



RECORD No. 217 _____ - _____ PLNG

Crook County Community Development
 300 NE 3rd Street, Room 12, Prineville Oregon 97754
 Phone: 541-447-3211 Email: plan@co.crook.or.us

LAND PARTITION

ORS 92.010(9) – A partition means the act of dividing land to create not more than three parcels of land within a calendar year.

PROPERTY OWNER

Last Name: _____ First Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Day Time Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____
 Email: _____

AGENT/REPRESENTATIVE

Last Name: _____ First Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Day Time Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____
 Email: _____

SURVEYOR OR ENGINEER:

Last Name: _____ First Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Day Time Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____
 Email: _____

PROPERTY INFORMATION

Township _____ South, Range _____ East WM, Section _____ Tax Lot _____
 Size of property: _____ acres Zoning: _____
 Physical Address: _____
 Subdivision: _____ Lot: _____ Block: _____

PROPOSED AREA:

	Parcel #1 (Parent Parcel)	Parcel #2	Parcel #3
Existing Property Size			
Proposed Property Size			

DOMESTIC WATER

Water will be supplied by:

___ An existing or proposed individual well

___ Shared well (more than three properties served by one well requires state approval).

___ Other: Please explain _____

___ Community Water System: Name _____

Community Water System Authorization

Print Name: _____ Daytime phone: _____

Authorization Signature: _____ Date: _____

ONSITE SEPTIC - WASTEWATER

Will the properties be served by a public or private wastewater provider? Yes ___ No ___ (If yes, skip to access)

Soil/Site Evaluation Crook County File: _____

On-Site Authorization: _____

ACCESS

Please note: If a driveway or easement serves more than two (2) properties, the road will need to meet the design standards identified within Crook County Code, Chapter 17.36 Design Standards. Please coordinate with staff prior to submitting an application to determine if the road standards will need to be reviewed concurrently.

What kind of access will serve the proposed properties?

County ___ Public ___ Private ___ State (ODOT) ___

Road Approach Permit Number(s): _____

FIRE PROTECTION

Is the property provided fire protection by Crook County Fire & Rescue? Yes ___ No ___

If yes, and the proposed access will not serve more than two (2) properties, please provide written approval from Crook County Fire and Rescue. If no, please provide information on the ability to provide fire suppression, including water source, and fire prevention methods.

FLOOD HAZARD

Are there any areas of special flood hazards located on the proposed parcels? Yes ___ No ___

If yes and the proposed parcels are not located in a resource zone, the tentative plan will need to illustrate that the proposed parcels can be developed for their intended purpose without effect.

STATEMENT OF INTENDED USE

Please state the intended use of the proposed properties.

IRRIGATION WATER

Does the property have irrigation water rights? Yes _____ No _____

If the property has irrigation water rights, who is the supplier:

_____ Central Oregon Irrigation District - 541-548-6047

_____ Ochoco Irrigation District - 541-447-6449

_____ Water Resources Department - 541-306-6885

_____ People’s Irrigation District - 541-447-7797

_____ Other: _____

Watermaster Signature: _____ **Date:** _____

Print Name Clearly: _____ **Phone:** _____

Irrigation District Signature: _____ **Date:** _____

Print Name Clearly: _____ **Phone:** _____

COMMENTS: _____

PROPERTY OWNER SIGNATURES

By signing below, I/WE agree to meet the standards governing the laws for “LAND PARTITIONS” as outlined in the State of Oregon’s OAR, ORS, Crook County Code, and the Crook County Comprehensive Plan. I/We agree that all the information contained in this application is true to the best of my knowledge.

Print owner name clearly: _____ **Date:** _____

Property owner signature: _____

Print owner name clearly: _____ **Date:** _____

Property owner signature: _____

Print agent/representative clearly: _____ **Date:** _____

Agent/representative signature: _____

PLEASE NOTE: Before this application will be processed, you must supply all requested information and forms, and address all listed or referenced criteria. Pursuant to ORS 215.428, this office will review the application for completeness and notify Applicant of any deficiencies within 30 days of submission.

APPLICABLE CODE CRITERIA

The proposed partition must meet the applicable criterion within the Crook County Code. Please review the applicable code sections identified below to ensure the criterion is met. You can view the Crook County Code at <https://www.codepublishing.com/OR/CrookCounty>, or copies can be requested in person at the Crook County Community Development Department.

