



# Land Partition Checklist

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

- ☐ Optional: Attend a Pre-Application meeting with City Staff and other agencies (Cost: 10% of the filing fee, which will be credited toward the filing fee.)

## REQUIRED CONTENTS FOR SUBMITTAL OF A TENTATIVE PARTITION

- ☐ Completed General Permit Application **(TO BE COMPLETED IN INK)**
- ☐ Completed Land Partition Application **(TO BE COMPLETED IN INK)**
- ☐ Public Notice Mailing List (Property owner mailing list-radius of 100 feet)
- ☐ Completed Acknowledgement of Mailing List Form
- ☐ Completed Applicant and Owner Statement Form and Copy of Deed
- ☐ Tentative Partition Map (18" x 24") containing the following information (two paper copies and an electronic PDF copy):
  - ☐ Title block with the words Tentative Land Partition & County Planning Division Partition Number
  - ☐ Property location (Tax lot numbers from the County Assessor records, Township, Range, Section, Subdivision, Lot, Block)
  - ☐ Name and Address of the registered professional land surveyor if applicable
  - ☐ Approximate location and distances of existing property lines, proposed property lines & approximate area of each parcel
  - ☐ Location of all structures and improvements, including above and below ground utilities
  - ☐ Approximate location of areas within a designated floodway, floodplain or wetland & the location & direction of flow of all watercourses and drainage ways
  - ☐ Approximate bearings of existing and proposed property lines
  - ☐ Parcel Numbers
  - ☐ Date, North arrow and scale. Map shall be drawn to an appropriate engineer's scale that shows the greatest detail on a single map
  - ☐ Locations, widths and names of any existing or proposed streets, roads or easements on or abutting the Partition. Approximate centerline of existing or proposed roads. Easements shall be denoted by fine dotted lines and if already recorded, their recorded reference
  - ☐ Approximate direction and percentage of slope
  - ☐ Approximate acreage of each parcel and total acreage
  - ☐ Major natural physical features such as steep slopes, bluffs, rock outcroppings, canyons, etc.
  - ☐ Location and outline of existing buildings or other improvements on the property and distance from existing and proposed property lines
  - ☐ Statement of water rights, pursuant to ORS 92.120(5)
  - ☐ Name, address and telephone number of each owner, contract purchaser or representative of the property
  - ☐ Name, address and telephone number of the person preparing the Tentative Partition Map
  - ☐ Other information determined by the Planning Director to be necessary, due to the existence of special site conditions or unique circumstances

## **IF THE PARTITION INCLUDES THE CREATION OF A STREET, THE MAP SHALL INCLUDE THE FOLLOWING:**

- ☐ Description of the type of street, including width, typical cross section, grades, radius or curves, proposed status (i.e. a private road, dedicated way, etc.) name, relationship to existing streets, projected timetable for construction of any street
- ☐ Vicinity Map (include it on the tentative partition map)
- ☐ Filing fee for Tentative Land Partitions (a separate, additional fee will be required when the Final Partition Map is submitted)
- ☐ Mailing Notice Costs (current postage rate plus 10 cents multiplied by the number of property owners)
- ☐ Legal Notice Costs (this will be billed and shall be paid within 30 days of the final decision on the application)

(Continued)

A PARTITION MAY ONLY BE APPROVED IF IT MEETS ALL APPLICABLE REVIEW CRITERIA AS FOLLOWS:

- ☐ The proposed partition is in conformance with the City Comprehensive Plan
- ☐ The proposed partition is in conformance with all applicable provisions of the Community Development Ordinance and other Federal, State and County ordinances
- ☐ The subject property is physically suitable for the type and proposed density of development and conforms to zoning standards
- ☐ The parcels are located and laid out to properly relate to adjoining or nearby lot or parcel lines, utilities, streets or other existing or planned facilities
- ☐ The existing sewer and water facilities and fire protection services are adequate to serve the proposed development
- ☐ The proposed partition has legal access to each parcel
- ☐ The proposed partition will not conflict with legally established easements or access within or adjacent to the proposed partition
- ☐ The proposed partition does not prohibit the extension of dedicated streets or roads
- ☐ Emergency vehicle access is adequately addressed and complies with the Uniform Fire Code

