



SUPPLEMENTAL APPLICATION

PARTITION
 (November, 2011)

APPLICATION INFORMATION

Name _____ File _____

Date _____

WHAT IS A PARTITION?

A partition is the division of land into two or three parcels in one calendar year.

WHAT IS NEEDED FOR APPROVAL?

All partition permits are discretionary and MAY be permitted after evaluation according to criteria in the ZDO. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the partition request according to the ZDO. Conditions may be applied to any approval.

WHAT ARE THE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based upon ZDO, Comprehensive Plan and County Roadway Standards criteria relevant to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and as complete as possible.

APPLICATION PROCESS

Partitions are subject to the Administrative Action process and public notice. Public comments received from the Community Planning Organizations (CPO's), property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. Any decision on this application can be appealed to the County Land Use Hearings Officer and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person.

NOTE: A PRE-APPLICATION CONFERENCE is required prior to filing this application. For a copy of the Pre-Application Form, go to www.clackamas.us/transportation/permits.

STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION

_____ Land Use Application	_____ CPO Information
_____ Sample Plot Plan	_____ Application Process
_____ ZDO Section 1106	_____ ZDO Section 1014

HOW LONG WILL IT TAKE TO RECEIVE A FINAL DECISION ON AN APPLICATION?

Processing time is dependent upon existing workload at the time of application. Decisions on your application may take from 6 to 10 weeks to process. A final County decision must be made, inclusive of any potential appeals to the Hearings Officer, within 120 days if in the UGB and 150 days if outside the UGB.

**CLACKAMAS COUNTY PLANNING DIVISION INFORMATION TO BE SHOWN
ON THE PARTITION PLOT PLAN**

The preliminary plan shall be on 8 ½” by 14” or 11” by 17” paper, with a ½ inch margin on all sides and shall include the following information:

- _____ 1. Legal description; e.g., Township, Range, Section and Tax Lot Numbers and site address(s).
- _____ 2. Name, Address and telephone number of the applicant, property owner and engineer or surveyor (if applicable).
- _____ 3. Parcel layout, with dimensions and area of each parcel. Show any adjacent property under the same ownership.
- _____ 4. Direction of North.
- _____ 5. All existing roads and road widths.
- _____ 6. Number the proposed parcels, i.e., Parcel 1, Parcel 2, etc.
- _____ 7. Show location of well(s) or proposed well, or name of water district.
 - A. All wells shall be 100 feet from any drainfield. No drainfields can be located within 100 feet of any well.
 - B. Any parcel using an individual private well must be two (2) acres in size, unless this requirement is waived by the Soils Department.
- _____ 8. Explain the type of sewage disposal: Septic tank or public sanitary sewers. Provide the name of the sewer district or a copy of the Soils Feasibility Report.
- _____ 9. Zoning
- _____ 10. Show the size of the parcels in square feet or acres.
- _____ 11. Slope of ground. Provide contour lines at two foot intervals if 10% slope or less, five foot intervals if exceeding 10% slope within the Urban Growth Boundary; Contour Lines at 10-foot intervals in Rural and Natural Resource areas; also state the source the contour information was from. All areas containing slopes exceeding 20% shall be shown.
- _____ 12. Show all setbacks to existing and proposed property and parcel boundaries for all existing buildings, septic tanks and drainfields.
- _____ 13. Show any existing or proposed access, utility and drainage easements.
- _____ 14. Show any natural drainage channels, wetlands or other similar features. Indicate the direction of flow and whether drainage is seasonal or year-round. Provide the source of this information.
- _____ 15. Show the map scale used.
- _____ 16. Date the plan.

Questions? Contact Steve Koper, Planner at 503-742-4551 or stevekop@co.clackamas.or.us or Rick McIntire, Sr. Planner at 503-742-4516 or [rickm@co.clackamas.or.us](mailto:rckm@co.clackamas.or.us)

THIS PAGE INTENTIONALLY LEFT BLANK



PRELIMINARY STATEMENT OF FEASIBILITY

(March - 2009)

Instructions to Applicant

- This form is to be completed by the applicable sanitary sewer service provider, surface water management authority and water service provider.
- It is the applicant's responsibility to provide a copy of this form to **each** service provider. Attach the completed forms as part of the land use application submittal for a development. Where there is no surface water management service district, this form is to be provided to the Clackamas County Department of Transportation and Development, Engineering Division.
- A service provider may require the submission of detailed plans and/or engineering data prior to determining whether a Preliminary Statement of Feasibility will be issued. Contact the service providers for details.
- Completed forms are required for design review, subdivisions, partitions and conditional uses, and these applications will not be deemed complete until the completed forms are received by the Planning Division.
- The forms must be dated no more than one year prior to submittal of a complete land use application.
- Forms are not required for on-site sewage disposal systems or water service by private well.

Instructions to Service Provider

- A development is proposed within your service area. Please complete the attached Preliminary Statement of Feasibility to indicate whether adequate service can be provided to this development.
- If adequate service can be provided only with the implementation of certain conditions of approval, you may attach such conditions to this statement. Completion of this preliminary statement of feasibility does **not** imply that additional requirements (e.g. plan submittals) may not be imposed by your agency once a land use application is filed.
- The Planning Division will continue to provide notice to you of land use applications for property within your service area. This will allow you to determine whether the submitted development proposal differs from the plans reviewed by your agency in conjunction with the completion of this statement. This will also allow you to provide additional comments as necessary.



PRELIMINARY STATEMENT OF FEASIBILITY

To be completed by the applicant:

Applicant's Name: _____

Property Legal Description: T ____ S, R ____, Section ____, Tax Lot(s) _____

Site Address: _____ Project Engineer: _____

Project Title/Description of Proposed Development: _____

To be completed by the service provider or surface water management authority:

Check all that apply:

- Sanitary sewer capacity in the wastewater treatment system and the sanitary sewage collection system is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Adequate surface water treatment and conveyance is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Water service is available in levels appropriate for the development, and adequate water system capacity is available in source, supply, treatment, transmission, storage and distribution or such levels and capacity can be made available through improvements completed by the developer or the system owner. This statement applies does not apply to fire flows.*

*If water service is adequate with the exception of fire flows, the applicant shall submit a statement from the fire district serving the subject property that states that an alternate method of fire protection, such as an on-site water source or a sprinkler system, is acceptable.

- This statement is issued subject to conditions of approval set forth in the attached.
- Adequate sanitary sewer service, surface water management, water service cannot be provided.

Signature of Authorized Representative

Date

Title

Name of Service Provider or Surface
Water Management Authority

Completion of this statement does not reserve capacity for the development and does not alter an applicant's obligation to comply with the service provider's or surface water management authority's regulations. Completion of this statement does not obligate the service provider or surface water management authority to finance or construct improvements necessary to provide adequate service for the proposed development. Completion of this statement does not guarantee that land use approval for the proposed development will be granted.