



**Benton
County**

**COMMUNITY DEVELOPMENT
DEPARTMENT**

Community Development Department

Office: Kalapuya Building
4500 SW Research Way
Corvallis, OR 97333
(541) 766-6819

www.co.benton.or.us/cd

APPLICATION

PARTITION – MINISTERIAL REVIEW

**To Create 80-Acre Minimum Forest Conservation & Exclusive Farm Use or 20-Acre Minimum
MPA Zoned Parcels**

Fee: \$ _____

File # LU- _____

Base Fees

Planning	\$755* + \$215 /parcel
Public Works	\$505 + \$115 /parcel
Assessor	\$250 + \$30 /parcel
Recording	\$93
Covenants, etc.	\$168 each (if needed)

**This is a ministerial review, no notice to surrounding property owners or legal ad required.*

ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY. REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE

I. Property Owner(s) Information

Name(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

II. Applicant Information

Name(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

Other people to be notified of this application: Name, Address, City & Zip, or Email

III. Property Information

Site Address (if available, otherwise closest road): _____

Assessor's Map & Tax Lot Number: T _____ S, R _____ W, Section(s) _____, Tax Lot(s) _____

Zoning: EFU MPA FC Acreage¹: _____ → Series Partition Required? No, Yes, use other form

Water Supplied By: _____ Sewage Disposal Type: _____

Current use(s) of the property: _____

¹ Does the property contain more than six times the minimum parcel size? If so, a series partition pre-application conference per BCC 95.110 is required. See "Pre-Application Conference" and "Series Partition - Preliminary Plat Application" forms available here: <https://www.co.benton.or.us/planning/page/land-use-forms-fees>

IV. Attached Documentation: With all land use applications, the “burden of proof” is on the applicant. It is important that you provide **ALL** the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.

Partitioning Details

- Describe the proposed parcels. Identify the size of the parcels; how the proposed parcels will obtain access (by private easement or by public road); the amount of frontage on a public road, if any; all existing improvements (i.e., house, shed). Attach proof of any existing access easements proposed for use.

Parcel #	Proposed Acreage	Access from (Road name or easement)	Frontage Distance (Linear Feet)	Improvements (House, garage, barn, etc.)	Water Source	Septic or Sewer System?
1)						
2)						
3)						

- Does the property contain more than six times the minimum parcel size? _____ If yes, the applicant shall use the “Series Partition - Preliminary Plat Application” instead. Series partitions require a pre-application conference and Planning Commission public hearings. <https://www.co.benton.or.us/planning/page/land-use-forms-fees>

- Will any parcel obtain access by a private easement, any portion of which currently or is proposed to serve more than the subject parcel? _____ If yes, per BCC 95.115 a plan and profile of the proposed road is required. The plan shall be accompanied by a topographic survey or contour map at two foot intervals if less than a fifteen percent (15%) slope (otherwise at five foot intervals).

- Is the property within a Fire Protection Service District? If yes, _____
If not, per BCC 99.605, if a proposed parcel or lot in a non-resource zone abuts a rural fire protection district (RFPD), the applicant shall petition for and obtain annexation to the district prior to final approval of a land division.

This petition was submitted on this date: _____ to this RFPD: _____

It is beneficial for you to discuss required driveway improvements with the fire district in charge of your area, as it may affect where you decide to place dwellings.

- Will any of the proposed parcels contain a "panhandle" or “flag lot” access strip? _____
 If yes, which parcel? _____; length? _____ft. (*Flag pole length must not exceed 750 feet*)

- IS** the property within the Fender’s Blue Butterfly Overlay? _____ If yes, then you need to comply with BCC 87.330.

- Is the only access or proposed access to the property via a road that crosses a railroad? Yes No
 If yes, draw the location on your map and explain here: _____

- Is the property within a **Special Flood Hazard Area (Zone AE or Zone A)** as designated on the Benton County Flood Insurance Rate Maps? _____ If yes, you must submit documentation with the application that the proposed partition will meet the standards in BCC 83.605.

- Is the property within approximately 300 feet of city limits? ____ If yes, annexation and sewer connection may be required. Ask B.Co. Environmental Health (541-766-6841) for more information.

Septic System Requirements

1. Is there an existing septic system on the proposed parcel(s)? _____ A formal evaluation by Benton County Environmental Health will be required of an existing system unless the system was recently installed or repaired. A site suitability of a vacant parcel intended for residential use will be required prior to final partition approval to determine the suitability of the site for a septic system. Please attach a copy of any septic system records you have.

Water Supply Requirements

1. Parcels with Existing wells:
 - Provide a well log for each existing well. These can be downloaded here: https://apps.wrd.state.or.us/apps/gw/well_log/Default.aspx
 - If yes to either question, please describe in your narrative and also show the wells and label easements as existing or proposed on the map:
 - Are any parcels (existing or proposed) to be served by shared wells? Yes No
 - Are any existing wells currently shared with parcels that are not involved in the current partition request? Yes No
 - Identify the well(s) on the Sketch Map.
2. Parcels with No Existing Wells:
 - Determine if the proposed parcel(s) are exempt from water supply requirements. If so, include this information in your application narrative. Benton County Code 99.835 (within Chapter 99) provides the exemption options. Typically the parcels are vacant and/or solely intended for farm or forest use. <https://www.co.benton.or.us/planning/page/development-code>
 - If the property is not exempt and a well pump test is required, you **cannot use this form**. Instead visit this webpage <https://www.co.benton.or.us/planning/page/land-use-forms-fees> and use the "Partition-Standard" form. Then submit materials demonstrating compliance with Benton County Code 99.800 through 99.850. Testing requirements, instructions, and forms are available at this webpage: <https://www.co.benton.or.us/planning/page/water-supply-requirements>.

Attachments

1. Sketch Map. Two copies of an accurate scale drawing of the proposal are required. The drawing must contain:
 - a) The entire boundary of the parent parcel and each proposed parcel
 - b) The number (e.g., "Parcel 1") and size of each proposed parcel.
 - c) The location of all existing improvements, including buildings, wells (with well registration numbers), septic systems, and driveways. The setbacks of these items from the proposed property line. The location where the properties will access the public road. Clearly state or show which parcel is proposed to use which well.
 - d) The approximate dimensional length of each proposed parcel line.
 - e) The location of any existing easement or proposed easement for a private roadway, utility, or other purpose.
 - f) The location of any proposed public road right-of-way.
2. A copy of the most recent deed(s) covering the subject property and contiguous property in the same ownership.

3. If wells exist on the proposed parcel(s), include well logs for each one.
4. Other attachments, if required in response to questions above.

Signature(s) _____ WE CANNOT ACCEPT SCANNED OR COPIED SIGNATURE PAGES.

I hereby certify that I am the legal owner or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested partitioning would not violate any deed restrictions attached to the property.

Owner/Contract Purchaser Signature (ink-on-paper or digital signature required)	Date
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For Office Use Only

Date Application Received: _____ By: _____ File Number Assigned: LU - _____
 Planner Assigned: _____ Date Application Deemed Complete: _____ Notice DSL? _____