

A partition is the division of a property into two or three parcels. For example, if you want to sell half of your property for a new home site, you need to apply for a partition.

The property owner(s) partitioning the property is required to make sure each parcel meets minimum parcel size and street frontage requirements. The partition also may be required to provide certain facilities, such as a water main or sidewalks, to each parcel created.

### APPLICATION REQUIREMENTS

The first step is to prepare a tentative partition plan. Property owners may hire a licensed professional surveyor or other professional to prepare the tentative plan, or prepare the plan themselves.

The following must be submitted by the applicant:

- A completed land use application form and application fee.
- Eight (8) copies of a tentative plan no smaller than 8½" x 11" drawn to scale.
- The plan must include the following:
  - ▶ The location by street address and assessor's map and tax lot number for all parcels involved.
  - ▶ The name, address and telephone number of the property owner(s), applicant(s) and preparer of the plan.

- ▶ The existing and proposed parcel lines, their dimensions and new parcel size in square feet or acres.
- ▶ Street names and right-of-way locations.
- ▶ The locations, dimensions and purpose of all recorded and proposed public and private easements.
- ▶ Location and size of all storm drains, sewer lines, waterlines, wells, and irrigation facilities.
- ▶ Location and extent of any natural features such as streams, rivers, wetlands and significant trees.
- ▶ Location of floodplain and floodway.
- ▶ Degree and approximate direction of slope and drainage and an indication of areas within the Slope Hazard District.
- ▶ Location and outline of existing buildings and structures with distances in feet to new parcel lines created by proposed partition and an indication if they are to be removed prior to final platting.
- ▶ A future development plan and a future street plan for the property being partitioned in accordance with Sections 17.540 and 17.550 of the Development Code.
- ▶ Signature of the property owner(s) or stamp of the registered land surveyor guaranteeing that all information shown on the plan is accurate and correct, and the applicant accepts responsibility for same.

If the property is outside City limits, but would receive City water or sewer services, the property owner must sign a Service & Annexation Agreement with the City.

### APPROVAL PROCESS

After the property owner submits a tentative plan, City Planning staff reviews the application and notifies neighbors of the proposed partition and allows the neighbors an opportunity to comment.

Three to four weeks after submittal, the City Planning staff issues a report approving, approving with conditions, or denying the tentative plan.

Approval of a tentative partition plan "with conditions" may include requirements to:

- Install or put money up to install sidewalks on the property's frontage.
- Install curb and gutter along the street frontage or agree to future street improvements.
- Dedicate right-of-way for future street widening.
- Install a sewer, water or storm drain main along the property's frontage, or agree to future main installations.
- Adjust the proposed property lines so minimum parcel size, width, and frontage requirements are met. This sometimes requires a shed or garage near a property line to be removed.

- Combine driveways onto a street or provide easements so future driveways can be shared.
- If City water is not available, perform a well test to prove adequate water supply.
- If the property is within the Grants Pass Irrigation District, supply irrigation to each parcel.



# PARTITIONS

## FINAL PARTITION PLATS

Within eighteen (18) months of approval, the applicant must submit a final plat. A registered professional land surveyor must be hired to prepare an official partition plat of the property which the property owner must sign.

The City surveyor reviews the plat to ensure compliance with all applicable survey laws. A plat fee is required. Once the City Surveyor and City Planning staff has signed the partition plat, the property owner must within thirty (30) days take the partition plat to the County Clerk's office for recording.

## PARKS & COMMUNITY DEVELOPMENT DEPARTMENT

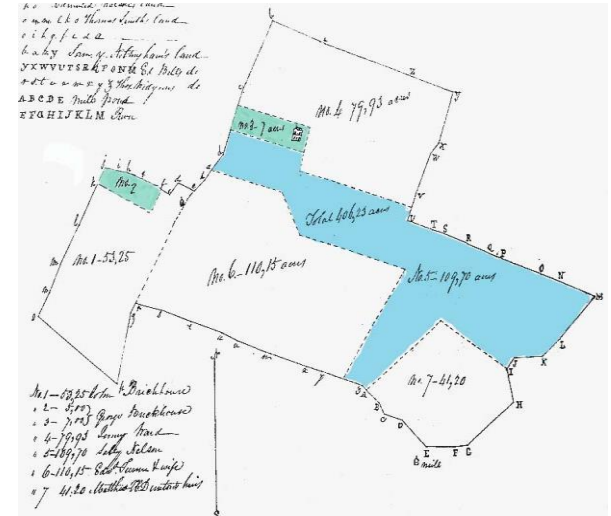
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Ordinances governing approval are contained in Article 17 of the City of Grants Pass Development Code. The information in this brochure is general in nature and should not be substituted for the requirements as established in the Development Code. The entire Code or specific sections are available on the City's website listed above. Copies may be requested for a cost.

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## A GUIDE TO THE APPLICATION PROCESS