



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

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## EXPANDED PARTITION

**Application Fee: \$1000.00**

### Application Check List (for departmental use only)

Date Received: \_\_\_\_\_ Receipt number: \_\_\_\_\_ Fee paid: \_\_\_\_\_

Application accepted by: \_\_\_\_\_ Completeness reviewed by: \_\_\_\_\_

Proposed use of property \_\_\_\_\_

Other applications included: \_\_\_\_\_

Date deemed complete: \_\_\_\_\_ Review procedure type:      II      III

\_\_\_\_\_ Environmental Health Program approval.

New system \_\_\_\_\_ Existing system \_\_\_\_\_ Plan Review required: Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_ Legal Properties

\_\_\_\_\_ Owner(s) signature                      \_\_\_\_\_ Applicant(s) signature

\_\_\_\_\_ Complete Site Plan

\_\_\_\_\_ Property contains: Sewage system and repair area \_\_\_\_\_ Access \_\_\_\_\_

\_\_\_\_\_ Property development standards can be met:

Property Size \_\_\_\_\_ Setbacks \_\_\_\_\_ Coverage \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Frontage \_\_\_\_\_

\_\_\_\_\_ Proposal is located within:

Zoning District \_\_\_\_\_ Plan designation \_\_\_\_\_

UGB (identify) \_\_\_\_\_ Planning area \_\_\_\_\_

Airport notification area \_\_\_\_\_

I. BACKGROUND INFORMATION (to be completed by applicant in ink or typewritten)

- A. Applicant's name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_
- B. Property owner (if different than applicant) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_
- C. Applicant's representative (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_
- D. Legal description of property  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_  
Site address (if any) \_\_\_\_\_

II. Property Information

- A. Legal description of property: Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_  
Tax Lot(s) \_\_\_\_\_
- B. Property size \_\_\_\_\_
- C. Site Address (if any): \_\_\_\_\_  
\_\_\_\_\_
- D. Additional parcels in contiguous ownership:  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_
- E. Zoning designation \_\_\_\_\_ Comp Plan designation \_\_\_\_\_
- F. Name of Fire Protection District \_\_\_\_\_

III. Development Information

- A. Proposed Parcel Sizes:  
Parcel 1: \_\_\_\_\_ Parcel 2: \_\_\_\_\_ Parcel 3: \_\_\_\_\_
- B. Describe any existing and proposed structures, fences, wells, septic systems or other improvements. Indicate the distance of each feature from each property boundary. Show these improvements and distances on your site plan.  
Parcel 1: \_\_\_\_\_  
\_\_\_\_\_  
Parcel 2: \_\_\_\_\_  
\_\_\_\_\_  
Parcel 3: \_\_\_\_\_  
\_\_\_\_\_

II. VERIFICATION OF OWNERSHIP

If the person submitting the application and the owner of the property are not the same, then only the owner of the property should complete this section.

- A. The application does not violate any recorded codes, covenants, or restrictions that are attached to the subject property.
- B. I have the following legal interest in the property: owner of record\_\_\_\_\_, land sales contract purchaser\_\_\_\_\_, holder of a recorded exclusive option to purchase\_\_\_\_\_.

Owner/applicant signature\_\_\_\_\_

Owner/applicant signature\_\_\_\_\_

III. DESCRIPTION AND PLANNED USES OF PROPERTY

- A. How is access to be provided to each parcel?

