



Community Development Department
PO Box 2460 16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432 Fax: (541) 536-1462
Email: info@lapineoregon.gov

Partition Application

File Number # _____

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Property Owner _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

Tax lot number T-15 R-13 Section _____ Tax Lot(s) _____

Zoning _____ Total Land Area _____ (Square Ft.) _____ (Acres)

Present Land Use _____



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PROJECT DESCRIPTION

Describe Project: _____

PROFESSIONAL SERVICES

Surveyor/Engineer _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip Code _____
Email _____

FOR OFFICE USE ONLY

Date Received: _____
Rec'd By: _____
Fee Paid: _____
Receipt #: _____

SUBMITTAL REQUIREMENTS

REQUIRED ITEMS TO BE SUBMITTED FOR PARTITION REVIEW.

Note: additional information may be required depending on the actual project.

- Application. The application must be signed by the owner(s) and include information requested on the application form. If the owner does not sign, then a letter of authorization must be signed by the owner for the agent.
- Title Report or subdivision guarantee, including legal description of property.



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- Fee, Plus, if needed- Hearing (Specially Set); Non Hearings Officer ***DEPOSIT ONLY- Fee May Be Higher Based on Actual Cost of Services
- Burden of proof statement, three (3) copies addressing approval criteria
- A vicinity map.
- Supplemental information: All agreements with local governments that affect the land and proposed use of property.
- Electronic copy of all plans and burden of proof on CD (Adobe or Jpeg preferred).
- Tentative Plan. Seven (7) copies of the tentative plan which must be folded individually, or in sets to 8 ½" X 11" in size and one (1) 8 1/2" x 11" or 11" x 17" reduced copy of the tentative plan is required. The scale cannot be greater than 1 inch = 50 feet. The tentative plan shall be accurately drawn to scale, and shall include:
 - A north arrow, scale and date of map and property identified.
 - Location of the property by section, township and range, and a legal description defining the location and boundaries of the proposed tract to be divided.
 - Names, addresses, and telephone numbers of the property owner, applicant, and engineer or surveyor used.
 - Existing and proposed streets and alleys, including locations, name, pavement widths, rights-of-way width, approximate radius of curves, and street grades.
 - Adjacent property boundaries, property owners and land uses including zoning.
 - Access: The locations and widths of existing and proposed access points along with any off-site driveways effected by the proposal.
 - Easements: The locations, widths, and purposes of all existing and proposed easements on or abutting the property.
 - Utilities: The location of all existing and proposed public and private sanitary sewers, water lines and fire hydrants on and abutting the property.



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- Topography: Ground elevations shown 5 foot intervals for ground slopes 5% or greater.
- Trees: All trees with a diameter of 6+ inches at three feet above grade.
- Site features: Irrigation canals, ditches & areas subject to flooding or ponding, rock outcroppings, etc. shall be shown.
- Parcel dimensions: Dimensions of existing and proposed parcels.
- Parcel numbers: Parcel numbers for partitions numbers and blocks for land divisions.
- Setbacks from all property lines and present uses of all structures.
- All portions of land to be dedicated for public use.
- Zero lot line residential developments: All building footprints and setbacks shall be clearly indicated on the plan.

By signing this application, the undersigned certifies that he / she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision, the City may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.

Owner: _____ Date: _____
Signature

Applicant: _____ Date: _____
Signature

Please note: additional information may be required by the City prior to the application being deemed complete.