



City of The Dalles
Community Development Dept
313 Court Street
The Dalles, OR 97058
(541) 296-5481, ext. 1125
www.thedalles.org

Application #: _____

Filing Fee: _____

Receipt #: _____

Deemed Complete: _____

Ready to Issue: _____

Date Issued: _____

Received: _____

Land Use Application

Building Permit

Demolition

Physical Constraints

Change of Use

Property Line

Minor Partition /

Adjustment

Fence

Adjustment

Replat

Applicant

Name: _____

Address: _____

Phone #: _____

Email: _____

Legal Owner (if different than Applicant)

Name: _____

Address: _____

Phone #: _____

Email: _____

Property Information

Address: _____

Map and Tax Lot: _____

Project Description:

Department Use Only

City Limits: Yes No Zone: _____ Overlay: _____ Airport Zone: Yes No

Geohazard Zone: _____ Flood Designation: _____

Historic Structure: Yes No Current Use: _____

Previous Planning Actions:

Erosion Control Issues? Access Issues? Utilities and Public Improvements? Items Needing Attention?

Ministerial

Administrative

Quasi-Judicial

Application Policy

I certify that I am the applicant or owner identified below. I acknowledge that the final approval by the City of The Dalles, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property. I understand that if the property is owned in part or totality by a trust, partnership, corporation or LLC, I will be required to present legal documentation listing all persons that make-up the entity, as well as proof of my authorization to act on the entity's behalf. I consent and hereby authorize City representative(s) to enter upon my property for any purpose of examination or inspection related to this application. I certify that all information provided is true and correct, and consent to the filing of the application, authorized by my original signature below.

If the undersigned is different from the legal property owner, a notarized letter of authorization signed by the legal property owner must accompany this form.

Signature of Applicant

Signature of Property Owner

Additional Information

Department Comments

Conditions of Approval

Decision

Approved

Denied

Community Development Department

Public Works

Date

Date

Minor Partition Application

#: _____

Property Information

Existing Square Footage: _____

Proposed Square Footage: Parcel #1 _____; Parcel #2 _____; Parcel #3 _____

Signature of Applicant

Signature of Property Owner

Date

Date

Please provide electronic copies of all application material.

Site Team/Pre-Application Material:

Concept plan

50% of application fee

Official Minor Partition Application Material:

Remainder of application fees

Professional survey

Redevelopment Plan or “Shadow Plat”, if applicable

MINOR PARTITION REVIEW

Minor Partition Applications follow The Dalles Development Review Process, and must meet the requirements of The Dalles Municipal Code (TDMC) Section 9.020: Land Division Standards and the partition requirements of TDMC 9.030: Partitions, Minor Re-plats, and Lot Line Adjustments. A pre-application conference is required for all submittals. **Approved Tentative Partition Plats are valid for 1 year only, with NO opportunity for an extension.** Construction drawings and specifications for any public improvements are required prior to final partition plat review and approval. Before the signature of the City Engineer is obtained on a Final Partition Plat, required improvements must be installed to City Standards and Specifications, or the applicant and the City have entered into an agreement to install improvements, or an improvements district is formed to construct improvements (see section of TDMC 9.040.060 (F): Installation of Required Improvements). **Final Plat approval does not constitute City acceptance of public improvements.** Public improvements can only be accepted in writing by the Director of Public Works.

INFORMATION REQUIRED WITH APPLICATION

The tentative plat shall include the following information where applicable:

- ☐ Names of the applicant, owner, engineer, and surveyor as appropriate.
- ☐ Date, North Arrow, and Scale.
- ☐ Property line boundaries of all contiguous land in the same ownership as the area encompassed in the application.
- ☐ Sufficient description to define location and boundaries of the area to be partitioned, re-platted, or adjusted.

- ☐ Location of existing structures.
- ☐ Number and type of dwelling units proposed where known and appropriate.
- ☐ Location and width of all existing or proposed public or private rights-of-way.
- ☐ Location and width of all existing or proposed public or private rights-of-way, including any reserve strips and parking area.
- ☐ Location of all existing and proposed streets, sidewalks, curbs. (New streets or improvements to existing streets shall meet the requirements of *Chapter 10: Improvements Required with Development*. Construction detail drawings are not required for application approval, but will be required prior to issuance of any required permit.)
- ☐ Location of all existing and proposed public and private utilities, including, but not limited to water, sewer, storm drainage, power, gas cable TV, and telephone. (New public utilities shall meet the requirement of *Chapter 10: Improvements Required with Development*. Construction detail drawings are not required for application approval, but will be required prior to issuance of any required permit.)
- ☐ Proposed parcel layout indicating dimensions, parcel lines and lot areas of parcels.
- ☐ Approximate location of any potential physical and environmental constraints for review per the provisions of *Chapter 8: Physical and Environmental Constraints*. Such constraints include, but are not limited to, slopes of the land, erosion, control, flood ways, flood plains, natural drainage ways, and geological hazard areas.
- ☐ All areas proposed for dedication to the public and their proposed uses including, but not limited to street rights-of-way, drainage ways, easements, trails and paths, parks and open spaces, and reserve strips.
- ☐ Location and use of adjacent driveways and structures within the appropriate distance as specified in *TDMC Section 6.050.040: Access Standards*.
- ☐ Identification of significant natural features including, but not limited to rock outcroppings, creeks, streams, ponds, riparian areas, and existing native, ornamental, and orchard trees having a trunk diameter of 14 in. or more at a point 5 feet above the natural grade.
- ☐ Where it is evident that the subject parcel can be further partitioned, the applicant shall show, either on the tentative plat or as an attachment, that the land partition will not preclude efficient division of land in the future, per the requirements of *TDMC Section 9.020.020 (C)(8): Redevelopment Plans*.
- ☐ The Director may waive any of the requirements where determined that the information is unnecessary to properly evaluate the proposed development. The Director may also require any additional information, if determined necessary, to evaluate the proposal.

*NOTE: Plan requirements for construction drawings and specifications for public improvements are stated in TDMC **Section 9.040.050: Construction Drawings and Specifications for Public Improvements**. Final Partition Plat and other final approval requirements are set forth in TDMC **Section 9.030.050: Final Partition Plat Review**. Information regarding improvements, construction standards, and inspection procedures can be found in TDMC **Chapter 10 – Improvements Required With Development**.*