



Community Development Land Use Application

Mailing: 989 Broadway Seaside, OR 97138
Location: 1387 Avenue U. Seaside, OR 97138

E-mail: cdadmin@cityofseaside.us
Office: (503) 738-7100

Property Information:					
STREET ADDRESS OR LOCATION OF PROPERTY					
ZONE	OVERLAY ZONE	TOWNSHIP	RANGE	SECTION	TAX LOT(S)

Owner:	Applicant/Representative Other than Owner:
NAME	NAME OF APPLICANT / REPRESENTATIVE
ADDRESS	ADDRESS
PHONE	PHONE
EMAIL	EMAIL
SIGNATURE	SIGNATURE

Proposed Use:

Existing Use:

Site Plan:

Please attach a site plan of the property showing lot dimensions, sizes, and locations of all existing and proposed structures. The site plan must show the structure's setbacks to all property lines as well as access to the site and the parking area layout. Site plans must be drawn to scale and show the needed information pertinent to the request. Parking Maps for VRDs must have scaled dimensions showing the location of required 9'x18' car spaces.

Specific of Request:			
Conditional Use	Non-conforming	Subdivision	Zoning Code Amendment
Landscape/Access Review	Planned Development	Temporary Use	Zoning Map Amendment
Major Partition	Property Line Adjustment	Vacation Rental	Appeal
Minor Partition	Setback Reduction	Variance	

For Office Use Only	
Application Received:	File Number:
Application Deemed Complete:	120-Day Decision:
Staff Decision (Type 1)	PC Decision (Type 2)



Community Development **Minor Partition**

Please describe the scope of your project.

Subdivision and land partitioning regulations for the City provide for better living conditions within new land divisions; ensure necessary streets, utilities, and public areas are available or provide for their installation or improvement; enhance and secure property values in land divisions and adjacent land; simplify and make land descriptions more certain and in general to promote the health, safety, and convenience and general welfare of the people of Seaside.

MINOR LAND PARTITIONING

SECTION 26 – CERTIFICATION AND SUPPLEMENTAL DATA

The certification and supplemental data shall be submitted with the final map as required by Sections 14 and 15.

SECTION 27 – PROCEDURE FOR REVIEW

The applicant shall submit ten (10) copies of a tentative partition plan, a completed application and the fee required by Section 49 to the City. The tentative partition plan shall follow the format outlined in Section 29.

The City Manager shall review the tentative partition plan to determine its conformity with the requirements of this Ordinance. The City Manager shall coordinate his review with county, state, and federal agencies and special districts that may have an interest in the partition.

The City Manager may approve, deny or attach conditions to the approval of a tentative partition plan. The City Manager may apply only those conditions necessary to bring the tentative partition plan in conformance with the requirements of this Ordinance. The City Manager's decision shall meet the requirements of Section 10.077 of the Zoning Ordinance.

A decision of the City Manager may be appealed by the applicant to the Planning Commission in conformance with the provisions of Section 10.010.

The tentative partition plan approval shall be binding on the City and the partitioner for the purpose of preparing a final partition plat, provided that there are no changes of the

plan of the partition and it complies with all conditions set for by the City in its tentative plan approval.

The tentative partition plan shall be valid for one year from the date of its approval. The City Manager may, upon written request by the applicant, grant an extension of the tentative plan approval for a period of one year. In granting an extension, the City Manager shall make a written finding that the facts upon which the approval was based have not changed to an extent sufficient to warrant refilling of the tentative plan.

The applicant shall submit a final partition prior to the expiration of the tentative partition plan approval. Prior to approval of the final plat, the applicant shall complete the proposed improvements. Improvements shall conform to the approved tentative plan, conditions of approval, Hazard Mitigation Plan and Grading and Erosion Control Plan. Improvements shall not occur until a bond or other assurance has been submitted and approved the City Engineer. The amount of the bond or other assurance shall be equal to 110% of the cost of the improvements as determined by the City Engineer.

