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# Minor Partition Application

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## Property Information

Existing Square Footage: \_\_\_\_\_

Proposed Square Footage: Parcel #1 \_\_\_\_\_; Parcel #2 \_\_\_\_\_; Parcel #3 \_\_\_\_\_

Signature of Applicant

Signature of Property Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Date

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### Site Team/Pre-Application:

15 — copies of concept site plan

1 — 11" x 17" concept site plan

### Official Minor Partition Application:

4 — full size copies construction detail plans

1 — 11" x 17" construction detail plan

4 — copies detailed landscape plans

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## MINOR PARTITION REVIEW

Minor Partition Applications follow The Dalles Development Review Process, and must meet the requirements of The Dalles Municipal Code (TDMC) Section 9.020: Land Division Standards and the partition requirements of TDMC 9.030: Partitions, Minor Re-plats, and Lot Line Adjustments. A pre-application conference is required for all submittals. **Approved Tentative Partition Plats are valid for 1 year only, with NO opportunity for an extension.** Construction drawings and specifications for any public improvements are required prior to final partition plat review and approval. Before the signature of the City Engineer is obtained on a Final Partition Plat, required improvements must be installed to City Standards and Specifications, or the applicant and the City have entered into an agreement to install improvements, or an improvements district is formed to construct improvements (see section of TDMC 9.040.060 (F): Installation of Required Improvements). **Final Plat approval does not constitute City acceptance of public improvements.** Public improvements can only be accepted in writing by the Director of Public Works.

## INFORMATION REQUIRED WITH APPLICATION

The tentative plat shall include the following information where applicable:

- Names of the applicant, owner, engineer, and surveyor as appropriate.
  - Date, North Arrow, and Scale.
  - Property line boundaries of all contiguous land in the same ownership as the area encompassed in the application.
  - Sufficient description to define location and boundaries of the area to be partitioned, re-platted, or adjusted.
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- Location of existing structures.
- Number and type of dwelling units proposed where known and appropriate.
- Location and width of all existing or proposed public or private rights-of-way.
- Location and width of all existing or proposed public or private rights-of-way, including any reserve strips and parking area.
- Location of all existing and proposed streets, sidewalks, curbs. (New streets or improvements to existing streets shall meet the requirements of *Chapter 10: Improvements Required with Development*. Construction detail drawings are not required for application approval, but will be required prior to issuance of any required permit.)
- Location of all existing and proposed public and private utilities, including, but not limited to water, sewer, storm drainage, power, gas cable TV, and telephone. (New public utilities shall meet the requirement of *Chapter 10: Improvements Required with Development*. Construction detail drawings are not required for application approval, but will be required prior to issuance of any required permit.)
- Proposed parcel layout indicating dimensions, parcel lines and lot areas of parcels.
- Approximate location of any potential physical and environmental constraints for review per the provisions of *Chapter 8: Physical and Environmental Constraints*. Such constraints include, but are not limited to, slopes of the land, erosion, control, flood ways, flood plains, natural drainage ways, and geological hazard areas.
- All areas proposed for dedication to the public and their proposed uses including, but not limited to street rights-of-way, drainage ways, easements, trails and paths, parks and open spaces, and reserve strips.
- Location and use of adjacent driveways and structures within the appropriate distance as specified in *TDMC Section 6.050.040: Access Standards*.
- Identification of significant natural features including, but not limited to rock outcroppings, creeks, streams, ponds, riparian areas, and existing native, ornamental, and orchard trees having a trunk diameter of 14 in. or more at a point 5 feet above the natural grade.
- Where it is evident that the subject parcel can be further partitioned, the applicant shall show, either on the tentative plat or as an attachment, that the land partition will not preclude efficient division of land in the future, per the requirements of *TDMC Section 9.020.020 (C)(8): Redevelopment Plans*.
- The Director may waive any of the requirements where determined that the information is unnecessary to properly evaluate the proposed development. The Director may also require any additional information, if determined necessary, to evaluate the proposal.

**NOTE:** *Plan requirements for construction drawings and specifications for public improvements are stated in TDMC Section 9.040.050: Construction Drawings and Specifications for Public Improvements. Final Partition Plat and other final approval requirements are set forth in TDMC Section 9.030.050: Final Partition Plat Review. Information regarding improvements, construction standards, and inspection procedures can be found in TDMC Chapter 10 – Improvements Required With Development.*