



CITY OF COBURG PLANNING Process for Applying for a Minor Partition

Obtain a minor partition application packet from Coburg City Hall. Fill out minor partition application, and submit necessary documentation and initial review fee. Submit the following information listed below:

- Completed Land Use Planning Application form and filing fee.
- Statement of the applicant's legal interest in the property (owner, contract purchaser, lessee, renter, etc.) and a description of the interest, and, in the case the applicant is not the owner, verification and legal description of the property.
- Address and legal description of the property.
- Statement explaining the intended request.
- Any other materials or information as may be deemed necessary by the applicant to assist in evaluation of the request (*see note below)
- Names and addresses of adjacent property owners within 100 feet of the site.
- There shall be submitted to the City Recorder five (5) copies of a tentative map 8 1/2 X 11 inches, or 18 X 24 inches in size with the following information:
 - The date, northpoint, scale and sufficient description to define the location and boundaries of the parcel to be partitioned.
 - The names and addresses of the owner, partitioner and engineer or surveyor.
 - The approximate acreage of the parcel(s) under single ownership or, if more than one ownership is involved, the total contiguous acreage of all landowners directly involved in the minor partition.
 - An accurate map describing the boundaries of all contiguous land in the same ownership as the area to be partitioned.
 - For land adjacent to and within the parcel to be partitioned, the locations, names and existing and proposed widths of all streets and easements of way; location, width and purpose of all other easements; and the location and size of all water lines, drainage ways and poles.
 - The existing use or uses of the property, including the location of all existing structures to remain on the property.

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- The proposed lot layout, showing size and relationship to existing or proposed streets and utility easements.
- The approximate location of areas subject to inundation or storm overflow, all areas covered by water and the location, width and direction of flow of all water courses.
- All proposals for sewage disposal, flood control, and easements or deeds for drainage land including profiles of proposed drainage ways.
- All public improvements proposed to be made or installed, and the time within which such improvements are envisioned to be completed.
- Such additional information as required by the Planning Commission.

*** RECOMMENDED ADDITIONAL INFORMATION TO SUBMIT:**

- Existing and proposed streets and alleys, right-of-way widths, paving widths, sidewalks, curbs, street lights, traffic signals, etc
- Boundaries of wetlands, floodplain and/or drainage ways, including contour elevations (check City maps)
- Location and size of existing and proposed water mains, fire hydrants, water, irrigation and fire service locations on site
- Location of existing and proposed utility services, such as overhead lines, power poles, street lights, underground location (including transformer location and dimensions), cable television, telephone, gas, etc.

Planning Commission Review

Oregon State Law requires that the public be given notice of the proposed activity and have a 14-day window of opportunity to comment on the proposal. Notice of the pending decision will be sent to property owners within 100 feet of the property.

During the comment period, staff will review the proposal. The development proposal will then be reviewed by the Planning Commission at its next scheduled meeting. The Planning Commission may (1) make a decision at that meeting, (2) continue their deliberation to a subsequent meeting, or, if they deem it is warranted, (3) decide to schedule a Public Hearing on the proposal. The Planning Commission will issue a Final Order, in which there will be a 12-day appeal period to which the decision may be appealed to the City Council. The applicant will receive notification of the Planning Commission through the mail.

QUESTIONS?

Call Coburg City Hall (541) 682-7850