



PARTITION INFORMATION SHEET

WHAT IS A PARTITION?

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

WHAT IS NEEDED FOR APPROVAL?

All partitions are discretionary and may be permitted after evaluation according to criteria in the Gladstone Municipal Code (GMC). The city must make written findings to support the decision. The applicant is responsible for providing evidence to support a partition request, according to the following chapters of the GMC: Chapter 17.34, the chapter regulating the underlying zoning district of the subject property and the chapters of Division IV of Title 17.

WHAT ARE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on any application. A decision will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to the application as listed in the GMC. To address the necessary criteria, the information requested in the application form and required to be included on the tentative plan should be as thorough as possible.

APPLICATION PROCESS

Type I partitions are reviewed by the city administrator, or designee, whose initial decision may be appealed to the Planning Commission. The Planning Commission will hold a public hearing on appeal. Type II partitions are subject to the quasijudicial process and public notice. Public comments received from property owners, agencies, and other interested parties may affect the decision on the application. All Type II partition applications are reviewed at a public hearing before the Gladstone Planning Commission. Special conditions may be attached to an approval of a Type I or Type II partition. The Planning Commission's decision on a Type I or Type II partition may be appealed to the City Council, where an additional public hearing will be held. The City Council's decision may be appealed to the Oregon Land Use Board of Appeals.

HOW DO I MAKE A PARTITION APPLICATION?

- Complete a City of Gladstone Land Use Application.
- Provide a tentative plan according to the requirements of Chapter 17.34 of the GMC.
- Submit the application form, tentative plan and application fee of \$2,705 to the City of Gladstone.
- Although not required, it is strongly suggested that you attend the Planning Commission and the City Council hearings, if applicable, to speak on behalf of your proposal.



PARTITION LAND USE APPLICATION

Gladstone planning services are provided by 3J Consulting. Submit all land use applications and correspondence to: City of Gladstone Attn: Heather Austin 18505 Portland Ave. Gladstone, OR 97027 Email: heather.austin@3j-consulting.com or permit.review@3j-consulting.com Phone: 503-946-9365 x206

A completed application includes the APPLICATION FOR A PARTITION LAND USE APPLICATION and the items identified in the ATTACHMENT CHECKLIST below.

- ✓ Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- ✓ Incomplete applications will not be accepted for filing.
- ✓ All exhibits must be legible.

• FOR STAFF USE ONLY •

File No: _____ Other Related Permit Applications: _____

Pre-app: Staff _____ Date _____ Staff Member: _____

Date Received _____ Fee _____ Zone: _____

Hearing Date _____ Comp. Plan: _____

• APPLICANT INFORMATION •

PLEASE TYPE OR PRINT IN BLACK INK ONLY

SECTION I. APPLICANT/ PROPERTY OWNER

NAME OF APPLICANT _____
LAST FIRST

MAILING ADDRESS _____ CITY _____ ST _____ ZIP _____

APPLICANT IS: LEGAL OWNER CONTRACT BUYER OPTION BUYER AGENT

NAME OF CONTACT PERON (if other than applicant) _____

MAILING ADDRESS OF CONTACT _____

PHONE NUMBERS OF: APPLICANT: WK _____ HM _____ CONTACT PERSON: WK: _____ HM _____

SITE ADDRESS: _____ TOTAL LAND AREA: _____

LEGAL DESCRIPTION: T _____ R _____ SECTION _____ TAX LOT(S) _____

ADJACENT PROPERTIES UNDER SAME OWNERSHIP: T _____ R _____ SECTION _____

TAX LOT(S) _____

OTHER PERSONS (IF ANY) TO BE MAILED NOTICES REGARDING THIS APPLICATION:

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

OWNER'S SIGNATURE _____

APPLICANT'S SIGNATURE _____

OWNER'S NAME (Print) _____

APPLICANT'S NAME (Print) _____

OWNER'S NAME (Print) _____

APPLICANT'S NAME (Print) _____

SECTION II. DIMENSIONAL SPECIFICS

1. Project dimensions, size of properties involved _____

Area of Parcels involved	Existing (sq. ft.)	New Proposed (sq. ft.)	Difference (+ or -) (sq. ft.)
Parcel A			
Parcel B			
Parcel C			
Parcel D			

2. Is any grading proposed?..... Yes No

If yes, complete the following:	
a. Amount of cut	Cu.yds.
b. Amount of fill	Cu.yds

3. Parking:

Is any existing parking being removed? Yes No

If yes, how many spaces? _____

4. Does project include removal of trees or other vegetation? Yes No

If yes, indicate **number**, **type**, and **size** of trees _____

Or other **type** and **area** of vegetation _____

5. Present Use of Property

a. Are there existing structures on property..... Yes No

b. If yes, describe _____

c. Will any structures be demolished or removed? Yes No

d. If yes, describe _____

SECTION III. ATTACHMENT CHECKLIST

Please also include the items in the following **ATTACHMENT CHECKLIST**, which is provided for the convenience of applicants in gathering necessary application materials and is based on the requirements of **Municipal Code section 17.34.020**; (Please note additional filing requirements may be required depending on the proposed project.)

- Vicinity Map
- Application Filing fee
- Tentative site plan with the following elements:
 1. Date the preliminary map was drawn
 2. North arrow
 3. Scale of drawing
 4. Township, Range, Section and Tax Lot numbers of the subject property and any contiguous property under the same ownership as the subject property;
 5. Complete names, addresses and telephone numbers of the property owner(s), applicant(s) and person(s) who prepared the tentative plan;
 6. Gross acreage of the subject property;
 7. A general description of the topography of the subject property;
 8. The locations, widths and names of all proposed streets and all existing or platted streets within or adjacent to the partition-site. Include proposed new curbs and sidewalks. Include existing curbs and sidewalks where necessary to show a connection to new curbs and sidewalks;
 9. The locations and direction of flow of all watercourses and areas subject to flooding, including boundaries of areas of special flood hazard regulated by GMC Chapter 17.29 (FM -flood management area district);
 10. The location of natural features, such as rock outcroppings, wetlands, wooded areas and individual large trees;
 11. The location of proposed and existing utilities within the partition and the location of adjacent off-site utilities to which on-site utilities will connect. Include water; sanitary sewer; storm drainage with width, depth and direction of flow of any drainage channels; gas; electric, including power poles; and other utilities;
 12. Zoning of the subject property;
 13. The location, including width, of existing and proposed easements, to which property they are conveyed and for what purpose(s). Include easements on the subject property and off-site easements conveyed to the subject property;
 14. Identification of existing uses of the subject property, including the location of all existing structures. Identify whether existing structures will remain on the property or be removed. When a structure will remain, identify its setbacks from new property lines;
 15. Proposed parcels, including location, dimensions, area and parcel numbers;
 16. A master plan, to include a tentative layout of possible future lots and streets, may be required when proposed parcels or adjacent properties have the potential for additional land division;
 17. The location of any existing on-site sewage disposal systems and wells
- Please provide five (5) 11x17 sized hard copies of a tentative plan for Type I partitions and twelve (12) 11x17 hard copies for Type II partitions.