

# Major and Minor Partitions

## Applicant Handbook

This packet will guide an applicant through the City's Major and Minor Partition process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Preliminary Map Requirements
- 3) Final Partition Plat Requirements
- 4) City Street Naming Policy
- 5) Preliminary Plat Approval Criteria
- 6) Application Form Preliminary Plat
- 7) Application Form Final Plat
- 8) Fee Agreement
- 9) Fee Schedule

Please use the following as a check list to guide you through the process. **The Steps in Bold are those that the applicant has a significant role in completing.** The other steps are those taken by the City the applicant should track through the process. The Process Steps section gives a more detailed description of these steps.

### Preliminary Partition

- Step 1: Request a Pre-Application Conference**
- Step 2: Attend the Pre-Application Conference**
- Step 3: Submit the Preliminary Partition Application**
- Step 4: Application Acceptance
- Step 5: Public Notice
- Step 6: Applicant Opportunity to Respond to Comments**
- Step 7: Notice of Decision
- Step 8: Appeal of a City Administrator Decision**

(If applicable)

### Final Partition, Contingent on Preliminary Approval

- Step 9: Improvement Agreement (Major Partition Only)**
- Step 10: Submit the Final Partition Application**
- Step 11: Application Acceptance

- Step 12: Notice of Decision
- Step 13: Appeal of an Administrative Decision  
(If Applicable)
- Step 14: City Administrator Signature
- Step 15: Recording Partitions
- Step 16: Reporting County Recording to the City



CASCADE  
LOCKS

# Minor and Major Partition Step by Step

**Note: A major land partition approval is required when a division of land creates three lots or less within one calendar year, including a public street or road. A minor land partition approval is required when three lots or less are created without creating a public street or road within one calendar year.**

## **Preliminary Partition**

1. Pre-Application Conference requested by applicant.
  - a. The fee for a Pre-Application Conference is \$225 and needs to be paid at time of scheduling.
2. Pre-Application Conference held.
  - a. Please have any pertinent partners attend this meeting, i.e. your architect or engineer
3. Minor or Major Partition application submitted
  - a. Applications should include the application form and additional information described in section 8-6.24.030 and Section 8-6.184.040 of the Community Development Code.
  - b. The fee for a partition is \$500 and needs to be paid at the time of submittal.
  - c. It is the applicant's responsibility to prove the partition meets all applicable criteria.
4. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 14 calendar days to determine whether the application is complete.
  - b. Once the application is determined to be complete, the applicant will be notified via a letter and the 120 day clock for the application process will start.
  - c. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.
5. Public Notice
  - a. A public notice of a pending City Administrator Review shall be mailed to the applicant, all property owners within 250 feet and any affected jurisdictions.
6. Public Comment Period
  - a. Prior to making any decision, the City Administrator will consider any written comments received by the City within a 14 day comment period.
  - b. The applicant will have the opportunity to respond to submitted comments if the applicant requests to do so.
  - c. The comment period will end at 5pm of the 14<sup>th</sup> day.
7. Notice of Decision
  - a. Written notice of decision of the City Administrator shall be provided to the applicant and all persons who submitted written comments.
  - b. The decision is based on the approval criteria listed on the attached sheet.

# Minor and Major Partition Step by Step

## 8. Appeal Period

- a. A City Administrator decision may be appealed to the Planning Commission by filing a petition for review within 14 calendar days after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition for review or at the direction of the City Council.
- b. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a Planning Commission Public Hearing.
- c. The Planning Commission will then make a decision.
- d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.
- e. The City Council shall hear any appeals to the Planning Commission decision.

## **Final Partition (Contingent on Preliminary Approval)**

### 9. Improvement Agreement (Major Partition Only).

- a. Before City approval is certified on the final plat, and before approved construction plans are issued by the City, the sub-divider shall:
  1. Execute and file an agreement with the Administrator specifying the period within which all required improvements and repairs shall be completed; and
  2. Include in the agreement provisions that if such work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the sub-divider.
- b. The sub-divider shall file with the agreement an assurance of performance supported by one of the following:
  1. An irrevocable letter of credit executed by a financial institution authorized to transact business in the State of Oregon; and
  2. A surety bond executed by a surety company authorized to transact business in the State of Oregon which remains in force until the surety company is notified by the City in writing that it may be terminated; or
  3. Cash.