REQUIRED CONTENTS FOR SUBMITTAL OF A FINAL PARTITION

- ☐ Any parcel created by a partition that is forty acres or less or any parcel described under the Public Land Survey System, as a quarter quarter section, shall be surveyed and monumented. The final map shall be prepared by an Oregon Registered Land Surveyor consistent with the requirements set forth by Oregon Revised Statutes and the Klamath County Surveyor's Office
- ☐ The final map shall be drawn in black ink on 7 mil Mylar, 18" x 24" in size with an additional 3" binding edge on the left side. No part of the map shall be closer than 1" to the edge, and shall include the following:
  - ☐ Title block containing the words "land partition"
  - ☐ Klamath County Planning Division file number
  - ☐ Parcel configuration of the approved tentative map
  - ☐ Exact location of areas within a designated floodway, floodplain or wetland and the location and direction of flow of all watercourses and drainage ways
  - ☐ Parcel numbers
  - ☐ Locations, widths and names of any existing or proposed streets, roads or easements on or abutting the Partition. Exact centerline of existing or proposed roads. Easements shall be denoted by fine dotted lines and if already recorded, their recorded reference
  - ☐ Area of each parcel in square footage and acreage
  - ☐ Signature lines for the Planning Director, Public Works Director and City Surveyor, owner and/or contract purchaser and the County Clerk's certification. The map shall also include signature lines or other agencies or special districts designated by the Department or the Planning Commission. The lettering of the approvals, the affidavit of the surveyor and all other information shall be of such a size or type as will be clearly legible.
  - ☐ Location of all existing improvements on the final map, including dwellings, utilities, and other structures if necessary to show conformance with setbacks and other requirements of approval.
  - ☐ Water rights recoding number, if applicable
- ☐ In addition to the final partition map, the applicant shall submit the following:
  - ☐ Preliminary title report or partition guarantee issued by the title company in the name of the owner of the land which has been prepared within 30 days prior to submittal of the final plat. The title report or partition guarantee shall identify all parties having any record title interest in the premises and what interest they have
  - ☐ Completed water rights statement
  - ☐ A copy of the existing legal description of the property along with all easements pertaining to said property
  - ☐ The computation sheets showing bearings, distance, northing and easting, coordinates, error of closure if any and the curve data of the boundary of the land partition and each parcel created within
  - ☐ City Surveyor's plat review fee
- ☐ Partition maps that also include the creation of a street shall be accompanied by:
  - ☐ Any written certificates pertaining to improvements assurances or responsibilities, such as a road maintenance agreement
  - ☐ Copy of the recorded description of any easements or rights-of-way, including references to benefited properties
  - ☐ Verification from the project surveyor that the physical location of the street is within the easement



# General Review Application

City of Klamath Falls Development Services  
226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

File Number(s):

## OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ Date Application Complete: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Date of Pre-App Meeting: \_\_\_\_\_

↓ DATE OF DLCD NOTICE—FOR ANNEXATION AND ZONE CHANGE ONLY ↓

Notice of Proposal: \_\_\_\_\_ Notice of Adoption: \_\_\_\_\_

## APPLICATION TYPE

↓ Applications processed through the City Planning Department – *Check all that apply* ↓

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Design Review—Major (\$750)         | <input type="checkbox"/> Design Review—Minor (\$300)     | <input type="checkbox"/> Conditional Use Permit (\$1,000) |
| <input type="checkbox"/> Variance—Major (\$750)              | <input type="checkbox"/> Variance—Minor (\$300)          | <input type="checkbox"/> Annexation (\$500)               |
| <input type="checkbox"/> Land Partition—Tentative (\$750)    | <input type="checkbox"/> Subdivision—Tentative (\$1,500) | <input type="checkbox"/> Zone Change (\$2,000)            |
| <input type="checkbox"/> Nonconforming Use Exception (\$175) | <input type="checkbox"/> Other → Please Describe: _____  |   |

## APPLICANT INFORMATION

*Please check primary contact person*

**TO BE COMPLETED IN INK**

☐ Landowner Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

☐ Applicant Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

☐ Agent (e.g. Architect, Engineer, Surveyor): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City Business License No: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## SUBJECT SITE INFORMATION

Property Address: \_\_\_\_\_

Map & Tax Lot Number(s): \_\_\_\_\_

Subdivision, Lot & Block: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Total Size of Parcel(s): \_\_\_\_\_

Describe current uses, existing structures, other improvements and vegetation on the property: \_\_\_\_\_

Existing easements and/or deed restrictions—Purpose and Description: \_\_\_\_\_

Volume & Page Number: \_\_\_\_\_

(continued)

## PROJECT INFORMATION

- Briefly describe the project and proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Will any portion of the facility, once operational, be age restricted? ☐ Yes ☐ No

## TRAFFIC STATEMENT

- Describe the amount of traffic the proposal will generate and the impact on local streets and traffic conditions: \_\_\_\_\_  
\_\_\_\_\_

