

OFFICE USE ONLY  
 Date Received: \_\_\_\_\_  
 FILE NO. \_\_\_\_\_  
 120 DAY EXPIRATION  
 \_\_\_\_\_



# LAND DIVISION APPLICATION

## Purpose:

Land division in the State of Oregon has two specific designations-Partition and Subdivision. A Partition is where a parent parcel of land is divided into a total of three or less parcels whereas the Subdivision results in four or more lots. The Land Division Application is designed to allow an applicant to provide adequate details that could result in a favorable decision by Lake County. If the County approves the land division, the decision is tentative at first because there may be certain site improvements or surveying that may need to be completed before the matter can be finalized. It may be in your best interest to speak with a private land use planner, surveyor or title company for guidance in preparing the application materials.

## Applicable Regulation

Lake County Zoning Ordinance Article (s) 2 Exclusive Farm Use Zone., 3 Agriculture Use Zone., 4 Rural Center Zone., 5 Forest Use Zone., 6 Rural Residential Zone., 7 Farm Residential Zone., 8 Suburban Residential Zone., 9 Commercial

## Applicant(s) Information

Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Telephone:(H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Property Owner(s) Information

Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Telephone:(H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Agent Information (Indicate details of licensed engineer or surveyor on separate sheet)

Name: \_\_\_\_\_ NOTE: ATTACH COPY OF AGENT AUTHORIZATION  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Telephone:(H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Property Identification

Address (If Assigned) \_\_\_\_\_ City or Rural Area \_\_\_\_\_  
 Assessment Information Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ TaxLot(s) \_\_\_\_\_  
 Assessment Account Number \_\_\_\_\_

## Proposed Use

On the subject property, I/We propose to divide our property into \_\_\_\_\_ lots. (indicate number)

- |  |   |
|--|---|
| <input type="radio"/> <b>Required Enclosures</b>   | <input type="radio"/> Agent Authorization Form              |
| <input type="radio"/> Assessment Map <a href="http://www.ormap.org">http://www.ormap.org</a> | <input type="radio"/> Tentative Division Map                |
| <input type="radio"/> Administrative Fee \$250.00 + \$15 per lot for each lot over ten.      | <input type="radio"/> Applicant Findings (see page 2 and 3) |
|  | <input type="radio"/> Applicant Certification (see page 4)  |

## Signatures and Authorization

I/We as the applicant (s), owner (s) or authorized agent for this application have provided the aforementioned information, certifications and forms to the best of our knowledge and will attend the Planning Commission meeting.

Applicant or Agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## APPLICANT FINDINGS OF FACT

### Property Identification

Address (If Assigned) \_\_\_\_\_ City or Rural Area \_\_\_\_\_  
 Assessment Information Township \_\_\_\_ Range \_\_\_\_ Section \_\_\_\_ TaxLot(s) \_\_\_\_\_  
 Assessment Account Number \_\_\_\_\_

### Proposed Use

On the subject property, I/We are requesting to divide a \_\_\_\_\_ acre parcel(s) into \_\_\_\_\_ lots.

### Findings of Fact

Relating to the subject property described on this application, I/We state the following facts to be true.  
 Note to preparer: **Circle responses as appropriate.**

The subject property is zoned: (Circle as appropriate) A-1, Exclusive Farm Use A-2, Agricultural Use A-3, Rural Center F-1, Forest Use R-1, Residential Use R-2, Farm Residential Use C-1, Commercial Use M-1, Light Industrial M-2, Heavy Industrial	The subject property has a Comprehensive Plan Designation as: (Circle as appropriate) A, Agriculture R, Range F, Forest RR, Rural Residential C, Commercial FR, Farm Residential RC, Rural/Recreation Center I, Industrial P, Public	The subject property has a Overlay Zone Designation as: (Circle as appropriate) A-A, Airport Approach Zone H-G, High Groundwater Zone R-A, Mobile Home Exclusion Zone  Not Applicable
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The existing conditions for surrounding properties are shown in the following table:

Direction	House		Barn/Shed		Farm Use?		Forest Use?		Commercial Use?		Zone/Acreage
North	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	/
South	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	/
East	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	/
West	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	/

The property is current used for: \_\_\_\_\_.

