



City of Scio

Planning File No.:

PO Box 37  
38957 NW 1<sup>st</sup> Avenue  
Scio, OR 97374

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### Minor or Major Land Partition Application

**Minor Partition:** A minor partition is one parcel of land divided into two or three parcels that does not include the creation of a street.

**Major Partition:** A major partition is one parcel of land divided into two or three parcels that includes the creation or extension of a street as part of the land division.

#### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

#### Applicant Certification

***I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.***

***I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.***

Signature: _____	Date: _____
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#### PROPERTY INFORMATION

Situs Address: _____
Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____
Current Zoning: _____
Existing Parcel Size - Total Area (sq. ft.) or (acres): _____
Current Property Use: _____
Existing Structures: _____

## PROPOSED USE

Reason for requesting Land Partition: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

## NEW LOTS CREATED

Parcel 1:	Area (sq. feet): _____	Width (feet): _____	Depth (feet): _____	Street Frontage (feet): _____
Parcel 2:	Area (sq. feet): _____	Width (feet): _____	Depth (feet): _____	Street Frontage (feet): _____
Parcel 3:	Area (sq. feet): _____	Width (feet): _____	Depth (feet): _____	Street Frontage (feet): _____

## INFRASTRUCTURE

What street(s) will the lot(s) take access from?

Parcel 1: \_\_\_\_\_

Parcel 2: \_\_\_\_\_

Parcel 3: \_\_\_\_\_

City Utilities:

Do city utilities currently serve the property? \_\_\_\_\_

Location of proposed water connection: \_\_\_\_\_

Location of proposed sewer connection: \_\_\_\_\_

Will water or sewer require extension of services? If yes, from where \_\_\_\_\_

## RESIDENTIAL DEVELOPMENT ONLY

	Proposed # Dwelling Units
Parcel 1	
Parcel 2	
Parcel 3	

## ENGINEER/DESIGNER/SURVEYOR CONTACTS

Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____
Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____

## FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY

***The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.***

***If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.***

***By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.***

## PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____ _____	Cell: _____
	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____ _____	Cell: _____
	Email: _____

## REQUIRED SUBMITTALS

- Signed Application
- Application Fee-- \$1000 Deposit, to be drawn on for actual costs incurred.
- Preliminary Plat. The preliminary plat shall include a map, drawn to scale, showing the following:
  - a. The tract of land to be partitioned. Include the date, northpoint, size of the tract of land, scale of drawing and sufficient description to define the location, boundaries and dimensions of the tract to be partitioned.
  - b. Name and address of the owner or owners of record, and the person who prepared the partition.
  - c. The parcel layout, showing dimensions of each proposed lot and size of each proposed parcel.
  - d. Location of existing buildings to remain in place, drainage ways, and other features of the land which are important to its development.
  - e. Identification of the street area and its relation to existing streets serving the property. Identification shall include location, widths and names of streets.
  - f. Identification of existing and proposed utilities to serve the property, including location, width and purpose of easements; location and size of sewer and water lines and of drainage ways; street lighting; and location of power and telephone lines.
- Assessor's Map highlighting the affected property and the surrounding streets and lots.
- Applicant's Narrative. A brief letter or narrative describing the proposal and addressing the minor partition approval criteria in Section 8.030(5) of Scio Land Division Ordinance No. 562.
- Supplemental Information. The City may request the applicant provide additional information with the partition application including, but not limited to, a flood plain development permit, flood elevation certificates, storm drainage calculations or analysis, proposal for water and sewer service extensions or road access permits from either Linn County or the Oregon Department of Transportation.

## APPROVAL CRITERIA

A proposal for a minor or major partition must comply with the following criteria:

1. The partition is consistent with the standards of the Land Division Ordinance, the Zoning Ordinance, other applicable city ordinances, and the Scio Comprehensive Plan.
2. Vehicular access to the property is adequate.
3. All necessary public utilities can be provided to the parcels to be created.
4. Full and orderly development of the surrounding area can be maintained.
5. Physical characteristics of the property, such as potential drainage, flooding or other natural hazards have been considered and will not be detrimental to the partition or to the surrounding area.
6. The partition is compatible with and will not adversely affect the livability or appropriate development of the surrounding area.

## APPROVAL PROCESS

1. A partition is the division of an existing parcel of land into two or three parcels. A major partition includes the dedication of all or a portion of a street as part of the partition. The Scio Planning Commission will hold a public hearing and make a decision to either approve or deny the proposal. A written notice of decision will be issued by the City. Notice shall be provided within five (5) days of the Planning Commission's decision.
2. Preliminary Plat approval shall be effective for a period of 6 months from the City's notice of decision. The preliminary plat approval will lapse if a final plat has not been submitted to the City and the Linn County Surveyor within the 6 month period.
3. Final Plat. A registered land surveyor must prepare a final plat that complies with ORS 92 and the Linn County Surveyor requirements.
4. City Approval of Final Plat. The City staff will review the final plat to ensure is consistent with the approved preliminary plat and that all conditions of approval have been addressed. When all conditions have been met, city officials may sign the final plat and the final plat may be recorded with the Linn County Surveyor.

## FINAL PLAT SUBMISSION

If the application is approved, a final plat will need to be submitted and the applicant must comply with all of the conditions of approval listed in the Notice of Decision approving the preliminary plat.

The final plat must be reviewed and approved by the City of Scio prior to recording with Linn County. The final plat must be recorded within 6 months of city approval of the preliminary plat or the approval expires.

Once the final plat is approved by the City of Scio, it must be recorded with Linn County within 60 days.

***This information is only a summary. For additional information or clarification, please refer to the Scio Land Division Ordinance No. 562 or request clarification from city staff.***

**OFFICE USE ONLY**  
**PROCESS SUMMARY TIMELINE**

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____

**FINAL PLAT**

Date Received: _____	City Planner Review: _____
Corrections Requested? _____	
Review Complete on: _____	
Date Final Plat signed by City Officials: _____	
Copy of the County approved Partition Plat filed in the City's land use file: _____	