### 10. Application submitted for Final Partition Plat

- a. Applications should include the application form and additional information described in section 8-6.24.030 and Section 8-6.184.040 of the Community Development Code.
- b. It is the applicant's responsibility to prove the partition meets all applicable criteria.

### 11. Application is reviewed for completeness.

- a. The date of submission shall be recorded and the responsible party (City) has 14 calendar days to determine whether the application is complete.
- b. Once the application is determined to be complete, the applicant will be notified via a letter and the 120 day clock for the application process will start.
- c. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.

# Minor and Major Partition Step by Step

## 12. Public Notice

- a. A public notice of a pending Administrative Review shall be mailed to the applicant, all property owners within 250 feet and any affected jurisdictions.

## 13. Public Comment Period

- a. Prior to making any decision, the City Administrator will consider any written comments received by the City within a 14 day comment period.
- b. The applicant will have the opportunity to respond to submitted comments if the applicant requests to do so.
- c. The comment period will end at 5pm of the 14<sup>th</sup> day.

## 14. Notice of Decision

- a. Written notice of decision of the City Administrator shall be provided to the applicant, all persons who submitted written comments.
- b. The decision is based on the approval criteria listed on the attached sheet.

## 15. Appeal Period

- a. A City Administrator decision may be appealed to the Planning Commission by filing a petition for review within 14 calendar days after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition for review or at the direction of the City Council.
- b. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a Planning Commission Public Hearing.
- c. The Planning Commission will then make a decision.
- d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.
- e. The City Council shall hear any appeals to the Planning Commission decision.

## 16. City Administrator Signature

- a. Applicant to submit the original Mylar copy of the final plat to the City for required signatures of the City Officials.

## 17. Recording Partitions

- a. Upon the Planning Commission's approval and the Council's acceptance of any dedicated land to the City, the applicant shall record the lot line adjustment with Hood River County and submit the recordation number to the City to be incorporated into the record.

## 18. Reporting County Recording to the City

- a. The applicant shall submit a recorded reproducible copy of the final survey to the City within 15 days of recording, or notify the City Recorder of the county survey number.

**Preliminary Map Requirements**  
**Applicant Handbook**

**Partition or Lot Line Adjustment**

8-6.184.040

1. The preliminary partition map and necessary data or narrative shall include the name and address of the following:
  - a. The owner(s) of the subject property;
  - b. The owner(s)' authorized agent; and
  - c. The land surveyor and engineer;
2. The map scale, north arrow, and date;
3. Sufficient description to define the location and boundaries of the proposed area to be partitioned or adjusted;
4. The scale shall be an engineering scale;
5. The location, width, and names of streets or other public ways and easements within and adjacent to the proposed partition;
6. Other important features to include:
  - a. The location of all permanent buildings on and within 25 feet of all property lines;
  - b. The location and width of all drainage ways and/or floodplain areas;
  - c. Any identified wetlands or riparian areas;
  - d. Any trees or groupings of trees having a 6-inch caliper or greater at 4 feet above ground level;
  - e. All slopes greater than 15 percent; and
  - f. The location of existing utilities and utility easements;
7. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
8. Any deed restrictions that apply to the existing lot; and
9. Where it is evident that the subject property can be further partitioned, the applicant must show that the land partition will not preclude the efficient division of land in the future.

