



FOR OFFICE USE ONLY

LP #- _____

Permit # _____

**City of Prineville
Land Partition Application**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone ____ / ____ / ____ Fax ____ / ____

Address _____ City _____ State ____ Zip Code _____

Email _____

Property Owner _____ Phone ____ / ____ / ____ Fax ____ / ____

Address _____ City _____ State ____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Property location (address, intersection of cross street, general area) _____

Map # - Township ____ Range ____ Section ____ Tax Lot(s) _____

Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)

Present Land Use _____

PROJECT DESCRIPTION

Describe Project: _____

For what use or uses are the parcels intended:

Commercial Industrial Residential Other (Describe above)

Number of Lots Created: _____ Dimensions of Proposed Lots: _____

PROFESSIONAL SERVICES

Engineer _____ Phone ____/____/____ Fax ____/____/____

Address _____ City _____ State ____ Zip Code ____

Email _____

Builder _____ Phone ____/____/____ Fax ____/____/____

Address _____ City _____ State ____ Zip Code ____

Email _____

Land Surveyor _____ Phone ____/____/____ Fax ____/____/____

Address _____ City _____ State ____ Zip Code ____

Email _____

Attorney _____ Phone ____/____/____ Fax ____/____/____

Address _____ City _____ State ____ Zip Code ____

Email _____

SUBMITTAL REQUIREMENTS

REQUIRED ITEMS TO BE SUBMITTED FOR VARIANCE REVIEW.

Note: Additional information may be required depending on the actual project.

- Completed Application. The application must be signed by the property owner.

What is a Partition?

PARTITION – To divide a lot, parcel or tract of land into two or three lots or parcels within a calendar year.

MINOR PARTITIONING – A partitioning where each lot or parcel created has access to an existing public road, street, highway or way; that is, a partitioning that does not include the creation of a new road or street for access to one or more of the lots or parcels being created. For the purposes of this definition and this definition only, an easement for access of more than 100 feet in length shall be considered a street or road.

MAJOR PARTITIONING – A partitioning where a new street or road is created for access to one or more of the parcels created by the partitioning.

How much does it cost?

A licensed surveyor must be hired to create a final plat of the proposed partition. This cost is not part of the City fees to process the application. To get current application fees please check the city website, http://www.cityofprineville.com/documents/Fee%20Schedule-Community%20Development/Resolution%20No._%201048.pdf.

How do I know if I can partition?

1. Find out what zone your property is located in?
2. Find out what the minimum lot size and setbacks are for that zone.
3. Must meet minimum frontage onto a public or private street of 50' or 35' on a curvilinear street.

If your proposed partition meets the minimum lot size, setbacks from existing structures and setbacks for intended use you may pick up an application at City Hall, or print one from the City of Prineville webpage (www.cityofprineville.com).

Final Plat Requirements

As per section 153.161 and section 153.162 of the City of Prineville Code or Ordinance the Final Plat plans submitted to the City of Prineville shall include a digital file of the plat on a CD in a format compatible with the city's computer mapping system and hardcopy of data to be used for Crook County GIS. Beginning April 1, 2005 the City of Prineville will withhold signature of all plats until the proceeding information is received and verified by the Crook County GIS Department. Alternatively these files can be submitted electronically for approval (a hard copy will also be required) to: crookgis@co.crook.or.us

Submitted data does not need to be the complete information required on the plat plan, but shall include the following:

- **Metadata shall be provided on all layers, fields and their attributes.**
- The data may be submitted as AutoCAD .dwg or .dxf files; or as Arc View Shapefiles (If an ArcView Shapefile is submitted, a coordinate system and projection shall be defined and included in the submittal).
- Provide two PLSS corner points that can be used to orient and place the features within the IGS base map. These points do not need to be physically located on the drawing, they can be referenced by a known point on the drawing provided distance and direction are given from a known point located on the drawing. These can be section, 1/4, or 1/16 corners as appropriate. At least one of the following described points will be referenced:
 - 1/16 section boundary points in T14S-R15E Sections 25 and 36 T14S-R16E Sections 28, 29, 30, 31, 32, 33 and 34, T15S-R15E Section 1,2,3,10,11,12,13 and 14, T15S-R16E Sections 4, 5, 6, 7, 8 and 9.
- Line work that shows the outlines of all parcels and easements. The line work should be complete and connected at all corners.
- Line work showing proposed utility lines to be installed as part of the development. The lines need to clearly indicate the type of utility. Until as-built drawings are provided, these will be shown as proposed in the GIS map. The developer shall be responsible for providing as-built drawings for utilities after installation utilizing the above referenced standards.
- Each type of feature, such as parcels, easements, type of utility, will be on a separate CAS layer or clearly identified in the attribute table if submitted as a Shapefile.

Page 4 of 4 Land Partition Application