



# CITY OF ROSEBURG

## PARTITION REVIEW

### APPROVAL CRITERIA

**APPLICATION FILING FEES:** Preliminary Partition \$ \_\_\_\_\_  
Final Partition \$ \_\_\_\_\_

#### **PRE-APPLICATION CONFERENCE**

Pre-application conference shall be required for all requests, unless otherwise indicated by Director. Pre-application conference provides exchange of information regarding applicable Codes, programs, plans, and policies, and technical assistance. Conceptual plans are acceptable; more complete plans will provide more complete details.

#### **PURPOSE**

Partition creates up to, but no more than, three parcels.

#### **PROCEDURE**

Community Development Director may review an application for Partition administratively. Decisions of the Director may be appealed to Planning Commission upon filing a Notice of Review. Depending on the type of project and/or community interest, Director may refer the application to the Planning Commission for review and action.

#### **TYPE OF REVIEW**

Administrative applications require public notice 15 days prior to decision. Notices are mailed to property owners within 100 feet of the subject site, as well as being posted in the vicinity of the property. If the case is referred to Planning Commission, notice mailed to property owners within 300 feet of the subject site, posted in the vicinity of the property, and published in the newspaper.

#### **APPROVAL CRITERIA**

Per Section 12.12.010(T)(1)(b) of Roseburg Municipal Code (RMC), the following criteria shall be met in order to grant the request.

- The information required by RMC has been provided
- The design and development standards of this Chapter and the Comprehensive Plan have been met.

#### **ADDITIONAL RMC PROVISIONS**

The approving authority may require dedication or reservation of land and utility or drainage easements, and may impose conditions promoting redevelopment of the parcels, if, in view of the zoning and Comprehensive Plan Map designation, the acreage of the parcel or parcels in contiguous ownership makes additional partitioning of the subject property feasible.

Approval of a preliminary partition plan is an administrative action subject to the provisions of Section 12.10.010 of this Ordinance.

1. Applicants shall file with Director five (5) copies of the preliminary plan. Director shall notify the applicant if application for preliminary partition is incomplete or if additional information is needed within 30 working days.

2. Preliminary partition plan and supporting documents shall include the following:
  - a. An identifying name or title of the partition;
  - b. Vicinity map locating the proposed partitioning in relation to adjacent subdivisions, roadways and other land parcels;
  - c. North arrow, scale, and date;
  - d. A plan of the proposed partitioning, showing tract dimensions, bearings of all lines, area of each tract, and the names of existing and proposed streets or roads and walkways; (Ord.3279, 3/08)
  - e. Existing or proposed private streets or roads and walkways and all restrictions or reservations relating to such private streets roads, and walkways;
  - f. Easements to be conveyed or dedicated, indicating width, location, purpose, affected agencies, etc.;
  - g. Name and address of the landowners, the applicant and the surveyor, if any, employed to make necessary surveys and prepare the description of each tract involved;
  - h. Names of adjacent owners and property identification;
  - i. Proposed means and location of water supply and sewage disposal for each tract;
  - j. Proposed drainage plan;
  - k. Zoning classification of the land and Comprehensive Plan Map designation;
  - l. Predominant natural features, such as water courses and their flows, marshes, rock outcroppings and areas subject to flooding, sliding, or other natural hazards;
  - m. Existing structures and distances from all existing and proposed property lines;
  - n. Contours as called for on preliminary subdivision plats;
  - o. Draft of any proposed restrictions and covenants affecting the partitioned land.

#### **FINAL PARTITION PLAT APPROVAL**

Per Section 12.12.010(S) of RMC the applicant shall initiate a request for final partition plat approval. Final Plat approval a ministerial action, and must be undertaken within 30 days of receipt of the final plat and conform to the requirements and standards set forth in RMC.