as a preliminary plat; and
- e. Assessor parcel numbers.

### **Site analysis**

- a. Streets: Location, name, and present width of all streets, alleys and rights-of-way on and abutting the site;
- b. Easements: Width, location, and purpose of all existing easements of record on and abutting the site;
- c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest ones;
- d. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor. This requirement may be waived for partitions when grades, on average, are less than five percent;
- e. The location and elevation of the closest benchmarks within or adjacent to the site (i.e., for surveying purposes);
- f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having high erosion potential;
- g. Sensitive lands, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. (See also relevant portions of the Comprehensive Plan.);
- h. Site features, including existing structures, pavement, drainage ways, canals and ditches;
- i. The location, size and species of trees having a diameter of six inches or greater at four feet above grade in conformance with Chapter 3.3 – Landscaping, Street Trees, Fences, and Walls;
- j. North arrow, scale, and name and address of owner;
- k. Name and address of project designer, if applicable; and
- l. Other information, as deemed appropriate by the Planning Director. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.

### **Proposed improvements**

- a. Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
- b. Easements: location, width, and purpose of all easements;
- c. Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all lots and tracts;
- d. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use;
- e. Proposed improvements, as required by Chapter 3 – Design Standards, and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
- f. The proposed source of domestic water;
- g. The proposed method of sewage disposal, and method of surface water drainage and treatment if required;
- h. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
- i. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with Oregon Department of Transportation related to proposed railroad crossing;

- j. Changes to navigable streams or other watercourses. Provision or closure of public access to these areas shall be shown on the preliminary plat, as applicable;
  - k. Identification of the base flood elevation and 100-year flood plain;
  - l. Evidence of contact with Oregon Department of Transportation (ODOT) for any development requiring access to a highway under the state’s jurisdiction; and
  - m. Evidence of contact with the applicable natural resource regulatory agencies for any development within or adjacent to jurisdictional wetlands and other sensitive lands.
2. Application must be filed with two copies of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making;
  3. Application must be accompanied by the required fee;
  4. Application must include two sets of mailing labels for all real property owners of record who will receive a notice of the application as required in Chapter 4.1.4 – Type II Procedure (Administrative), Section C. The records of the Jackson County Department of Assessment and Taxation are the official records for determining ownership. The applicant shall demonstrate that the most current assessment records have been used to produce the notice list;
  5. Application must include an impact study for all land division applications. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement, or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development.

**NOTICE TO APPLICANTS:** Applications cannot be processed until all of the required information has been submitted and has been found to be complete.

V. **PROPERTY OWNER/APPLICANT INFORMATION** (Please print or type)

Property Owner Name: \_\_\_\_\_

(Please print or type)

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

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Applicant’s Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Other Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

IV. **AUTHORIZATION TO PROCESS**

**Property Owner's Consent:** I do hereby certify that I am the legal owner of record of the property described above and as such, I am requesting that the City of Phoenix process this application in accord with State and local ordinances. I also certify that the information submitted hereto is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**Applicant's Certification:** I do hereby certify that the information submitted herein is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR CITY USE ONLY**

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

Fee Received: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

File No. Assigned: \_\_\_\_\_