



# CITY OF UMATILLA

Planning Department (541) 922-3226 x110  
700 Sixth Street, Umatilla, OR 97882

File No. \_\_\_\_\_

## PARTITION APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using blue or black ink, or type. Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees.**  
**Failure to provide complete and/or accurate information may result in delay or denial of your request.**

### SITE LOCATION AND DESCRIPTION

Tax Map #(S) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Tax Map #(S) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Frontage street or address \_\_\_\_\_

Nearest cross street \_\_\_\_\_

Current zoning City of Umatilla \_\_\_\_\_ County \_\_\_\_\_

Site size (acres or square feet) \_\_\_\_\_ Dimensions \_\_\_\_\_

**SPECIFIC REQUEST** (Briefly state the nature of the request) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Adjacent property under same ownership (list tax lot ID) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.*

### OFFICE USE ONLY

120 day time limit Accepted as complete \_\_\_\_\_ Final decision by \_\_\_\_\_

DLCD 45-day notice required Y/N Date mailed \_\_\_\_\_ Date of first hearing \_\_\_\_\_

Planning Commission hearing date \_\_\_\_\_ Notice mailed \_\_\_\_\_

Notice to media Publication date \_\_\_\_\_ Emailed \_\_\_\_\_

Notice of Decision Date mailed \_\_\_\_\_ Appeal deadline \_\_\_\_\_

Associated applications \_\_\_\_\_

**STRUCTURES** Please indicate the type and number of structures currently on the site, and proposed for construction

Single Family Residence(s) \_\_\_\_\_ Multi Family Residence(s) \_\_\_\_\_  
 Manufactured Home(s) \_\_\_\_\_ Travel Trailer(s) \_\_\_\_\_  
 Other residential structure(s) \_\_\_\_\_ Barn/other ag building(s) \_\_\_\_\_  
 Commercial building(s) \_\_\_\_\_ Industrial Building(s) \_\_\_\_\_  
 Accessory buildings/structures \_\_\_\_\_ Other \_\_\_\_\_

**SERVICE PROVIDERS** Please indicate which of the following services are provided on the property

**Water** City of Umatilla \_\_\_\_\_ Well \_\_\_\_\_ Other/None \_\_\_\_\_

**Sewer** City of Umatilla \_\_\_\_\_ Septic \_\_\_\_\_ Other/None \_\_\_\_\_

Does the property have access to **City streets**? (Y/N, please explain what and where) \_\_\_\_\_

Does the property have access to **County Roads**? (Y/N, please explain what and where) \_\_\_\_\_

If the property is subject to special assessment or debt from any special districts (fire, road, etc), please provide details.

**LIVESTOCK** Please list the number and type of all livestock currently present on the property (horses, cattle, sheep, goats, chickens, etc. Do not include domestic pets such as cats and dogs) \_\_\_\_\_

**BUSINESSES** Are any businesses operating on the property? If yes, please describe. \_\_\_\_\_

All businesses operating within the City of Umatilla must obtain a Business License.

The criteria listed below relate to approval of a tentative plat only. Additional criteria apply after tentative plat approval.

**Lot Size.** - the minimum lot sizes are as follows and dependent on type of development (all sizes are in square feet):

	Downtown Residential	Downtown Commercial	Downtown Transitional
Minimum lot or parcel Size	TH: 2,000sqft Duplex: 4,000sqft Multi-Family:6,000 sqft, plus 1,500 per unit	None	None
Commercial Uses	None	None	None
Residential Uses	Yes	YES, Second Story or above	YES, Second Story or above
Minimum lot depth	50 Feet, Except for Townhouse: 20 Feet	None	None
Minimum lot width	80 Feet	None	None
Maximum front or street side yard setback	No Max	10 Feet; The maximum front yard setback may be increased by ten feet if the setback is occupied by an outdoor feature relating to the business or public amenity such as seating or artwork	10 Feet; The maximum front yard setback may be increased by ten feet if the setback is occupied by an outdoor feature relating to the business or public amenity such as seating or artwork
Front and rear yards	12 Feet	0 Feet or 10 Feet if adjacent to a residential district	0 Feet or 10 Feet if adjacent to a residential district
Side yard	5 Feet, 0 for common wall	0 Feet or 10 Feet if adjacent to a residential district	0 Feet or 10 Feet if adjacent to a residential district
Street Side yard	12 Feet	1 Foot	1 Foot
Garage	18 Feet EXC alley	/	/
Parking space	/	10 feet wide; see Chapter 9 for parking standards	10 feet wide; see Chapter 9 for parking standards
Maximum building height	45 Feet	35 Feet	35 Feet
Maximum site coverage (building and impervious surface)	/	95 Percent	95 Percent

