

REVIEW PROCESS

1. Completed application will be sent to various public agencies for review and comments.
2. Notice of the proposed division will be sent to property owners within a certain distance, depending on the zone.
3. The application will be reviewed administratively by Planning Staff or referred to a public hearing for review by the Hearings Officer.
4. A written Findings and Decision will be sent to the applicant, property owner and any person submitting written comment on the proposal or testifying at the public hearing before the Hearings Officer, and to anyone requesting a copy of the decision.
5. A 12-day appeal period begins on the date the decision is mailed. Any person who is a party to the decision-making process can appeal the decision.

General timelines for review, including the 12-day appeal period, are: 6-8 weeks for an administrative decision, 12-16 weeks for a Hearings Officer's decision.

Final plat review is required prior to recording a plat. This review involves making sure all conditions of approval have been completed, and does involve an additional fee.

The information contained in this brochure is of a general nature and is intended to assist you in the preliminary stages of your land use application. For more detailed information relating to your project, or to set up an appointment to discuss your application with a planner, please contact the Deschutes County Planning Division at (541) 388-6575.



**Deschutes County
Planning Division
117 NW Lafayette Ave.
Bend, OR 97701
(541) 388-6575**

<http://www.co.deschutes.or.us/cdd>

SUBDIVISIONS AND PARTITIONS

FACTS TO KNOW

- Land divisions in the county are regulated by Title 17 of the Deschutes County Code, Subdivisions and Partitions.
- Approval of a tentative plan showing lots, streets, existing structures and available utilities is required.
- Partitions involve the creation of three (3) or fewer parcels in a calendar year. Subdivisions involve the creation of four (4) or more lots in a calendar year.
- Improvements to adjacent existing roads may be required; improvements to any proposed roads are required.
- All divisions of land in the County are subject to either a dedication of land or a fee for parks development, except within the two park district's boundaries in the County.

PLANNING FEES

Application forms and fee schedule are available on-line at: www.co.deschutes.or.us/cdd/

OTHER FEES

The County Surveyor has a fee for review of a final plat and the County Clerk has a fee for recording the final plat. The County Community Development Department has a permit fee for approving new access points onto a public road. Individual septic site evaluations are required for each parcel. Any

connection to a public or private utility will include connection fees.

PRE-APPLICATION MEETING

A pre-application meeting with the Planning Division staff is required prior to submitting an application for a partition or subdivision. This meeting helps to ensure that a complete application is submitted and that an applicant is informed of the entire review process.

TENTATIVE PLAT APPLICATION REQUIREMENTS

All applications must include the following:

- ✓ A completed application form signed by the applicant (and property owner, if different).
- ✓ Title Report or Subdivision Guarantee for documentation of ownership.
- ✓ One reduced copy of the tentative plan, to scale, no larger than 11" x 17".
- ✓ A statement of the intended use of the property and the utilities (i.e., power, telephone, water) that will serve the proposed lots or parcels.
- ✓ A written burden of proof statement stating how all of the applicable ordinance criteria will be satisfied by the partition or subdivision.
- ✓ The correct filing fee.
- ✓ If a parcel is within a SMIA Combining Zone, a site plan meeting the standards of Section 18.56.100 must be submitted.

REQUIREMENTS

The map must include the following:

1. Scale of map - not greater than one inch per 400 feet.
2. Date of preparation and north arrow.
3. Proposed lot or parcel boundaries and dimensions, the gross area of each lot or parcel, phase boundaries, location of all easements and the names and right of-way widths of existing roads and easements or right of-way for proposed roads, utilities, bikeways and access corridors.
4. Location of any Surface Mining Zones within one-half mile of the proposed division.
5. Names and addresses of the landowner, the applicant (if different), a mortgagee (if applicable), the engineer or surveyor employed or to be employed to make the necessary surveys and prepare legal descriptions of each lot or parcel to be created.
6. Location of any topographic feature that could impact the division, such as canyons, bluffs, canals, rock outcroppings, wetlands, natural springs and flood plains.
7. For subdivision or partitions to be connected to municipal sewer and water systems, utility plans for the existing and proposed systems are required. Also, storm drainage facility plans.
8. Location of all existing buildings, canals, ditches, pipelines, railroads, septic tanks and drainfields.
9. Documentation on the amount and location of water rights if the property has water rights.
10. Location, width, name, curve radius and grade of all proposed rights of-way.
11. A statement regarding contemplated water supply, sewage disposal, fire protection and access, etc.
12. For subdivisions the following are also required: contour lines at correct intervals, road connections to adjacent land, proposed locations of bicycle, pedestrian or public transit facilities.
13. Vicinity map showing the division in relation to adjacent properties and roadways.
14. Any additional information required by Title 17 and the Planning Division staff.

SPECIAL NOTE: All proposed lots or parcels must have direct frontage (a minimum of 50 feet) on a public road, or 30 feet on the bulb of a cul de sac.