# Partition

## Applicant Handbook

### Final Partition Plat Requirements

8-6.184.080

1. Sheet sizes for the final partition map shall be prepared as required by Hood River County.
2. The scale of the map shall be an engineering scale;
3. The name and address of the following:
  - a. The owner(s) of the subject property;
  - b. The owner(s)' authorized agent; and
  - c. The land surveyor and engineer.
4. The map scale, north arrow, and date;
5. Dimensions, area (in square feet or acres), and legal descriptions of the parent lot and all proposed lots;
6. Boundary lines and names of adjacent partitions and subdivisions, and tract lines abutting the site;
7. The locations, width, and names of streets or other public ways and easements within and adjacent to the proposed partition;
8. The location of existing utilities and utility easements;
9. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
10. Any deed restrictions that apply to the existing lot; and
11. Signature blocks for City approval and acceptance of public easements or rights-of-way.

# City Street Naming Policy

## Applicant Handbook

Resolution No. 1052

When used in this policy, the term “street” means any street, road, highway, private road, undeveloped platted road, right-of-way, and/or thoroughfare.

Street names shall be approved by the City Administrator, who may receive input from the Planning Commission at the time of preliminary review of proposed subdivision or partition or prior to or upon acceptance of any street created by a public dedication.

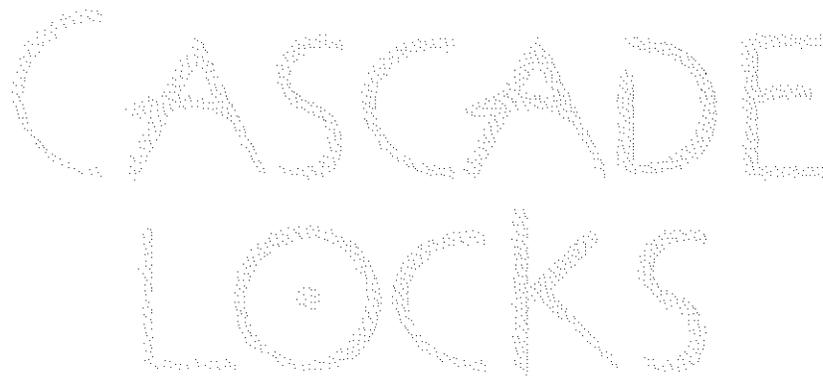
All new streets within the City of Cascade Locks shall be named in conformance with the following standards:

1. No street names shall be used which will duplicate, sound like or closely resemble the names of existing streets, except for extensions of existing streets or when eventual connection can be anticipated.
2. Landscaped arterials providing through traffic movement across the community shall be called “**Boulevards**”.
3. Meandering collectors providing through traffic movement across a neighborhood shall be called “**Drives**”.
4. All other through streets shall be designated “**Streets**”.
5. Streets that generally run for a short distance shall be designated “**Lanes**”. Cul-de-sacs shall be designated as “**Court**”, “**Place**” or “**Way**”.
6. Other street name suffixes such as “**Hollow**”, “**Terrace**” or “**Ridge**” will be considered on a case-by-case basis.
7. All streets shall be addressed and numbered in accordance with the addressing plan adopted for Hood River County.
8. When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Utilization of first names is discouraged. Names to be considered may include, but are not limited to the following:
  1. Early homesteaders or settlers in the Cascade Locks area
  2. Early community leaders and pioneers of eminence.
  3. Native American tribes indigenous to the area.
  4. Names of Sternwheelers and Captains of Sternwheelers that navigated the Columbia River.

9. All streets shall have a suffix name. Only street suffix names from the USPS Postal Addressing Standards are permitted.
10. All streets shall be designated by one name for the entire length, whenever practical.
11. Consideration will be given to continuing the name of a street from outside the City, when applicable.
12. Streets that are offset at an intersection shall be given different names.
13. Any street which continues through an intersection shall be given the same name.
14. Street naming and addressing should be coordinated with the following agencies: Cascade Locks Fire Department, Hood River County 911, and the United States Post Office.
15. Private streets shall be named at the time of preliminary site development review subject to the same standards as public streets.

Alleys:

Alleys shall be given identification when such alley provides the sole access for the delivery of emergency services.



# Partition (Preliminary)

## Applicant Handbook

### Approval Criteria

8-6.184.060

The City Administrator shall approve a request for a Partition when the following criteria are satisfied.

