



595 Main St. Aumsville, Oregon 97325  
(503) 749-2030 • TTY 711 • Fax (503) 749-1852  
[www.aumsville.us](http://www.aumsville.us)

*I acknowledge that if the actual cost to process and review the application by contracted or full-time staff exceeds the application fee, the applicant will be responsible for the excess charges. The fee would be considered a deposit toward the actual cost.*

**FOR OFFICE USE ONLY**

Filing fee: \$1000

Date Rec'd/Fee Pd

Receipt No.

**PARTITION APPLICATION  
TYPE II ACTION**

Site Address/Location: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact Email: \_\_\_\_\_

PROPERTY OWNER (if different from applicant): \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**\*Note: Any partition resulting in over three lots requires a subdivision application.**

**I am requesting a partition under Aumsville Development Ordinance** Section No. \_\_\_\_\_ (can be found in "Land Divisions" in our Development Ordinance at [www.aumsville.us](http://www.aumsville.us)) for property legally described as (include Marion County Lot & Parcel Numbers): \_\_\_\_\_

\_\_\_\_\_

**For the following reason:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. **Current Property Information**

- a) Address and general location of the property: \_\_\_\_\_  
\_\_\_\_\_
- b) Current zoning: \_\_\_\_\_
- c) Total current area (square feet): \_\_\_\_\_
- d) Dimensions of the current property: \_\_\_\_\_
- e) Current use of the property: \_\_\_\_\_
- f) Number of existing structures and general description: \_\_\_\_\_  
\_\_\_\_\_
- g) Is this area served by curbs and sidewalks?      **YES** ☐      **NO** ☐

2. **Proposed Use**

- a) Number of lots to be created: \_\_\_\_\_
- b) Proposed dimensions of each lot: \_\_\_\_\_
- c) Square footage: \_\_\_\_\_      Dimensions: \_\_\_\_\_

3. **General Provision**

- a) Was this parcel part of a partition approved and recorded in this same calendar year?  
**YES** ☐      **NO** ☐

**\*If "yes," a subdivision application is required.**

4. **Additional Comments and Explanations:**

---

---

---

---

## 5. Attachments

- a) Provide 3 paper copies and 1 pdf (email to rharding@aumsville.us) of the preliminary plat for a partitioning, which shall include the following information and data:
- The plan shall be drawn on good quality paper no smaller than 8.5" x 11", nor larger than 18" x 24".
  - The scale of the drawing shall be appropriate to the area and sufficient to show the details of the plan and related data. A scale of 1"=50' or 1"=100' is suggested.
  - North arrow and date.
  - Locations, names, pavement widths, and right-of-way of existing and proposed streets as well as access points.
  - The locations, widths, and purposes of all existing and proposed easements.
  - The location of all existing and proposed storm sewers, sanitary sewers, and other utilities on and abutting the property.
  - Natural features, such as rock outcroppings, marshes, wetlands, wooded areas, and within buildable areas, trees over 12" in diameter measured at 4 1/2 feet above the ground.
  - The location of property within the 100 year flood plain and other areas subject to flooding or ponding.
  - An indication of the degree and approximate direction of the slopes.
  - The dimensions of all existing and proposed lot lines.
  - The proposed lot sizes in either square feet or acres.
  - The location and present uses of all structures to remain and those to be removed.
  - The proposed uses of the parcels and any deed restrictions.
  - Location of the partition by Section, Township, and Range, and a legal description adequate to locate the boundaries of the proposed partition.
  - A legend that clearly defines lines, patterns, symbols, and other patterns used on the plat.
  - A title block identifying the preliminary plat as "PROPOSED PARTITION".
- b) Certified list obtained from Marion County, or a title company, of the names of the owners of all property within 250 feet of the boundary of the property proposed for a partition, the mailing addresses, and the description of their properties as it appears on the most recent assessment and tax roll of Marion County, or as it appears in the deed records of the county, if such records be later, shall be attached. Property owned by the City of Aumsville shall not be deemed as part of the affected area. Please include the name and address of the applicant and property owners of the subject property.

## 6. Criteria for a Partition:

- a) Does each parcel satisfy the dimensional standards of the applicable zoning district?

YES ☐ NO ☐ Please explain: \_\_\_\_\_

\_\_\_\_\_  
If "no," has a variance from these standards been approved?

YES ☐ NO ☐

h) Are there adequate public facilities available to serve the existing and newly created parcel?  
**YES** ☐ **NO** ☐

b) Will the application increase the parcels' or the structures' use of the public improvements facilities?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

\_\_\_\_\_

c) Does the partitioning comply with the applicable design criteria in Section 20.34

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

\_\_\_\_\_

**7. The application must be signed by the applicant and all owners of the applicable property.**

**Applicant Name (please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Name (please print):** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Property Owner Name (please print):** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Prepare and attach additional signatures, if necessary.**