



**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 – STANDARD REVIEW

Fee: \$ _____

File # LU- _____

Base Fees	
Planning	\$1,225* + \$215 /parcel
<i>If within Corvallis UGB add \$585</i>	
<i>If a public hearing is requested add \$605</i>	
<i>If public facility "non-standard" parcel add \$61</i>	
Public Works	\$505 + \$115 /parcel
Assessor	\$250 + \$30 /parcel
Recording	\$93
Covenants, if needed	\$168 each
<i>(See fee schedule for additional fees)</i>	
<i>*Includes notice of application and decision to</i>	

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. Parent 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: _____ Acreage¹: _____ → Series Partition Required? No, Yes: use other form

Property inside Corvallis Urban Fringe? No, Yes: see Section IV below for additional requirements.

Measure 37 File # M37- _____ and Measure 49 Election Claim #: E _____, or Not applicable

¹ Does the property contain more than six times the minimum parcel size or, in the Corvallis Urban Fringe, six times the maximum density? If yes, 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. Additional Forms or Applications Required.

The following situations require additional forms, applications or information.

* **Series Partitions – STOP HERE – Use different forms.** Does the property contain more than six times the minimum parcel size or, in the Corvallis Urban Fringe, six times the maximum density? ____ If so, the applicant shall apply for a major pre-application conference per BCC 95.110. Series partitions require Planning Commission public hearings. Use forms “Pre-Application Conference” and “Series Partition - Preliminary Plat Application” available here: <https://www.co.benton.or.us/planning/page/land-use-forms-fees>

* **Measure 49 Partitions – STOP HERE – Must apply for an “Interpretation” with this partition application or include the decision from the County’s Interpretation if already issued.** An interpretation allows staff to analyze the Homesite Authorization Election Claim conditions of approval. The “Interpretation” application form is available here: <https://www.co.benton.or.us/planning/page/land-use-forms-fees> Applying for the Interpretation *prior* to the partition application allows you to proceed with your partition application with certainty of where the dwelling(s) can be located, which may save you money related to surveying fees, septic drainfields, well water, access, and having to re-apply with a new partition configuration.

* **Corvallis Urban Fringe Partitions – STOP HERE – Additional forms, information and maps are needed.**

If the property contains:

- Floodplain: Ensure your proposal meets the standards of BCC 83.505 as well as 83.605.
- Features identified on the Corvallis Urban Fringe Natural Features Maps: Ensure your proposal meets the standards in BCC Chapter 88.

For Proposals in Urban Residential (UR) or Flood Plain Agriculture (FPA) Zones:

- **Both** require a Pre-Application Conference scheduled prior to partition application (this was held on _____ Date) and a “PUD in the Corvallis Urban Fringe” Application must be included with this partition application packet.
- The **UR Zone** also requires an urban conversion plan showing possible future development meeting the standards of BCC 64.310 or 64.320 for details and City of Corvallis Planning staff.

V. 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

1. 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)						

2. 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).

3. 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 300 feet in an Urban Growth Boundary, 750 feet outside an UGB.)
4. 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.
5. **IS** the property within the Fender's Blue Butterfly Overlay? _____ If yes, then you need to comply with BCC 87.330.
6. Is the only access or proposed access to the property via a road that crosses a railroad? Yes No
If yes, identify location on your map and explain here: _____
7. 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.
8. 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.
a. Yes No I obtained written confirmation from Rob Turkisher or Lars Gjovik on _____ (date) that this property is eligible for a septic system and does not require annexation or connection to city sewer. (Include written confirmation with application)

Water and Septic Requirements

1. Submit materials demonstrating compliance with Benton County Code 99.800 through 99.850. See the Water Supply Requirements webpage <https://www.co.benton.or.us/planning/page/water-supply-requirements> for instructions, forms and examples.
If a well pump test is required, when was it conducted? _____ (date).
Resulting flow (gallons per minute) for each well? _____
2. 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 approval in order to determine the suitability of the site for a septic system. Please attach a copy of any septic system records you have.
3. Are any parcels (existing or proposed) to be served by shared wells? _____ Are any existing wells currently shared with parcels that are not involved in the current partition request? _____ If yes to either question, please describe and also show the wells and label easements as existing or proposed on the map.

Attachments

1. Sketch Map. Two copies of an accurate scale drawing of the proposal are required. The drawing must contain:
- The entire boundary of the parent parcel and each proposed parcel
 - 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. Water supply materials that demonstrate compliance with BCC 99.800 through 99.850.
 4. **IF the property is within the Corvallis Urban Fringe or the Philomath Urban Fringe:** An “urban conversion plan” showing possible future development once the land is annexed into the city. See BCC 64.310 or 64.320 for details.
 5. **IF the property is within the Corvallis Flexible Industrial overlay zone:** BCC 85.305(2) states: “The following material shall be submitted with all development applications...: (a) An access plan for the development area and for the parent parcel. (b) A plan showing the location of future city services and utilities. (c) A map depicting natural drainageways. Some of these can be clarified by City of Corvallis Public Works and/or City of Corvallis Planning, as well as City of Corvallis Fire Department.
 6. **IF the property is subject to a Measure 37 or Measure 49 claim:** Submit a copy of the Interpretation decision that has approved your proposed parcel configurations or your Interpretation application and materials with a request for both applications to be reviewed concurrently.
 7. 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? _____