

Partition Information & Submittal Requirements



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

Under Oregon law, a single unit of land may be partitioned into three or fewer parcels one time within a calendar year. Prior to submitting an application for a tentative partition, you are encouraged to talk to staff from both the Engineering and Planning departments so that you are familiar with the partition submittal and review process. Additionally, you should contact each utility that will be providing service to the proposed parcels. This is recommended so that you will be aware of the rules, regulations, concerns, and capacity of each utility and associated costs. The process for partitioning a parcel of land is outlined in Section 17.53.060 (Submission of Tentative Partition Plat) through 17.53.063 (Filing of Final Partition Plat) of the McMinnville Zoning Ordinance.

Additional Information

Where a parcel is proposed to be divided into units of one acre or more, the Planning Director shall require the applicant to provide a plan demonstrating that the future division of the property can occur in conformity to the requirements contained in this ordinance. For further information, please refer to Section 17.53.080 (Submission of Future Development Plan) of the Zoning Ordinance.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Partition application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), on which the following information should be included:
 - A copy of recorded deed and any conveyed rights to define the location and boundaries of the parcel to be partitioned;
 - Name, address, and phone number(s) of the recorded owner(s);
 - Approximate acreage of the subject parcel;
 - For land adjacent to and within the parcel to be partitioned, show locations, names, purpose and existing widths of all street rights-of-way and easements, and location and size of sewer and water lines and drainage ways;
 - Outline and location of existing buildings to remain in place;
 - Lot layout showing size and relationship to existing or proposed streets and utility easements;

- Location and dimension of any existing or planned curb-side planting strip which may border the subject site;
 - Contour lines related to City datum and having minimum intervals of two feet;
 - Location and direction of water courses, and the location of areas within the 100-year floodplain as indicated on the most recent Flood Insurance Rate Maps as prepared by the Federal Emergency Management Agency (FEMA);
 - Location of any natural features such as rock outcroppings, designated wetlands, wooded areas, and natural hazards;
 - Source, method, and preliminary plans for domestic and other water supplies, sewage disposal, storm water disposal and other drainage facility plans, and all other utilities; and
 - Such additional information as required by the Planning Director.
- A Title Report or Subdivision Guarantee prepared within 60 (sixty) days of the application date.
- If applicable, submittal of future development plan, per Section 17.53.080 (Submission of Future Development Plan) of the Zoning Ordinance.
- Any additional information as required by the Planning Director.
- Payment of the applicable review fee.

Review Process

Upon receipt of a completed application the Planning Department will provide notification of the requested partition to property owners within 100 feet of the subject site after which a 14 (fourteen) day comment period will follow. At the conclusion of that comment period, the Planning Director will make a decision on the request based upon the requirements and criteria stated in Section 17.72.110 (Applications - Director's Review with Notification) of the Zoning Ordinance. Notice of the decision regarding the tentative partition request is then mailed to the applicant.

The decision made by the Director may be appealed to the Planning Commission, as stated in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.

Final Partition

Once a tentative partition plan has been approved by the Planning Director, the applicant must then have a professional land surveyor or engineer, registered with the State of Oregon, prepare the final partition plat. This plat must be prepared within 12 (twelve) months of the approval of the tentative plan and must be surveyed and drawn to the requirements as established by Section 17.53.061 (Submission of Final Partition Plat) of the Zoning Ordinance, Oregon Revised Statutes Chapters 92 and 209, and any additional conditions as may be attached as part of the tentative partition plan's approval.

The final plat, together with any additional material necessary to meet any condition of approval, and the plat check fee, must be submitted to the City Planning and Engineering Departments to determine compliance with the above-noted requirements.

If the final plat is in compliance with the applicable requirements, the partition will receive final approval by the Planning Director and the City Engineer. Approval of the final plat shall be null and void if the plat is not recorded within 30 (thirty) days after the date the last required signature has been obtained.

Parcels cannot be built upon until the final partition plat has been completed, approved, and filed with the City and recorded in the Yamhill County Clerk's office. Additionally, no parcel can be sold until the plat has been filed and a proper registration of the partition has been made with the Oregon State Real Estate Division.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Partition Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

General Description of Subject Property

1. Proposed Parcel Size: #1 _____ #2 _____ #3 _____

2. Current Land Use: _____

3. Purpose of the partition request: _____

4. Topography: _____

5. Method of Sewage Disposal: _____

(Note: If septic field, this application must be accompanied by a letter of approval from the County Sanitarian indicating their approval. The Sanitarian can be contacted through the Yamhill County Planning Department.)

6. Water Supply: _____

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating all required information as listed in the information sheet and in Section 17.53.060 (Submission of Tentative Partition Plan) of the Zoning Ordinance, or, if applicable, Section 17.53.080 (Submission of Future Development Plan).
- A Title Report or Subdivision Guarantee prepared within 60 (sixty) days of the application date.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date