District	Minimum lot area	Minimum lot width	Minimum lot depth	Front and rear yard	Side yard	Street side yard	Garage	Maximum building height
R-1	7,000 Squarefeet	50 Feet	90 Feet	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-2-SingleFamily	5,000 Squarefeet	45 feet	/	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-2-TownHouse	3,000 Squarefeet	25 Feet	/	10 Feet	0 with common wall	10 Feet	18 Feet EXC alley	40 Feet
R-2-Duplex	6,000 Squarefeet	45 Feet	/	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-2-MultiFamily	3,000 Squarefeet Per Unit	45 Feet	/	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-3-Townhouse	2,000 Squarefeet	20 Feet	90 Feet	12 Feet	0 with common wall	12 Feet	18 Feet EXC alley	45 Feet
R-3-Duplex	4,000 Squarefeet	50 Feet	90 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet
R-3-MultiFamily	6,000 Squarefeet Plus 1,500 per Unit	50 Feet	90 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet
DR-Townhouse	2,000 Squarefeet	20 Feet	80 Feet	12 Feet	0 with common wall	12 Feet	18 Feet EXC alley	45 Feet
DR-Duplex	4,000 Squarefeet	50 Feet	80 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet
DR-MultiFamily	6,000 Squarefeet Plus 1,500 per Unit	50 Feet	80 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet

**B. Tentative Plans For Land Divisions:**

**1. Partitions:** Partitions shall be reviewed by the City Administrator, unless a public street is created or a future street plan is required to demonstrate that provisions are made for access to adjacent properties and that public streets can and will be extended to continue the public street system. Partitions that create a public street or require consideration of a future street plan shall be reviewed as subdivisions.

**C. Final Plats:** Final plats for land divisions and lot line adjustments shall be reviewed by the City Administrator to determine that the requirements of the preliminary plan approval have been satisfied. (Ord. 673, 6-16-1998)

**11-2-6: LAND DIVISION APPROVAL CRITERIA:**

No plat for a subdivision or partition may be considered for approval until the City has approved a tentative plan. Approval of the tentative plan shall be binding upon the City and the applicant for the purposes of preparing the subdivision or partition plat. In each case, the applicant bears the burden of proof to demonstrate that the proposal satisfies applicable criteria and standards.

- A. Approval Criteria:** Land division tentative plans shall only be approved if found to comply with the following criteria:
  1. The proposal shall comply with the City's Comprehensive Plan.
  2. The proposal shall comply with the City's zoning requirements.
  3. The proposal shall comply with the City's Public Works Standards.
  4. The proposal shall comply with applicable State and Federal regulations, including, but not limited to, Oregon Revised Statutes 92, 197, 227, and wetland regulations.
  5. The proposal shall conserve inventoried natural resource areas and flood plains, including, but not limited to, mapped rivers, creeks, sloughs, and wetlands.
  6. The proposal shall minimize disruption of natural features of the site, including steep slopes or other features, while providing for safe and efficient vehicle, pedestrian, and bicycle access.
  7. The proposal shall provide adjacent lands with access to public facilities and streets to allow its full development as allowed by the City's codes and requirements.
  8. The proposal shall be designed with streets that continue or connect to existing and planned land division plats on adjoining properties. All proposed streets shall comply with standards of this Title and the Public Works Standards.
  9. The City's decision on a land division application shall include written findings for each required dedication or improvement that identify the legitimate governmental purpose, the relationship between the purpose and the exaction, and the rough proportionality in nature and extent, between the requirement and the projected impacts of the proposed development.
- B. City Action Noted:** The action of the City approval authority shall be conveyed to the applicant by a notice of decision. (Ord. 673, 6-16-1998)

**The applicant bears the burden of proof to show that the application meets all standards and criteria contained in the Zoning and Subdivision Ordinances. Applicants should demonstrate compliance with all applicable criteria and standards as part of the application materials. Applicants should also be prepared to demonstrate compliance before the Planning Commission.**

Although not required, it is highly recommended that applicants have the property surveyed and the tentative plat prepared by a surveyor prior to making an application. A proper survey prepared as part of the tentative plat application can save many headaches later on. Please trust us on this.

**SUBMITTAL REQUIREMENTS**

The following items must be completed upon submittal of a Partition application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or [www.co.umatilla.or.us/records.htm](http://www.co.umatilla.or.us/records.htm).

1. Original, signed **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink. ***Electronic submittals of all materials are encouraged.***
2. **2 copies of the tentative plat** showing all lot lines, park lands, utility and/or other easements, water ways, flood plain, right-of-way dedications and other items outlined in the approval criteria above.
3. **Narrative** specifically addressing compliance with every section listed above.
4. Please **submit all plans to scale**; use 1"=20' or 1"=40' or 1"=100" unless plans are exceptionally large.
5. Any additional information you wish to supply to support your request.
6. The appropriate **fee**.