No partitioner shall submit a plat of a partition for record until all requirements of ORS 209.250 and the plat requirements of the partition have been met.

The final partition plat shall conform to the information requirements of Section 31. The City Manager shall review the final partition plat to determine that it conforms with the tentative plan and any applicable conditions.

If the City Manager determines that the partition plat submitted does not conform to the tentative plan or applicable conditions, the applicant shall be afforded an opportunity to make corrections.

If the final plat conforms to the tentative plan and applicable conditions, the City Manager shall sign and date the final plat.

The applicant shall deliver the final plat to the County Surveyor for review and recording according to the requirements of ORS 92.

The partition is considered complete after the final plat is recorded by the County Clerk.

The County Surveyor shall furnish the City with a copy of the recorded plat.

SECTION 28 – MINIMUM STANDARDS

A Minor Land Partition shall comply with the following: Sections 22 (3), 29-33, 35-46.

SECTION 29 – PROCEDURES FOR SUBMISSION OF MAP

The map shall be drawn with India ink on substantial tracing paper and show all pertinent information to scale. The scale shall be standard, being 10, 20, 30, 40, 50 or 60 feet to the inch, and shall be so selected as to fit the finished drawing to a sheet 18" x 24".

The map shall contain the following information:

- Northpoint, scale and date of application.
- Names and addresses of the partitioner and of the engineer or surveyor employed to make the survey and map.

- Written legal description of the entire property and of the proposed partitions.
- Description and location of all permanent and reference monuments found or set within the area.
- Names of existing streets and the planned location of any future proposed streets on land retained by partitioner.
- Location and outline of existing buildings on the lots being partitioned.
- Approximate acreage of the lots and of adjacent property retained by the partitioner.
- Location of all existing and proposed utilities, easements, sewer and water lines and power poles.
- Zoning districts and restriction in that area.
- Vicinity map.

In addition any of the following information may be required.

- Drainage plan.
- Any unusual topographical or geologic feature.
- A statement indicating the number of lots sold from the same tract within the calendar year.

SECTION 30 – FORM OF PLAT

The partition plat shall be prepared in accordance with the requirements of Section 46 and State laws, including but not limited to ORS 92.080 and 92.120.

The format of the plat shall be as follows:

Permanent black India-type ink or silver halide permanent photocopy upon material that is eighteen inches (18”) by twenty four inches (24”) in size with an additional three inch (3”) binding edge on the left side when required by the County Clerk or the County Surveyor that is suitable for binding and copying purposes and that has such characteristics of strength and permanency as may be required by the County Surveyor. The partition plat shall be of such a scale as required by the County Surveyor. The lettering of the approvals, the dedication, the affidavit of the surveyor, and all other information shall be of such a size or type as will be clearly legible, but no part shall come nearer any edge of the sheet than one inch (1”). The partition plat may be placed on as many sheets as necessary, but a face sheet and index page shall be included for partition plats upon three or more sheets.

The plat shall contain the information contained in Section 31.

SECTION 31 – INFORMATION ON FINAL PLAT

The following information shall be shown on the final plat:

- The date, north point and scale of the partition plat
- The partition plat number
- Legal description of the partition boundaries.
- Reference and bearings of adjoining surveys.
- The locations and descriptions of all monuments found and set shall be carefully recorded upon the plat and proper courses and distances of all boundary lines shall be shown.

- Exact location and width of streets and easements intersecting the boundary of the partition.
- Lot boundary lines and their dimensions.
- Acreage of each lot.
- Easements denoted by fine dotted lines, clearly identified and if already of record, their recorded reference. If any easements is not of record, there shall be a written statement of the easement. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the partition must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.
- Any conditions specified by the City as a condition of preliminary approval.
- A statement of water rights noted on the partition plat.
- Certifications as required by the County Surveyor. A copy of the acknowledgment from State Water Resources Department under ORS 97.122 if the person offering the partition plat for filing indicates on the statement of water rights that a water right is appurtenant to the partition.