



Type I Minor Partition Submission Requirements

1 page

Approval of a partition is required for a land division of three (3) or fewer parcels in a calendar year. Partitions which do not require creation or extension of a street for access are classified as a Type I Minor Partition. 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; and
2. Project narrative documenting compliance with applicable code criteria.

B. Two (2) copies

Two (2) copies of the tentative plan. 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, name 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. Filing Fee per Fees and Charges Resolution

E. 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.