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CITY OF HALSEY

Minor Land Partition

File Number: _____

APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
_____	_____

APPLICANT CERTIFICATION

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.

Signature: _____ Date: _____

PROPERTY INFORMATION

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Total Area (sq ft): _____	Lot Dimensions: _____
Current Property Use: _____	
Existing Structures: _____	

PROPOSED USE

Reason for requesting Minor Land Partition: _____

Proposed Use: _____

NEW LOTS CREATED

Lot A Size: _____	Dimensions: _____
Lot B Size: _____	Dimensions: _____
Lot C Size: _____	Dimensions: _____

INFRASTRUCTURE

What street(s) will the lot(s) take access from? _____

Utilities: _____

At Property Line: _____

Location of proposed water connection: _____

Location of proposed sewer connection: _____

Will require extension of services from: _____

RESIDENTIAL DEVELOPMENT ONLY

Type	# Dwelling Units	# Bedrooms	Residential Density (DU/acre)

ENGINEER/DESIGNER/SURVEYOR CONTACTS

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

REQUIRED SUBMITTALS

<input type="checkbox"/> Signed Application
<input type="checkbox"/> A \$500 Deposit, to be drawn on for actual costs incurred.
<input type="checkbox"/> Preliminary Plat drawings, maps and written narrative adequate to provide the information re-
<input type="checkbox"/> quired in Halsey Development Code 4.3.130 (attached.)

FINAL PLAT SUBMISSION

<p>If the application is approved, a final plat will need to be submitted that includes all of the conditions of approval of the preliminary plat. The final plat must be reviewed and approved by the city prior to recording with Linn County. The final plat must be recorded within 2 years of city approval of the preliminary plat, or the approval expires. Once the final plat is approved by the city, it must be recorded with Linn County within 60 days.</p>
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Multiple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single \$1000 deposit. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, and administrative fees. The City shall return any monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.

OFFICE USE ONLY

PROCESS SUMMARY/TIMELINE

Date Received: _____ Payment Received: _____

Received by: _____ Receipt No.: _____

Application Reviewed for completeness: _____ Date: _____

Additional materials requested: _____

Application Complete on: _____

City Planner Review Complete: _____

Notifications Mailed on: _____ By: _____

Planning Commission Met: _____ Granted Denied

Notice of Decision Mailed: _____ By: _____

Appeal Period Expires: _____

Appealed By: _____ Date: _____

Notice of Appeal Hearing Mailed: _____ By: _____

Appeal Hearing Held: _____ Granted Denied

Notice of Final Decision Mailed: _____ By: _____

FINAL PLAT

Date Received: _____ City Planner Review: _____

Corrections Requested? _____

Review Complete on: _____

Notice of Decision Mailed: _____

APPROVAL PROCESS

1. Minor Land Partitions and Subdivisions with less than four lots are reviewed as a Type II procedure, as governed by Halsey Development Code 4.1.4.
2. Preliminary Plat approval shall be effective for a period of 2 years from the date of approval. The preliminary plat shall lapse if a final plat has not been submitted within a 2-year period
3. Final plat review is processed by the City Planner as a Type I procedure.
4. Upon approval, the final plat must be recorded with Linn County within 60 days.

APPROVAL CRITERIA

1. The proposed preliminary plat complies with all of the applicable Development Code sections and other applicable ordinances and regulations. (See HDC Chapter 2—Land Use Districts and HDC Chapter 3—Design Standards.)
2. Proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities and surface water management are laid out so they connect or transition to the plats of adjoining subdivisions, partitions, and properties.
3. All proposed public improvements and dedications and private common areas and improvements are identified on the preliminary plat.
4. The partition meets the City's minimum residential density standards of HD Chapter 2.
5. All lots comply with the lot area, setback and dimensional requirements of the applicable land use district (HDC Chapter 2)
6. Each lot shall conform to the standards of Chapter 3.1 — Access and Circulation
7. Landscape or other screening may be required to maintain privacy for abutting uses. (HDC Chapter 2—Land Use Districts and Chapter 3.2—Landscaping
8. Driveways and accesses conform to the standards of the Uniform Fire Code, including a 20-foot width fire apparatus access drive shall be provided to serve all portions of a building located more than 150 feet from a public right-of-way or approved access drive.
9. If a common drive will serve more than one lot, a reciprocal easement must be recorded with the approved partition plat.

MODIFICATIONS AND EXTENSIONS

1. The applicant may request changes to the approved preliminary plat or conditions of approval following the procedures and criteria provided in HDC Chapter 4.5—Modifications.
2. The City Planner shall, upon written request by the applicant and payment of the required fee, grant one extension of the approval period of one year, provided that:
 - A. The applicant submits a written intent to file a final plat within the one-year extension period
 - B. The extension will not prevent the lawful development of abutting properties
 - C. There have been no changes to the applicable Code provisions on which the approval was based. If there have been such changes, a new preliminary plat will need to be submitted
 - D. The extension request must be received before the expiration of the original approved plan.

This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.