



CITY OF JACKSONVILLE
 110 E. Main St. – P. O. Box 7, Jacksonville, OR 97530
 Phone: (541) 899-6873 Fax: (541) 899-7882
www.jacksonvilleor.us

Office Hours:
 Mon - Tues - Thurs – Fri - 8:30am – 2:00pm
Wednesday: Closed to the public all day

Land Partition Application

(Pre-Application Conference required)

Filing Fee: **\$480.00***

Receipt # _____

SUBJECT PROPERTY _____

VICINITY MAP IS REQUIRED WITH APPLICATION:

TOWNSHIP 37 RANGE 2W SECTION _____ TAX LOT _____

ZONING _____ AREA IN ACRES _____ SQUARE FT _____

APPLICANT (PROPERTY OWNER) _____

MAILING ADDRESS _____

PHONE: _____ FAX: _____ E-MAIL: _____

APPLICANT'S REPRESENTATIVE _____

MAILING ADDRESS _____

PHONE: _____ FAX: _____ E-MAIL: _____

PROPERTY OWNER SIGNATURE _____

PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS TO COMPLETE THE REQUIRED CHECKLIST:

- Completed Application Form.** A completed application form signed by the owner of record of the real property covered by the application. If more than one owner is involved, a signed notarized statement from each property owner agreeing to participate in the project as a group. An application form may also be signed by the duly authorized representative of the record owner if such authorization is evidenced by a properly executed power of attorney.
- Site Plan.** A site plan is required only to the extent necessary to adequately and reasonably permit findings that the provisions of this chapter have been met. The City Planner is empowered to waive the submittal of any of the following site plan items, which are deemed unnecessary or inapplicable based on the nature, scope, and significance of the proposed project. Waiver of application items, if any, shall occur following an application conference. If the City Planner position is vacant, all application materials must be submitted.
- The applicant shall submit three (3) copies of a site plan, accurately drawn to a scale of sufficient size to illustrate the following site plan details as determined to be required during the application conference and the review for completeness:

- The location and dimension of property boundaries and the location, name, surface type and width of public and private streets, pedestrian ways, driveways, and any off-street parking, along with a north point and indication of scale.
- The accurate location and outline of the exterior walls of all existing buildings and structures, if any, with the square footages, uses, and heights of each clearly noted. Include setback dimensions for front, side, and rear yards.
- The site plan shall conceptually illustrate the location of existing major site features, including water courses, topography for sites having slopes in excess of 5%, rock outcroppings, drainage swales, springs, woodlands, and other physical features which may influence future site layout and design. If there are any special or unusual seismic, soil or geologic conditions on the site, a written disclosure to that effect must accompany the application.
- Street light, fire hydrant, water, sanitary sewer, and storm drain locations within 100 feet of the subject property. Show direction of flow for the site.
- Wells, septic tanks, and drain fields, if applicable.
- Flood elevation of 100-year floodplain, if applicable.
- Zoning, total land area; section lines, corners, city boundaries, monuments, and lot and block dimensions and identifying numbers.
- Location and purpose of easements, if applicable.
- Title block with section, township and range; street address; title of proposal; names of applicant and owner; name and stamp of person preparing the plan (if applicable); and date of drawing.
- Legal description of the existing property.**
- Vicinity map.** Mark the location of the proposal on the vicinity map available from the city offices.
- Deed Restrictions.** A copy of any covenants, conditions, and restrictions applicable to the subject property.
- A 200' FOOT VICINITY MAP AND MAILING LABELS ARE REQUIRED FOR ALL APPLICATIONS** ~ Contact a local Title company and request 2 sets of labels OR go to the Jackson County website at: <http://www.co.jackson.or.us>. and follow the instructions on the “intro & tips” tab.