



# CITY OF PHILOMATH

980 Applegate Street  
PO Box 400  
Philomath, OR 97370

**Office:** 541-929-6148  
**FAX:** 541-929-3044

www.ci.philomath.or.us

## A P P L I C A T I O N

### PARTITION

**Application Fee: \$ 1,500**

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

#### APPLICANT INFORMATION

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Interest in Property (*Owner, Purchaser, Agent, etc.*): \_\_\_\_\_

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PROPERTY INFORMATION

Site Address: \_\_\_\_\_

Assessor's Map & Tax Lot Number(s): \_\_\_\_\_ Lot Size: \_\_\_\_\_

Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current use(s) of the property: \_\_\_\_\_

\_\_\_\_\_

#### Request Summary (*Example: "New 50 foot by 150 foot warehouse in the Rural Industrial zone."*)

\_\_\_\_\_

Proposed Parcel(s):

Size	Existing Structures	Setbacks to Property Lines

## REQUIRED APPLICATION INFORMATION

An application for a partition must comply with the review criteria in Chapter 18.115.040B of the Philomath Municipal Code. Copies of the applicable sections of the Code are available at the City Manager's Office and on the City's website. The information listed below must be submitted with the application and will be used to determine if the application complies with the requirements for a partition:

1. A tentative plat which illustrates the proposed partition. A survey is not required in order to apply. The tentative plat shall be prepared on a sheet which is between 8 1/2 x 11 inches and 11 x 17 inches in size. The scale shall be one inch equals some multiple of 10 feet. The tentative plat shall show:
  - The name(s), address(es), and phone number(s) of the applicant(s), owner(s), and all representatives responsible for the plan;
  - Date, north arrow, and scale;
  - The entire boundary of the parent parcel and the boundaries of each proposed parcel;
  - The location, approximate dimensions, and square footage of proposed parcels and the proposed parcel numbers;
  - The location and size of natural features that might influence development of the property, such as rock outcroppings, wetlands, wooded areas, etc.;
  - The location of all areas subject to the base flood as shown on the Flood Boundary and Floodway Map on file in Philomath City Hall, 980 Applegate Street, Philomath;
  - Sites, if any, allocated for purposes other than single-family dwellings;
  - The location and size of buildings and driveways and the setbacks of existing buildings to proposed parcel lines;
  - The amount of frontage of each proposed parcel on an adjacent public street;
  - The location, width and purpose of easements;
  - The location and size of all existing utilities including water, sewer, power, telephone, natural gas and cable television;
2. A map of the vicinity showing the relationship of the proposed partition to the surrounding area including streets within 500 feet of the exterior boundaries of the proposed partition.
3. A narrative describing the proposed partition and how it complies with the applicable review criteria.

The Planning Official, or his designee, may require additional information to be submitted with the application as provided by Chapters 18.105.040B and 18.115.040B of the Philomath Municipal Code. The specific information to be submitted will be identified at the pre-application conference.

## REQUIRED MINIMUM CONDITIONS OF APPROVAL

The conditions of development listed below will apply to all partition approvals. Additional conditions may be imposed.

1. An Oregon licensed land surveyor shall survey and monument the parcels;
2. A partition plat shall be prepared by an Oregon licensed land surveyor in accordance with ORS Chapter 92 and County Surveyor Plat Standards. The surveyor shall submit the original plat and a true reproducible of the plat, and the filing fee;

3. The applicant shall comply with the standards and requirements of Chapter 18.80 (Public Facility Standards) of the Philomath Municipal Code;
4. All public improvements shall be installed and dedicated prior to final plat approval or the applicant shall otherwise comply with the provisions of Chapter 18.115.090 of the Philomath Municipal Code.

**ADDITIONAL RESPONSIBILITIES OF THE APPLICANT**

It is the responsibility of the applicant to determine if wetlands are present on the property and to contact the appropriate state and federal permitting agencies prior to applying for a development permit from the City. If hydric soils are present on the property or if the property contains a wetland designated on the National Wetlands Inventory Map, the applicant must submit documentation to the City that: (1) A permit has been applied for from the Oregon Division of State Lands; or (2) The Division of State Lands has determined that no permit is necessary for the project.

City staff will assist the applicant in determining if the property contains hydric soils or is identified on the National Wetlands Inventory Map, but the City has no responsibility for determining if wetlands are present or if a state or federal permit is required.

**Signature(s)**

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

Applicant Signature	Date
Co-Applicant or Property Owner Signature	Date
Co-Applicant or Property Owner Signature	Date

**PROCESSING INFORMATION** *(PMC 18.105.040)*

This application will be reviewed by the Planning Official. Surrounding property owners will be notified of the application and given an opportunity to submit testimony to the Planning Official prior to any decision. The City will also send notices regarding the application and final decision to the applicant, affected government agencies, owners of land within 250 feet of the boundaries of the property, and all other persons who participate in the proceedings. If the application is approved, Conditions of Approval specified in the Notice of Decision must be satisfied within the time specified in the approval.

Anyone who submitted written testimony to the Planning Official may appeal a decision of the Planning Official to the Planning Commission by filing an appeal application with the City within 14 days of the decision.

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*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

Internal File Number: \_\_\_\_\_ ePermitting File Number: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_