## ENVIRONMENTAL IMPACTS

- Describe any noise potentially generated by the proposed use (including during construction): \_\_\_\_\_  
\_\_\_\_\_
- Describe pollution emissions that will be generated by the proposed use: \_\_\_\_\_  
\_\_\_\_\_
- Describe the impact of the proposal on adjacent scenic views, historical resources or other environmental resources: \_\_\_\_\_  
\_\_\_\_\_

## CONSTRUCTION IMPACTS

- If excavation or fill is planned, explain the purpose, location and amount of each: \_\_\_\_\_  
\_\_\_\_\_
- If tree removal is planned, explain the purpose of removal and the location and number of trees to be removed: \_\_\_\_\_  
\_\_\_\_\_

## PLEASE NOTE

- If driveways are planned as part of your proposal, please note the type (residential or commercial), width and location of each on the site plan.
- If sidewalks are planned, show the width and location on the site plan.
- If water and sewer are planned, show the main lines and service lines on the site plan.
- If storm water is planned, show the main lines and service lines or on-site detention/retention on the site plan.



# ***Land Partition Application***

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

**(TO BE COMPLETED IN INK)**

This is a Land Partition application supplement, required for all Tentative Land Partition applications.

## PARTITION INFORMATION

Number of *existing* lots or parcels involved in the proposed Land Partition: \_\_\_\_\_

Total size of property to be partitioned (includes all existing lots or parcels): \_\_\_\_\_

Number of parcels this *proposed* Land Partition will create (*check only one*):    ☐-1    ☐-2    ☐-3

What are the proposed parcels sizes (*note acres or square feet*)?    {    Parcel 1: \_\_\_\_\_  
Parcel 2: \_\_\_\_\_  
Parcel 3: \_\_\_\_\_

Describe the existing use of the property to be partitioned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the proposed use following completion of the partition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the land uses surrounding the subject property:

North: \_\_\_\_\_ East: \_\_\_\_\_

South: \_\_\_\_\_ West: \_\_\_\_\_

Check available utilities →    ☐-Gas    ☐-Telephone    ☐-Electricity    ☐-Cable TV    ☐-Water    ☐-Sewer

Check proposed utilities →    ☐-Gas    ☐-Telephone    ☐-Electricity    ☐-Cable TV    ☐-Water    ☐-Sewer

Please describe the purpose and location of any areas or improvements other than utilities set aside for public use or common use, including a maintenance or property owner agreement:

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

Please attach a copy of proposed property/homeowner agreements, bylaws, covenants and any petitions proposing to create special service districts.

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# Public Hearing Notice Mailing List

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

## INSTRUCTIONS FOR PROVIDING PUBLIC HEARING NOTICE INFORMATION FOR:

**Land Partition   Conditional Use Permit   Flood Hazard Permit   Variance   Nonconforming Use Exception**

When applying for any of the above, please provide the information necessary to notify the nearby property owners about all public hearings for your project. This information is to be provided in the following manner:

Obtain a current copy of the County Assessor map (tax maps) that include your project site and all parcels within **250 feet** of any part of the parcel on which your project is located, including public rights-of-way. The exterior property lines of the parcel(s) on which your project is located, even if your project will occupy only a portion of the parcel(s), must be clearly outlined on the map, and another line must be clearly drawn indicating a distance of **250 feet** from all exterior property lines you have outlined. Check the scale shown on each map (they may be different) and use the adjoining maps if necessary to include all property within **250 feet**. **The County Assessor Office may be able to print a list of addresses for you. If interested, you may inquire with them at the County Government Center at 305 Main Street, Klamath Falls, OR 97601.**

Obtain names, addresses and tax lot numbers of all owners of property within 250 feet, as listed on the last preceding tax roll of the Assessor of Klamath County. List the above information in the following order:

- ☐ Tax Account Number
- ☐ Property Owner Name
- ☐ Street Address
- ☐ City, State and Zip Code

NOTE: Type or print labels on the form provided or on a sheet of labels. Print them legibly or the mailing list will be returned. Typed mailing labels will speed the application process.

You are required to pay for the Mailing Notice costs (current postage rate plus 10 cents multiplied by the number of property owners to be notified) with your application fee.

You may also be required to pay for Legal Notice costs. These costs will be billed to you and shall be paid within 30 days of the final decision.

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### ACKNOWLEDGMENT OF MAILING LIST

STATE OF OREGON  
COUNTY OF KLAMATH  
CITY OF KLAMATH FALLS



I, \_\_\_\_\_, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, I submitted with my application, such names, addresses and Tax Account Numbers as are listed on the last preceding tax roll of the Assessor of Klamath County.