1. The proposal conforms with the provisions of this title;
2. The proposed partition complies with all statutory requirements and regulations;
3. Adequate public facilities are available and shall be installed to serve the proposed lots;
4. All proposed lots conform to the size and dimensional requirements of this title;
5. All lots have a minimum street frontage of 15 feet or an access easement to a street with a minimum width of 15 feet.
6. All proposed improvements meet City and applicable agency standards;
7. It conforms with all state regulations set forth in ORS Chapter 92, Subdivision and Partitions; and
8. Lot Size Limitation for Partitions. A parcel of land or the aggregate of contiguous parcels under the same ownership, containing sufficient net buildable area to allow creation of four or more lots meeting the minimum requirements of this Code, shall be divided only in conformance with the procedures and standards specified in the Subdivision standards of Chapter 8-6.180. The calculation of the net buildable area for the parcel or lot to be divided shall be determined by the City Administrator or designee.

# PRELIMINARY PARTITION APPLICATION

City of Cascade Locks  
P.O. Box 308  
Cascade Locks, Oregon 97014  
Phone: 541-374-8484  
Fax: 541-374-8752

## I. BACKGROUND INFORMATION

### Applicant

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Standing (Fee Owner, Contract Purchaser, etc.): \_\_\_\_\_

### Property Owner (if different)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Property Information

Property Address: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_

Zone: \_\_\_\_\_ Number of Properties Created: \_\_\_\_\_

Current Property Size: \_\_\_\_\_ Proposed Property Sizes: \_\_\_\_\_

Existing Use/Structures: \_\_\_\_\_

Check One:

Minor Partition (Division into 2 or 3 lots without creating a public street)

Major Partition (Division into 2 or 3 lots and creating a public street)

Application Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. APPLICATION REQUIREMENTS**

- (A) \_\_\_ Completed and signed application form.
- (B) \_\_\_ Written response to the approval criteria. It is the applications responsibility to show how the proposal meets the approval criteria.
- (C) \_\_\_ The following numbers of preliminary partition map drawn to scale at the specified size:

ONE - 18X24 copy and ONE PDF version

The map must include the information required under Sections 8-6.184.040 of the Community Development Code. These requirements are described on the attached Preliminary Plat Requirements and City staff is also available to assist applicants. If any required information cannot be reasonably articulated through the map that information may be included in the application through a narrative.

- (D) \_\_\_ Copy of the latest deed, sales contract, or title report indicating property ownership and containing a legal description of the land to be partitioned.
- (F) *N/A* A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) \_\_\_ A signed fee agreement and payment for filing fee.

**III. SIGNATURES**

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

Applicant/Owner

Date

*LOCKES*

Applicant/Owner

Date

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Received by: \_\_\_\_\_

Application Type: \_\_\_\_\_ Completeness: \_\_\_\_\_ 120th Day: \_\_\_\_\_

**PARTITION APPLICATION - FINAL PLAT**

City of Cascade Locks  
P.O. Box 308  
Cascade Locks, Oregon 97014  
Phone: 541-374-8484  
Fax: 541-374-8752

**I. BACKGROUND INFORMATION**

**Applicant**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Standing (Fee Owner, Contract Purchaser, etc.): \_\_\_\_\_

**Property Owner (if different)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_

Current Zone: \_\_\_\_\_ Property Size: \_\_\_\_\_

Existing Use/Structures: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Date of Preliminary Plat approval: \_\_\_\_\_

General description of subdivision or other pertinent information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Received by: \_\_\_\_\_

Application Type: \_\_\_\_\_ Completeness: \_\_\_\_\_ 120th Day: \_\_\_\_\_

**II. APPLICATION REQUIREMENTS**

- (A) \_\_\_ Completed and signed application form.
- (B) \_\_\_ ONE copy and ONE PDF version of the final partition plat drawn to scale at the size to be recorded. The plat shall be prepared in accordance with the requirements of the Hood River County Surveyor. The plat must include the information required under Sections 8-6.184.070 of the Community Development Code. These requirements are described on the attached Final Partition Plat Requirements and City staff is also available to assist applicants. If any required information cannot be reasonably articulated through the map that information should be included in the application through a narrative.
- (C) \_\_\_ The county assessor's map showing the property
- (D) \_\_\_ Copy of the latest deed, sales contract, or title report indicating property ownership and a document containing a legal description of the land to be partitioned.
- (E) *N/A* A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) \_\_\_ If all public improvements have not been built and accepted by the city, submit a copy of the approved public works construction permits and signed improvement agreements. (Major Partitions Only)
- (G) \_\_\_ A signed fee agreement and payment for filing fee.

