MAJOR PARTITION APPLICATION REQUIREMENTS

1. Completed application, including the property owner's signature.

2. Tentative site plan, drawn to scale on 8.5 X 11 inch paper, with the following information:
   a) North arrow.
   b) Scale (must be a minimum of 1" = 200').
   c) Locations and names of adjacent streets.
   d) Locations of all existing structures on the property.
   e) Setbacks of all existing structures and the proposed parcel lines and road easements.
   f) Location, width, and approximate grades of proposed roads and easements.
   g) Location of septic tank and drainfield, if existing.
   h) Location of bodies of water, wetlands, etc.
   i) Parcel numbers, as indicated on the application.
   j) Parcel lines with dimensions.

ADDITIONAL REQUIREMENTS

In addition, the following may be required: applicable agency approvals, sanitation evaluations, evidence of access, easement documentation, future urban lot plan, title transfer instrument (deed or contract), drainage plan, improvement plan, etc.

FINALIZATION REQUIREMENTS

If the application is given tentative approval, two plats must be prepared by a registered land surveyor; approved by the County Planning, Finance, and Assessment Departments and the County Surveyor; and recorded with the County Records Department. Applicant is responsible for recording fees.

Revised 05/13/08
(Format)
I hereby certify that this information is correct to the best of my knowledge.

Signed: ____________________________________________________________

(Partitioner / Applicant)

PARTITIONER INFORMATION:

Name: ____________________________________________________________
Mailing Address: __________________________________________________
Phone: __________________________________________________________

PARCEL OWNER INFORMATION:

Name: ____________________________________________________________
Mailing Address: __________________________________________________
Phone: __________________________________________________________
Signature, if not partitioner: _________________________________________

NEWParcel INFORMATION

Parcel 1 Parcel 2 Parcel 3
Acreage _______ Acreage _______ Acreage _______
Depth _______ Depth _______ Depth _______
Width _______ Width _______ Width _______

(Application Fee $ __________ PW Eng. Fee $ __________
Collected By __________ Date __________)
EXAMPLE

Tentative Site Plan for Major Partition

scale: 1" = 50'
⅔ = drainfield

north ↑

Existing Road

Parcel 1
Proposed Easement
30' wide

125'

Parcel 2
Existing House

55'  25'

Parcel 3
wetland

110'

100'

100'

Clear Creek

→
Required information for the site plan is listed under item 2 of the front page of this application.

Site plan must be dark enough to photocopy. Dark ink is preferable.

Larger site plans reduced to 8 1/2 x 11 inches may be acceptable.

An example is proved on the previous page.