That said list contains a true copy of all property owners within 250 feet of the subject property.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

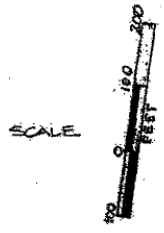
Notary Public for Oregon

\_\_\_\_\_

THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY.

KLAMATH COUNTY  
1400

SEE MAP 38 09 3340



NORTH ARROW ↑

ADJOINING MAP →

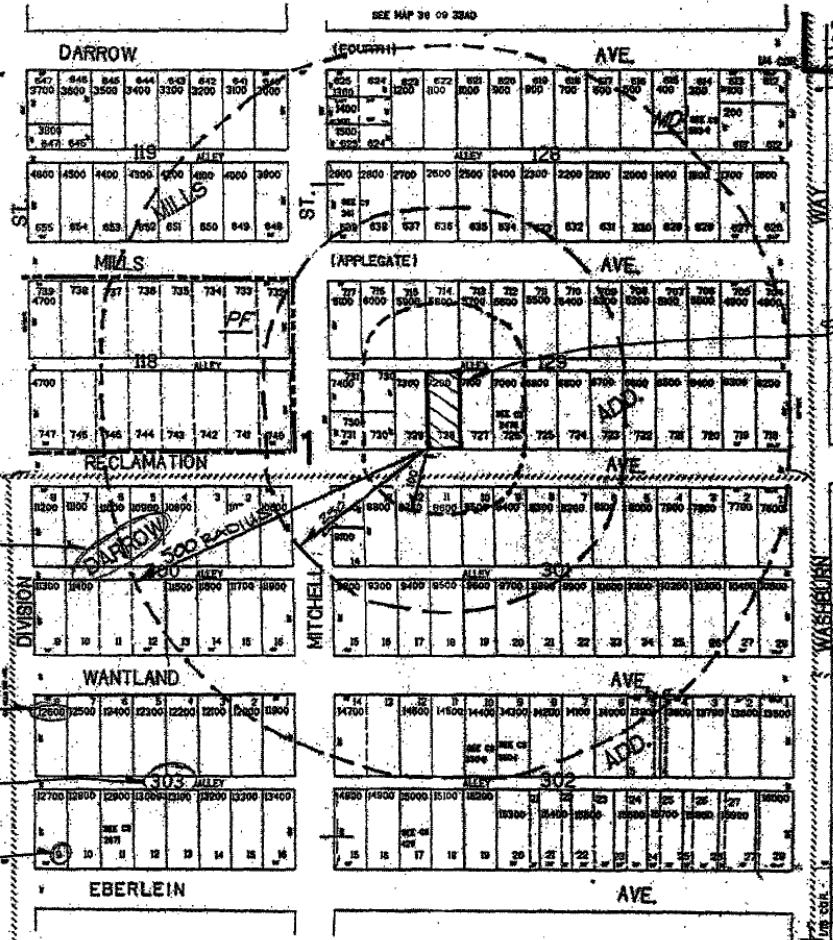
SEE MAP 38 09 3300

SUBDIVISION 2  
NAME

TAX LOT NUMBER 2

BLOCK NUMBER 2

LOT NUMBER 2



SUBJECT  
PROPERTY

SEE MAP 38 09 3400

SEE MAP 38 09 3300

MAP NUMBER 38-09 330A  
KLAMATH FALLS



# ***Applicant & Owner Statement***

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

I (we) the undersigned applicant(s) and/or owner(s) of the parcel of land located at the address listed below; identified as the Tax Account Number(s) also listed below, realize that this application rests upon the above answers and accompanying data and do hereby affirm and certify under penalty of perjury, that the foregoing statements and answers are in all respects true and correct to the best of my/our knowledge. By submission of this application, the owner and developer hereby grant the City permission to erect a public notice sign on the subject property for public information purposes.

Subject Property Address: \_\_\_\_\_

Subject Property Tax Account Number(s): \_\_\_\_\_

## **APPLICANT(S):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

If the applicant listed on this application is not the sole deed holder of the property or properties described above, complete the following or submit a separate written authorization from the owner:

## **AUTHORIZATION TO ACT AS AGENT**

I (we) the undersigned, hereby certify that as deed holder(s) of record of property or properties described above, hereby authorize the person(s) listed as the applicant(s) on this application to act and appear as agent, with respect to this application.

## **LANDOWNER(S):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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