



Type II Review

Partition

Fee: \$240.00 + \$3,000.00 Deposit | File No. _____

CITY OF DUNDEE PARTITION APPLICATION

*Regulated by Dundee Municipal Code Chapter 17.403

1) Property Description:

Zoning (Please Check): Central Business District (CBD) Commercial (C) Light Industrial (LI)

Single Family Residential (R-1) Single Family Residential (R-2) Medium Density Residential (R-3) Other: _____

Site Address: _____

Tax Lot: _____ Gross Acreage of Property: _____

Proposed Number of Lots: _____ Percentage Degree of Slope: _____

Proposed Size of Parcel 1: _____ Proposed Size of Parcel 2: _____

Proposed Size of Parcel 3: _____

2) Applicant Information:

A) Owner's Name: _____

Mailing Address: _____

Phone: _____ Email: _____

If applicable:

B) Engineering Company: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

C) Contractor/Installer: _____

Mailing Address: _____

Phone: _____ Email: _____

CCB# _____ Exp # _____

3) Submittal Requirements

- A) The information requested on the application form;
- B) Traffic impact analysis, as may be required by the city or other roadway authority;
- C) Plans and exhibits required for the specific approval(s) being sought as listed in [DMC 17.403.040 – Preliminary plat submission requirements](#);
 - 1. Preliminary Plat Information. The preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information, in quantities required by the city planning official:
 - a. General Information.
 - 1. Name of subdivision (partitions are named by year and file number). This name shall not duplicate the name of another land division in Yamhill County;
 - 2. Date, north arrow, and scale of drawing;
 - 3. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
 - 4. Zoning of tract to be divided, including any overlay zones;
 - 5. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey; and,
 - 6. Identification of the drawing as a “preliminary plat.”
 - b. Existing Conditions. Except where the city planning official deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on existing conditions of the site:
 - 1. Streets. Location, name, and present width of all streets, alleys and rights-of-way on and abutting the site;
 - 2. Easements. Width, location and purpose of all existing easements of record on and abutting the site;
 - 3. 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 one and show how utilities will be brought to standard;
 - 4. Ground elevations shown by contour lines at two-foot vertical interval. Such ground elevations shall be related to some established benchmark or other datum approved by the county surveyor; the city engineer may waive this standard for partitions when grades, on average, are less than six percent;
 - 5. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
 - 6. The base flood elevation, per FEMA Flood Insurance Rate Maps, as applicable;
 - 7. North arrow and scale; and
 - 8. Other information, as deemed necessary by the city planning official for review of the application. The city may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.
 - c. Proposed Development. Except where the city planning official deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on the proposed development:
 - 1. Proposed lots, streets, tracts, open space and park land (if any); location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street centerline 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;
 - 2. Easements. Location, width and purpose of all proposed easements;

3. Lots and private tracts (e.g., private open space, common area, or street) with approximate dimensions, area calculation (e.g., in square feet), and identification numbers. Through lots shall be avoided except where necessary to provide separation of residential development from major traffic arteries, adjacent nonresidential activities, or to overcome specific issues with topography or orientation. Screening and buffering of through lots may be required pursuant to DMC 17.302.060;
4. Proposed uses of the property, including all areas proposed to be dedicated as public right-of-way or preserved as open space for the purpose of surface water management, recreation, or other use;
5. Proposed public street improvements, pursuant to Chapter 17.305 DMC;
6. Information demonstrating that proposed lots can reasonably be accessed and developed without the need for a variance and in conformance with applicable setbacks and lot coverage requirements;
7. Preliminary design for extending city water and sewer service to each lot, per Chapter 17.305 DMC;
8. Proposed method of storm water drainage and treatment, if required, pursuant to Chapter 17.305 DMC;
9. The approximate location and identity of other utilities, including the locations of street lighting fixtures, as applicable;
10. Evidence of compliance with applicable overlay zones, including but not limited to city of Dundee flood plain overlay; and
11. Evidence of contact with the applicable road authority for proposed new street connections. [Ord. 521-2013 § 3 (Exh. A)].

D) A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail listed in DMC 17.403.050- Preliminary Plat Approval Criteria;

17.403.050 Preliminary plat approval criteria.

A. Approval Criteria. By means of a Type II procedure for a partition, or a Type III procedure for a subdivision, the city shall approve, approve with conditions, or deny an application for a preliminary plat. The decision shall be based on findings of compliance with all of the following approval criteria:

1. The land division application shall conform to the requirements of this chapter;
2. All proposed lots, blocks, and proposed land uses shall conform to the applicable provisions of DMC Division 17.200, Zoning and Land Use Requirements;
3. Access to individual lots, and public improvements necessary to serve the development, including but not limited to water, sewer and streets, shall conform to DMC Division 17.300, Development Requirements;
4. The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;
5. The proposed streets, utilities, and surface water drainage facilities conform to city of Dundee adopted master plans and applicable engineering standards, and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications;
6. All proposed private common areas and improvements, if any, are identified on the preliminary plat and maintenance of such areas is assured through appropriate legal instrument;
7. Evidence that any required state and federal permits, as applicable, have been obtained or can reasonably be obtained prior to development; and
8. Evidence that improvements or conditions required by the city, road authority, Yamhill County, special districts, utilities, and/or other service providers, as applicable to the project, have been or can be met.

E) Information demonstrating compliance with prior decision(s) and conditions of approval for the subject site, as applicable; and,

F) The required fee.

CONFORMANCE TO STANDARDS

The undersigned understands that this application must be complete and accurate; that before the proposal will be accepted for consideration by the Dundee Planning Department all aspects of the design shall substantially conform to all standards, regulations, and procedures officially adopted by the City of Dundee, Oregon .

It is further understood that the Applicant(s) having business with the City of Dundee hereby agree to reimburse the City for costs incurred on their behalf for planning, engineering, and legal services as they may relate to their request, application, or project.

Signature of Applicant

Date

Signature of Owner

Date