Parcel 1: Public Road (name)\_\_\_\_\_ Flag strip\_\_\_\_\_  
Easement\_\_\_\_\_

Parcel 2: Public Road (name)\_\_\_\_\_ Flag strip\_\_\_\_\_  
Easement\_\_\_\_\_

Parcel 3: Public Road (name)\_\_\_\_\_ Flag strip\_\_\_\_\_  
Easement\_\_\_\_\_

- B. Describe the proposed driveway(s):

- 1. Will it be a public or private road? \_\_\_\_\_
- 2. How wide will the road right-of-way be? \_\_\_\_\_
- 3. How wide will the road surface be? \_\_\_\_\_
- 4. Will any water bodies be crossed by the road? \_\_\_\_\_
- 5. If so, will the crossing be by bridge or culvert(s)? \_\_\_\_\_
- 6. Will the road intersect with a county/public road at an existing access point or will this be a new access point? \_\_\_\_\_

- C. Will the property be partitioned again in the future? \_\_\_\_\_  
If yes, when? \_\_\_\_\_

- D. What is the nearest city? \_\_\_\_\_  
How many miles? \_\_\_\_\_

- E. Is there a dwelling on the property that was authorized for either a relative of the farm operator or as a dwelling not related to farm use? \_\_\_\_ Yes \_\_\_\_ No If there is, please indicate whether it was for a relative of the farm operator \_\_\_\_ or as a dwelling not related to farm use \_\_\_\_.

- F. Is the property in a tax deferral program? \_\_\_\_ Yes \_\_\_\_ No If it is, please indicate whether it is a farm deferral program \_\_\_\_ or in a forest deferral program\_\_\_\_\_.

**NOTE:** The following questions are based upon the decision criteria. It is necessary for you, the applicant, to respond to these issues.

G. Please describe the nature of land use on adjoining properties.

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H. Please describe the nature of land use in the general area.

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I. Please describe the physical conditions on the property, included stream courses, wooded areas, etc., and how the property is currently being used. Also describe all structures located on the property.

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J. This land division is requested for the following purpose:

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K. Explain how the substandard parcel is the minimum necessary needed for the proposed use.

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R. You must submit a site plan (drawing) that shows the property dimensions, location of any existing structures, the proposed location of new structures and any natural features such as hills, drainage ways, and streams and natural vegetation. An example is attached.

IV. APPLICANT'S CERTIFICATION

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false.

\_\_\_\_\_  
Applicant's signature

Date\_\_\_\_\_

## STANDARD SITE PLAN DRAWING

For a complete and accurate evaluation of your proposal, it is necessary to include sufficient information and detail on a site plan drawing. An example is provided as a guide to the preparation of your plan. The site plan you submit will constitute the formal development plan upon which your request is based.

You may submit separate plans to show details of particular aspects of your proposal, i.e. landscaping, off-street parking, topography and drainage plans.

Any public or semi-public use or activity will require written detail and description of such use, i.e. number of employees, hours of operation, unusual equipment or activities that may produce noise, odor, glare, vibration, etc., equipment storage areas, guard or watchman requirements, aerial hazards and road access needs.

This site plan requirement is in addition to any other requirements for zoning, building, sanitation or other governmental permits or standards compliance.

### SITE PLAN REQUIREMENTS:

- (1) The site plan must be submitted on paper no larger than 8½ inches by 14 inches and drawn to scale.
- (2) Indicate the scale (for example, 1" = 800') on the site plan.
- (3) Include a North arrow indicating the direction of North on the map.
- (4) Include the applicant's name and address in an information block at the bottom of the page.
- (5) Show the dimensions of the property. These may be taken from surveys, deeds and assessor's records.
- (6) Indicate the names of roads adjacent to the property.
- (7) Indicate the approximate distance and direction to nearest city or town.
- (8) Indicate the dimensions and distance from property lines to all structures, both existing and proposed, as well as fences, culverts, light standards and signs on the property and adjacent properties.
- (9) Indicate the location of existing and proposed access ways, parking and loading areas, approaches and barriers. The type of surfacing should be indicated.
- (10) Identify the location of significant land features, such as streams, creeks, drainage areas and slope.
- (11) Identify the location of existing and/or proposed septic tanks, repair areas and wells. If known, indicate any wells or septic systems on adjacent properties if they are within 10 feet of this property.
- (12) Indicate existing uses of land (cultivation, pasture, timber, etc.). Indicate types of crops, pasture, grass and timber species.

Attach sample plot plan (see sample plot plan on Planning and Building webpage)