



Type II Major Partition Submission Requirements

2 pages

Approval of a partition is required for a land division of three (3) or fewer parcels in a calendar year. Partitions which require the extension of a street shall be processed as a Type II Major Partition so as long as the street conditions are satisfactory and the resulting lots comply with the standards of the zoning district and Chapter 17.100. All of the following materials must be submitted with your application. All plans should be drawn to an engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City staff is required to discuss procedures for approval, applicable state and local requirements, and the availability of services.

A. One (1) copy of:

1. Land Use Application Form

B. Two (2) copies

Two (2) copies of the tentative plan for the Major Partition and project narrative documenting compliance with applicable code criteria. The tentative plan shall be a minimum of 8-1/2" X 11" in size and shall include the following information:

1. The date, north point, engineering scale, and legal description;
2. Name and address of the owner of record and of the person who prepared the partition plan;
3. Zoning size and dimensions of the tract to be partitioned;
4. Size, dimensions and identification of proposed parcels (Parcel 1, Parcel 2, Parcel 3);
5. Approximate location of any structures on the tract to be partitioned including setbacks to proposed parcel boundaries;
6. Location, names and widths of streets, sidewalks and bikeways within the tract to be partitioned and extending 400 feet beyond the tract boundaries;
7. Location, width and purpose of existing and proposed easements on the tract to be partitioned;
8. Location and size of sewer, water, and drainage facilities proposed to serve the tract to be partitioned;
9. Natural features such as waterways, drainage areas, significant vegetation or rock outcroppings;
10. Approximate topography, particularly noting any area of constrained slope (15% to 24.9%) and acreage of constrained slopes;
11. Approximate topography, particularly noting any area of steep slope (greater than 24.9%) and acreage of steep slopes; and
12. A plan for future parcel redivision, if the proposed parcels are large enough to be re-divided under the comprehensive plan or zoning designation.

C. Digital copy in PDF and/or Word format

Please submit a digital copy of your narrative and of all plans.

D. List of affected property owners

Within 300 feet of the boundaries of the subject site and mailing labels for property owners within 300 feet of the site, excluding rights-of-way.

E. Filing Fee per Fees and Charges Resolution



F. Satisfactory Street Conditions

1. Existing streets are stubbed to the property boundaries and are linked by the land division;
2. An existing street or a new proposed street need not continue beyond the land division in order to complete an appropriate street system or to provide access to adjacent property; and
3. The proposed street layout is consistent with a street pattern adopted as part of the Comprehensive Plan or an officially adopted City street plan.

G. Approval Criteria

1. The proposed partition is consistent with the density, setback and dimensional standards of the base zoning district;
2. The proposed partition is consistent with the design standards set forth in Chapter 17.100;
3. Adequate public facilities are available or can be provided to serve the proposed partition;
4. All proposed improvements meet City standards; and
5. The plan preserves the potential for future redivision of the parcels if applicable.