**III. SIGNATURES**

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

\_\_\_\_\_  
Applicant/Owner Date

\_\_\_\_\_  
Applicant/Owner Date

**NOTICE TO APPLICANT  
REIMBURSEMENT TO CITY OF CASCADE LOCKS  
FOR ADMINISTRATIVE FEES**

**TO: APPLICANT**

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY  
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), \_\_\_\_\_, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an additional deposit required is \$ 3,000.00, but those actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**APPLICANT(S):** \_\_\_\_\_

**PROPERTY OWNER(S):** \_\_\_\_\_  
(If Different Than Above)

# Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

## For All Developments:

Pre-Application Conference	\$225	
Site Plan Review		
	\$625	
<i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>		
Public Work Type A Permit		
	\$250	
<i>Plan review &amp; inspection by Public Works</i>		
Zoning/Building Review Plan		
A. Accessory Structure, minor review		
	\$50	
B. House or Mobile Home		
	\$100	
C. Multi-Family Dwellings		
	\$100 + \$25 per unit	
D. Commercial, Industrial, Other Projects		
	\$200	

## Additional Fees for Multi-Family Developments:

Planned Unit Development	\$1,400	
<i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>		
Subdivision		
	\$1,200	
<i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>		
Public Work Type B Permit		
	\$500	
<i>Plan review &amp; inspection by Public Works</i>		

## Other Possible Charges:

Conditional Use	\$625	
<i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>		
Lot Line Adjustment		
	\$125	
Variance		
	\$450	
<i>Staff time &amp; 4 hours planning consultant</i>		
Partitions		
	\$500	
<i>Staff time, 4 hours planning consultant &amp; 1 hours engineer</i>		
Signs	\$75 + \$2 per sq foot	
Temporary Permit		
	\$300	
<i>A temporary permit will not be allowed until a building permit is purchased through the County</i>		

## Appeal Process:

Appeal	\$450	
Administrative Review		
	\$75	
<i>Staff time &amp; 1 hour planning consultant</i>		

## Miscellaneous Fees:

Amendment to Urban Growth Boundary	\$1,000	
<i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>		
Comprehensive Plan Amendment		
	\$1,000	
<i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>		
Wetland/Riparian Permit		
	\$400	
<i>Staff time &amp; 4 hours planning consultant</i>		
Right of Way Permit		
	\$50	
<i>Plan review &amp; inspection by Public Works</i>		
Vacations		
	\$600	
<i>Staff time &amp; 4 hours planning consultant</i>		
Annexation		
	\$1,000	
<i>Staff, 8 hours planning consultant &amp; 1 hour engineer</i>		
Zone Change		
	\$625	
<i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>		

## Waiver of pre-application conference

I, \_\_\_\_\_, hereby waive the step of a pre-  
*{name of applicant}*

application conference for \_\_\_\_\_  
*{application type, case number}*

pursuant to requirements under 8-6.24.020 (A) (2) of the

Community Development Code, which states that:

No application for a City Administrator, Planning Commission or City Council action shall be received by the Administrator unless the applicant or the applicant's representative has:

1. Attended a pre-application conference with the City Administrator\*; or
2. Signed a waiver, on a written statement prepared by the City Administrator\*, waiving the pre-application conference requirement.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\* According to Community Development Code, Chapter 8-6.08 Definitions

**City Administrator or Administrator.** The administrative head of the city or such other City employee or consultant who may be designated by the City Administrator to perform the functions delegated to the City Administrator.