Land Partitioning

What is a Land Partition?

A Partition is the creation of three parcels or less in a calendar year. A plat (a City-approved and recorded map of a surveyed parcel) is required when any parcel of land within the City of Banks is partitioned.

Criteria for Tentative Plat Approval

The steps needed to obtain preliminary approval are listed below, along with a summary of the information you must provide.

1. Meet with the Planning Department for early consultation. Information you will need at this time include:

- Land characteristics i.e. locations of sewer, water, storm drainage, roads; and adjacent land uses.
- Description and sketch of the proposal (number of lots, sizes, and facilities)
- Vicinity map

2. Following consultation, submit the application and preliminary plat to the Planning Department. This plat shall include the following information:

- Clean Water Services Provider Letter
- Date, scale, north arrow
- Names and addresses of the owner and preparer of the plat
- Location map (show section lines)
- Length and bearing of boundaries
- Zoning on and adjacent to the partition site
- Street names, grades, widths, and other rights-of-way and easements
- Location of nearest sewer, water, and storm drainage lines
- Dimension and area of lots
- Location of all buildings and their distance to all proposed lot lines. Note: In drawing the plat use a standard scale of 10, 20, 30, 40, 50, 60, or 100, or multiples of 10 for any one of these scales.
- For slopes of less than 5%: 2 feet, together with at least 4 spot elevations per acre, evenly distributed
    - For slopes of 5% to 15%: 5 foot intervals
    - For slopes of 15% to 20%: 10 foot intervals
    - For slopes of over 20%: 20 foot intervals

3. Two copies of the preliminary plat must be submitted together with the application form as well as an electronic version on a USB drive. Incomplete applications cannot be accepted. Nonrefundable fees are charged when the preliminary plat is submitted. The plat will then be circulated to all City departments for review and comment and notice of the application provided to property owners and residents within 300 feet of the site. Upon completion of the review, a decision will be made to approve, approve with conditions, or reject the partition. If the preliminary plat is approved with conditions, you then have one year in which to satisfy those conditions. **Failure to complete the conditions within one year will void the request.**

13680 NW Main Street
Banks, OR 97106
Phone: 503-324-5112

Criteria for Final Plat Approval

1. The scale of the plat shall be 1" = 10, 20, 30, 40, 50, 60, or 100 feet, or multiples of 10 for any one of these scales. Plats must be placed on material that is 18" X 24" with an additional 3" binding edge on the left side.

2. Appropriate identification of the drawing, date, and north arrow.

3. The names and addresses of the owner and surveyor.

4. Drawings of the boundaries and location of the entire partition.

5. The locations, widths and names of both improved and unimproved streets and alleys within or adjacent to the partition, together with all existing easements and other important features such as section lines, section corners, and monuments.

6. The locations and layouts of existing lots or parcels which are adjacent to or across contiguous right-of-way from the partition.

7. The dimensions and area of each lot. Numbers shall designate each parcel.

8. Locations and widths of streets to be held for private use, and all reservations and restrictions relating to such private streets.

9. Reference points of existing surveys identified, related to the plat by distance and bearings, and referenced to a field book or map as follows:

- Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the partition
- Adjoining corners of adjoining subdivisions
- Monuments to be established marking all street intersections and the centerlines of all streets at every point of curvature and the point of tangent
- Other monuments found or established in making the survey of the partition, or required to be installed by provisions of this ordinance and state law.

10. Existing and proposed easements clearly identified and denoted by dashed lines and, if already of record, their recorded reference, the width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the partition shall be shown. Any easement being provided by the plat shall be properly referenced in the owner's certificate of dedication.

11. Identification of all land or improvements to be dedicated for any public purpose or private use in common to distinguish such land or improvements from lots intended private sale or use.

12. A copy of any dedication requiring separate documents.

NOTE: This summary does not include all of the survey requirements imposed by State statute. Please see ORS Chapter 92 for further information about survey requirements for subdivisions and partitions.

Final Approval of a Land Partition

Upon satisfactory completion of the conditions, final approval shall be granted. This approval shall be evidenced by the signature on the plat of the Community Development Director or his designee. Following City approval, the plat must be acknowledged and recorded with the recording officer of Washington County.

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