The average proposed lot size and dimensions are: \_\_\_\_\_.

The lots are being created to accommodate (circle) Single Home    Duplex    Commercial    Industrial

Water is to be supplied by \_\_\_\_\_ Sewer is to be supplied by \_\_\_\_\_

Electrical service is to be provided by \_\_\_\_\_ and is (circle) above below ground.

Telephone service is to be provided by \_\_\_\_\_.

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## APPLICANT FINDINGS OF FACT

The nearest public road is named \_\_\_\_\_ and is (circle) paved    unpaved.

The property (circle) *is* / *is not* subject to special tax assessment for farm use under ORS Chapter 308.

The property (circle) *is* / *is not* subject to special tax assessment for forest use under ORS Chapter 321.

The property (circle) *does* / *does not* have water rights. If yes, describe:

\_\_\_\_\_

\_\_\_\_\_

Fire protection is provided by:

\_\_\_\_\_

\_\_\_\_\_

School bus service (circle *is* / *is not* available.

Describe the characteristics of the property in detail, i.e. grade, rock outcroppings, soil, vegetation, water courses. \_\_\_\_\_

\_\_\_\_\_

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# CERTIFICATION

## Property Identification

Address (If Assigned) \_\_\_\_\_ City or Rural Area \_\_\_\_\_  
 Assessment Information Township \_\_\_\_ Range \_\_\_\_ Section \_\_\_\_ TaxLot(s) \_\_\_\_\_  
 Assessment Account Number \_\_\_\_\_

## Acknowledgement

I/We agree that all approvals or permits from other local, state and/or federal agencies will be obtained and that any conditions of approval assigned by Lake County will be adhered to.

I/We understand that Lake County will review the submitted application materials and if deemed complete, Lake County staff will schedule the matter before the Planning Commission for review at its earliest convenience. A notice of the meeting will be mailed to surrounding property owners allowing public comment. The County under the provisions of Oregon Law, is required to render a decision on the matter within 120 days and I/We or our Agent will attend the scheduled meeting to answer any questions of the Planning Commission or Board of Commissioners.

I/We acknowledge that I/We are familiar with the standards and limitations specified by the amended Lake County Zoning Ordinance of 1980 as amended. I/We propose to meet the applicable standards as established by the Comprehensive Plan and Zoning Ordinance, as shown on the plans, specifications and other supplementary materials submitted with this application.

I/We understand the possibility that this development may result in increased property taxes under Oregon Law and/or other tax regulations.

I/We hereby certify that I/We have read and examined this application and know the same to be true and correct to the best of my/our knowledge. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

## Signatures

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



## AUTHORIZATION TO ACT AS AGENT

### Purpose:

When Lake County is asked to process application(s) for land use or construction, the property owner needs to give permission to perform the activity on their land. This permission is alternatively referred to as "consent" or knowledge that the activity is being requested or being performed on their property. The property owner is the party who holds the recorded deed for the subject property.

I/We the undersigned, hereby certify that I/We are the deed holder of record of the subject property which is located at \_\_\_\_\_ Street/Lane/Road, \_\_\_\_\_, Oregon; also known in the records of the Lake County Assessor as Account No. \_\_\_\_\_, Map \_\_\_\_\_, Taxlot \_\_\_\_\_.

I/We the undersigned, hereby certify that I/We hereby authorize \_\_\_\_\_ (Name) to act and appear as my agent in regard to the following proceeding:

- Address Assignment** (Note: An address application cannot be accepted without a previous land use approval.)
- Building/Plumbing/Electrical/Septic Permit and Inspections**
- Conditional Use Permit**
- Land Division**
- Variance**
- Lot Line Adjustment**
- Site Plan Review**
- Zone Permit**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Signature \_\_\_\_\_

This consent valid for 6 months      12 months      Indefinitely (Circle the appropriate response)

### STAFF USE ONLY

File No. \_\_\_\_\_ Staff Name \_\_\_\_\_

Ownership verified by    Deed    Assessment records (Circle the appropriate response)