Crook County Code

- Title 17 Subdivisions
 - Chapter 17.24 Land Partitions
- Title 18 Zoning
 - View the applicable development standards for the underlying property zoning.
 - Chapter 18.124 Supplementary Provisions

APPLICATION REQUIREMENTS

- A completed "LAND PARTITION" application form with the appropriate signatures, contact information & fees. All owners must complete ownership information with signatures.
- The most recent Tax Map for all subject properties.
- Copy of the most recent recorded Warranty Deed(s) for all subject properties.
- Statement of Record Title Report (dated no more than 30 days prior to application).
- A completed "Authorization Notice" if using a representative or agent.
- A Tentative Plan map provided by a surveyor depicting the following:
 - a. A vicinity map locating the proposed partition in relation to adjacent subdivisions, roadways and adjoining land use and ownership patterns.
 - b. A plan of the proposed partition showing tract boundaries and dimensions, the area of each tract or parcel, and the names, right-of-way widths, and improvement standards of existing roads.
 - c. Names and addresses of the landowner, their agent, a mortgagee if applicable, and the engineer or surveyor employed or to be employed to make necessary surveys and prepare the legal descriptions of each parcel to be created.
 - d. Location of water supply
 - e. A statement regarding contemplated sewage disposal, solid waste disposal. If a municipal system, please illustrate the location on the tentative plan. If an individual septic system, please list the authorization numbers with the statement on the face of the tentative plan.
 - f. North point, scale and date or map, and property identification by tax lot, section, township and range.
 - g. Where a tract of land is within the boundaries of an irrigation district, an application for a partition shall be accompanied by a water rights division plan approved by the irrigation district or other water district holding the water rights, or when there is no such district, by the district watermaster or his representative serving the Crook County area.
 - h. Legal access to the proposed parcels.
 - i. Location of any existing or proposed utilities.



Crook County Community Development

300 NE 3rd Street, Prineville, OR 97754

Phone: (541) 447-3211 Fax: (541) 416-2139

Email: bld@co.crook.or.us Website: www.co.crook.or.us

AUTHORIZATION FORM

Let it be known that _____
(Print name clearly)

has been retained to act as my authorized agent to perform all acts for development on my property noted below. These acts include: Pre-application conference, filing applications, and/or other required documents relative to all permit applications in regards to this project.

Physical address of property: _____ and described in the records of
CROOK COUNTY, Oregon as map/tax number: _____

The costs of the above actions, which are not satisfied by the agent, are the responsibility of the undersigned property owner.

PROPERTY OWNER (Please print clearly)

Printed Name: _____ Date: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

eMail: _____

Individual Corporation Limited Liability Corporation Trust

IMPORTANT NOTE: If the property is owned by an entity, include the names of all the authorized signers.

If a Corporation: Provide the name of the President, or other authorized signor (s).

If a LLC: Provide the names of ALL members and managers.

If a Trust: Provide the name of the current Trustee (s).

In addition, if you are a corporation, you will need to include a copy of the bylaws, an operating agreement if you are an LLC, or Certificate of Trust if you are a trust that verifies authority to sign on behalf of the entity

