



**SUPPLEMENTAL APPLICATION**  
**Partition**  
(June 2015)

**APPLICATION INFORMATION**

Name \_\_\_\_\_ Pre-Application File No. \_\_\_\_\_

Date \_\_\_\_\_

**WHAT IS A PARTITION?**

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

**WHAT IS NEEDED FOR APPROVAL?**

All partition permits are discretionary and MAY be permitted after evaluation according to criteria in the Zoning & Development Ordinance (ZDO). The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the partition request according to the ZDO. Conditions may be applied to any approval.

**WHAT ARE THE CHANCES FOR APPROVAL?**

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based upon ZDO, Comprehensive Plan, and County Roadway Standards criteria relevant to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and as complete as possible.

**APPLICATION PROCESS**

Partitions are subject to the Type II Land Use Application process and public notice. Public comments received from the Community Planning Organizations (CPOs), property owners, agencies, and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. Any decision on this application can be appealed to the County Land Use Hearings Officer and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person.

**NOTE:** A PRE-APPLICATION CONFERENCE is required prior to filing this application. For a copy of the Pre-Application Form, go to <http://www.clackamas.us/planning/supplemental.html>.

**STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION**

_____	Land Use Application	_____	Sample Plot Plan
_____	ZDO Section 1105	_____	ZDO Section 1014

**HOW LONG WILL IT TAKE TO RECEIVE A FINAL DECISION ON AN APPLICATION?**

Processing time is dependent upon existing workload at the time of application. Decisions on your application may take from 6 to 10 weeks to process. A final County decision must be made, inclusive of any potential appeals to the Hearings Officer, within 120 days if the property is in the Urban Growth Boundary (UGB), and 150 days if outside the UGB.

**COMPLETE APPLICATIONS REQUIRE THE FOLLOWING:**

1. Land Use Application Form: Information on applicant and land involved in the application. **Application must be signed by the property owner. (Attached)**
2. Supplemental Application: Information requested on this form. Please be as complete and thorough as possible. Use additional sheets of paper as necessary.
3. Preliminary Statement of Feasibility from the water provider, sanitary sewer provider, and surface water management authority – if applicable. (Attached)
4. Completed Pre-Application Conference meeting with staff.
5. Application Fee: \$\_\_\_\_\_ (*Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.*)
6. Plot Plan drawn to scale with all information required by Subsection 1105.02 of the ZDO. The scale should not be less than 1" = 20' nor more than 1" = 200'. Please have the plan drawn on 8.5" x 14" or 11" x 17" sheet of paper.
7. Additional Information
  - A. If the application involves property designated Open Space by the County Comprehensive Plan, how will the requirements of the ZDO Section 1103 be met?
  - B. If any of the property is capable of redevelopment, you must describe your redevelopment plan. [See ZDO Subsection 1014.03(B)]
  - C. If the property is not within a sewer district, a favorable soils feasibility study report is required and must accompany this application. (Attach soils report as appropriate.)

**CLACKAMAS COUNTY PLANNING DIVISION**  
**INFORMATION TO BE SHOWN ON THE PARTITION PLOT PLAN**

The applicant shall provide five copies of a preliminary plat for the proposed partition. The preliminary plat shall be drawn to a scale of not less than one inch equals 20 feet and not more than one inch equals 200 feet. If the preliminary plat is larger than 11 inches by 17 inches, five reduced-sized, legible copies of the preliminary plat shall be submitted on eight-and-one-half-inch by 14-inch or 11-inch by 17-inch paper. The following information shall be included on the preliminary plat or by separate attachment:

