



**City of Redmond
Partition Application**

PLEASE NOTE: INCOMPLETE APPLICATIONS *WILL NOT BE ACCEPTED*

Number of Parcels Created (no more than 3): _____ File Number: _____ RMP _____

Fee \$3587.67

If a hearing is required, a deposit*** of \$3,310.32 is required at the time of application

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 T15S, R13E, Section _____ Tax Lot(s) _____
Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)
Present Land Use _____

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*.
- 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 RDC Section 8.2310.
- ODOT Conditional Approval Letter for all projects on Hwy 97 and Hwy 126
- 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 1/2" 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.
 - Topography: Ground elevations shown 5 foot intervals for ground slopes 5% or greater.