APPROVED AGENT

Printed Name: _____ Date: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

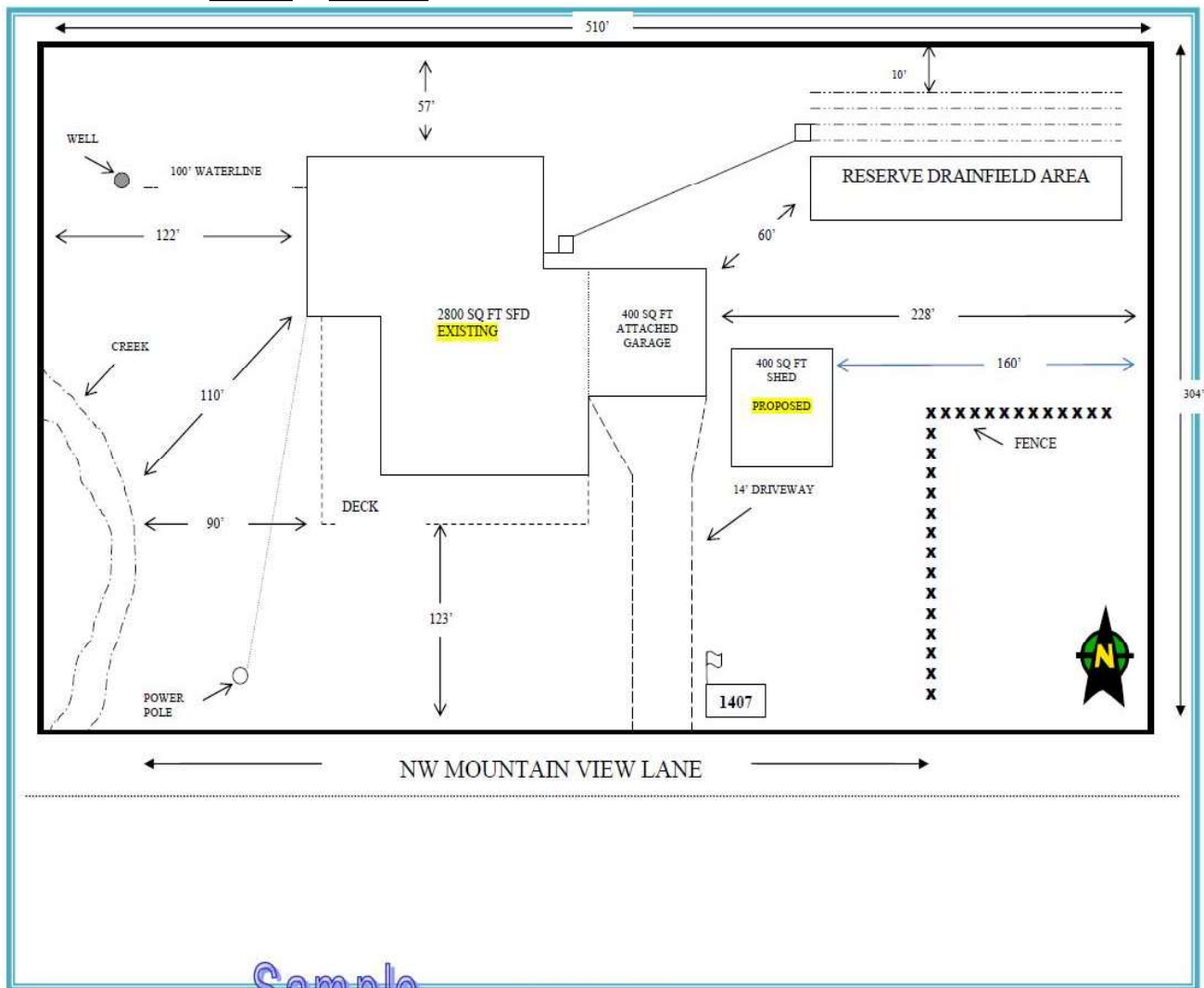
Phone: _____

eMail: _____

PLOT PLAN REQUIREMENTS

“PLOT PLAN” MUST BE DRAWN ON AT LEAST 8 ½ X 11 PAPER, BUT NO LARGER THAN 8 ½ X 14. A PARCEL THAT IS 2 ACRES OR LESS IN SIZE MUST BE DRAWN TO SCALE, AND ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN. A PARCEL THAT IS MORE THAN TWO ACRES IN SIZE DOES NOT HAVE TO BE DRAWN TO SCALE, HOWEVER, ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN AND ALL INFORMATION MUST BE ACCURATE. THE DETAILED “PLOT PLAN/SITE PLAN” MUST INCLUDE THE FOLLOWING:

- NORTH ARROW.
- DIMENSIONS AND BOUNDARIES OF THE PROPERTY.
- LOCATION & WIDTH OF ALL EASEMENTS OR RIGHT-OF WAYS.
- IF THE PARCEL OR LOT HAS IRRIGATION WATER RIGHT, INDICATE THE AREA OF THE WATER RIGHT WITH THE NUMBER OF IRRIGATED ACRES. IN ADDITION, SUBMIT A COPY OF A WATER RIGHT MAP FROM THE DISTRICT.
- NAMES AND LOCATIONS OF ALL ROADS ADJACENT TO THE PROPERTY.
- LOCATION OF WELL OR WATER SOURCE ON YOUR PROPERTY. IN ADDITION, INDICATE THE DISTANCE FROM WATER SOURCE TO NEAREST POINT OF SEPTIC SYSTEM DRAIN FIELD AND / OR REPLACEMENT DRAIN FIELD AREA.
- LOCATION OF DRIVEWAYS OR OTHER ROADS ON THE PROPERTY, EXISTING AND PROPOSED.
- DISTANCE (SETBACKS) FROM ALL STRUCTURES TO ALL PROPERTY LINES.
- LOCATION OF ALL MAJOR FEATURES (CANALS, IRRIGATION DITCHES, RIMROCK, ROCK LEDGES, ETC)
- INDICATE LOCATION OF ALL “EXISTING” AND “PROPOSED” STRUCTURES: DWELLINGS, GARAGE, SHOPS, LEAN-TO, BARN, ETC. INDICATE ON THE PLOT PLAN IF EXISTING OR PROPOSED WITH DIMENSION SIZE.



Sample

- NOT TO SCALE -



SITE PLAN