1. Source of domestic water and location of any existing and proposed wells;
2. Method of wastewater disposal and location of any existing and proposed on-site wastewater treatment systems;
3. Existing and proposed utility lines and facilities;
4. Calculations demonstrating that the proposed density complies with the minimum and maximum density standards of Section 1012, *Density*, or for zoning districts not subject to Section 1012, demonstrating compliance with the minimum lot size in the applicable zoning district;
5. Locations, dimensions, and area of each lot, parcel, and tract;
6. Date the preliminary plat was prepared;
7. North arrow;
8. Identification of each lot or parcel by number;
9. Locations and widths of all roads abutting the subject property, including road names, direction of drainage, approximate grades, and whether public or private;
10. Locations and widths of all proposed roads, including proposed names, approximate grades, radii of curves, and whether public or private;
11. Location and width of legal access to the subdivision or partition, other than public or County roads, if applicable;
12. Contour lines at two-foot intervals if 10 percent slope or less or five-foot intervals if exceeding 10 percent slope within an urban growth boundary; contour lines at 10-foot intervals outside an urban growth boundary; source of contour information;
13. Locations of all seasonal and perennial drainage channels, including their names, if known, and direction of flow;
14. Locations and widths of all existing and proposed easements, to whom they are conveyed and for what purpose;
15. Locations and dimensions of all existing and proposed driveways and walkways;
16. Locations and dimensions of existing structures and their setbacks from existing and proposed lot lines;
17. Locations and dimensions of all areas to be offered for public dedication and the intended use of such areas;
18. Boundaries and type of restricted areas identified in Subsection 1012.05 or 1012.07, as applicable;
19. Locations of all significant vegetative areas, including, but not limited to, major wooded areas, specimen trees, and bearing trees; and
20. Show the map scale used.

**Questions?** Contact: Rick McIntire, Sr. Planner at 503-742-4516 or [rickm@co.clackamas.or.us](mailto:rickm@co.clackamas.or.us)

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**PRELIMINARY STATEMENT OF FEASIBILITY**  
(March - 2009)

**Instructions to Applicant**

- This form is to be completed by the applicable sanitary sewer service provider, surface water management authority and water service provider.
- It is the applicant's responsibility to provide a copy of this form to **each** service provider. Attach the completed forms as part of the land use application submittal for a development. Where there is no surface water management service district, this form is to be provided to the Clackamas County Department of Transportation and Development, Engineering Division.
- A service provider may require the submission of detailed plans and/or engineering data prior to determining whether a Preliminary Statement of Feasibility will be issued. Contact the service providers for details.
- Completed forms are required for design review, subdivisions, partitions and conditional uses, and these applications will not be deemed complete until the completed forms are received by the Planning Division.
- The forms must be dated no more than one year prior to submittal of a complete land use application.
- Forms are not required for on-site sewage disposal systems or water service by private well.

**Instructions to Service Provider**

- A development is proposed within your service area. Please complete the attached Preliminary Statement of Feasibility to indicate whether adequate service can be provided to this development.
- If adequate service can be provided only with the implementation of certain conditions of approval, you may attach such conditions to this statement. Completion of this preliminary statement of feasibility does **not** imply that additional requirements (e.g. plan submittals) may not be imposed by your agency once a land use application is filed.
- The Planning Division will continue to provide notice to you of land use applications for property within your service area. This will allow you to determine whether the submitted development proposal differs from the plans reviewed by your agency in conjunction with the completion of this statement. This will also allow you to provide additional comments as necessary.



PRELIMINARY STATEMENT OF FEASIBILITY

**To be completed by the applicant:**

Applicant's Name: \_\_\_\_\_

Property Legal Description: T \_\_\_ S, R \_\_\_, Section \_\_\_\_, Tax Lot(s) \_\_\_\_\_

Site Address: \_\_\_\_\_ Project Engineer: \_\_\_\_\_

Project Title/Description of Proposed Development: \_\_\_\_\_

**To be completed by the service provider or surface water management authority:**

Check all that apply:

- Sanitary sewer capacity in the wastewater treatment system and the sanitary sewage collection system is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Adequate surface water treatment and conveyance is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Water service is available in levels appropriate for the development, and adequate water system capacity is available in source, supply, treatment, transmission, storage and distribution or such levels and capacity can be made available through improvements completed by the developer or the system owner. This statement  applies  does not apply to fire flows.\*

\*If water service is adequate with the exception of fire flows, the applicant shall submit a statement from the fire district serving the subject property that states that an alternate method of fire protection, such as an on-site water source or a sprinkler system, is acceptable.

- This statement is issued subject to conditions of approval set forth in the attached.
- Adequate  sanitary sewer service,  surface water management,  water service cannot be provided.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Service Provider or Surface  
Water Management Authority

**Completion of this statement does not reserve capacity for the development and does not alter an applicant's obligation to comply with the service provider's or surface water management authority's regulations. Completion of this statement does not obligate the service provider or surface water management authority to finance or construct improvements necessary to provide adequate service for the proposed development. Completion of this statement does not guarantee that land use approval for the proposed development will be granted.**