

Land Division, Type II

Supplemental Application & Information Packet



216 SE 4th ST, Pendleton, OR 97801, (541) 278-6252
Email: planning@umatillacounty.gov

Note: Please complete the Land Use Request Application as well.

PROCESSING TYPE II APPLICATIONS

Most applications are processed through “administrative review.” The typical application process takes approximately six to eight weeks.

Planning staff have 30 days to review the application for completeness; and once the application is deemed complete planning staff has an additional 20 working days to prepare a staff report.

The staff report is mailed out to the applicant (s), owner (s), all surrounding property owners, affected government agencies, and utility companies. Those notified are given 21 days in which to respond with questions, comments, recommended conditions, or to request a public hearing.

PUBLIC HEARING

A public hearing is held if requested by a response to the mailed notice, or the request may be directed to a public hearing at the discretion of the planning director the hearing will be scheduled for the next available county planning commission meeting. There is a \$250.00 charge for requesting a public hearing.

FEES for LAND DIVISION TYPES II

TYPE II – Land Divisions in Non-Resource Zones,
Planning Department Application Fee - \$750.00
(Submitted with the application.)

Other applicable Fees for Type II Applications: County Surveyor’s Preliminary Plat Review Fee - \$500.00
County GIS/Mapping Preliminary Plat Review Fee - \$50.00

(The above Fees associated with the review of the Preliminary Plat are paid by the applicant to each Department at the time the Preliminary Plat is submitted for review.)

County Records’ Final Plat Recording Fee - \$120.00
Surveyor’s Final Plat Filing Fee - \$75.00

(The above fees are paid later in the process at the time the Final Survey Plat is recorded.)

All checks may be payable to “Umatilla County”.

All of the Land Division types have additional notice costs. Notice costs are based on the number of notices mailed by the County. Legal notice, if required, is based on local newspaper notice cost. All notice costs are required to be paid prior to final approval

Other County Records’ recording fees - may be applicable to all Land Divisions (i.e., covenant not to sue, covenant not to sell separately, and irrevocable consent agreements, Final Findings, etc.) and would be requested at the time of recording. Recording Fees are based on the number of pages recorded.

Note: It is the responsibility of the applicant to submit a complete application with all requested support documents.

Section 2 - Type II - Divisions in Non-Resource Zones

UCDC §§ 152.680 through 152.686 apply to all Type II Land Divisions; also applicable are “General Provisions” in UCDC §§152.610 through 152.652.

The following proposals are designated Type II Land Divisions:

- (a) Major and Minor partitions, in all zones except EFU or GF Resource Zones.
- (b) Replats of previous partitions, created since January 1, 1990.

Please refer to the Umatilla County Development Code (UCDC) § 152.684 Type II Land Division Approval Standards. Following is a summary of the applicable approval standards for approval of a Type II Land Division. Please address each one. If more space is needed, please attach additional pages.

1. Explain how the proposed division will provide access to the property and to adjoining properties.

2. Describe the intended uses of the parcels (i.e., residential, industrial, commercial, etc.). Show that the proposed parcels meet the zone’s parcel dimensional standards.

3. Explain how proposed development complies with the provisions of § 152.019, Traffic Impact Analysis, where applicable. (UCDC pg. 56 – 58)

4. Explain how the proposed division will provide access to the parcels and to adjoining properties?

If an easement will provide access, how many total parcels will the easement now serve and how many will the easement have the potential to serve including adjacent parcels?

5. Access: A dedicated public road or recorded easement to each parcel must conform to right-of-way and improvement standards as follows:

a) If a recorded easement for access purposes of a Type II Land Division will serve three or fewer parcels and will not likely serve other parcels or lots the easement is the Option 1 or “P-1” County Road Standard as provided in § 152.648 (D). The easement or right-of-way shall be a minimum of 30-foot wide and improved with a surface width of at least 16-feet; or

b) If a public road or recorded easement for access purposes in a Type II Land Division will serve four or more parcels and will likely serve additional parcels or lots, or likely be an extension of a future road as specified in a future road plan, the right-of-way or easement shall be required to be improved to meet the Option 2 or “P-2” County Road Standard as provided in § 152.648 (D). The 60-foot right-of-way or easement shall be improved with a surface width of at least 22-feet.

c) Easements created for access through the Type II Land Division process must also include availability for utilities and be labeled as both access/utility easements.

d) If not extension of a named public road or named easement the applicant must name the 60-foot access easement on the final partition survey plat. The road name must follow naming standards in § 93.20 of the County Code of Ordinances. The cost of the installation of the road sign is at the expense of the applicant.

(UCDC pg. 440 – 443)

a) 30-ft Access Easement will be created and improved as provided by Option 1

b) 60-ft Access Easement will be created and improved as provided by Option 2

(c) 60-ft Proposed Access Easement

Name: _____

6. Access easement roads that serve interior parcels must include improved emergency vehicle turn arounds, as shown on the preliminary plat. What type of emergency vehicle turn around will be provided?

Cul-de-sac

Hammerhead turn around

7. Road improvement participation in the form of an Irrevocable Consent Agreement (ICA) is a requirement of the Type II Land Division for all access easements, public roads, and County roads serving the properties.

Yes, I understand the ICA is a condition of the Type II Land Division.

Property owners and the Board of County Commissioners sign the agreement and the agreement is recorded in the County Records Office at the time the final plat survey is recorded. The agreements are binding to the parcels created by the partition plat.

8. Will the Property need to obtain a legal Access Approach Permit onto a County or Public Road or State Highway? If so, contact County Public Works, 541-278-5424, or ODOT, 541-276-1241 for permit cost and process.

Yes, to a County Road
County Road Name: _____

Yes, to a State Highway
State Highway Number: _____

Not Applicable, access via a Private Access Easement: _____

9. Each parcel under four acres in size must obtain a septic site elevation approval from the County Environmental Health. Has each parcel received a site evaluation?

Yes, Septic Site Evaluation Approvals have already been obtained. **Attach copies.**

Not Yet Received, but will be when the land division receives tentative approval. Proposed Parcel # _____ is already developed with a septic system.

10. Is there an existing irrigation ditch or irrigation pipeline that crosses or will cross the parcel(s)? If so, an easement must be recorded and approved to allow maintenance of the ditch or pipeline.

Yes, an irrigation easement will be recorded allowing for maintenance access.

No, an irrigation ditch or pipeline will not cross the property

11. Are there any known development limitations to the property's buildable area (i.e., impacts due to wetlands, high water table, major utility easements, steep topography, etc.) within the proposed Type II Land Division? If so, please outline appropriate measures to mitigate each limitation.

Yes, there are limitations, a description of the limitation and the proposed mitigation measures to be taken are provided on attached page(s).

No limitations are known.

12. Does each proposed parcel have the space for consideration of energy conservation measures (i.e., orientation for solar, etc.)?

13. Provide the current size of the property and how many parcels will be created and at what acreages.

Parcel 1: _____ acres

Parcel 2: _____ acres

Property size: _____ acres

Parcel 3: _____ acres

Umatilla County Development Code (UCDC) Type II Land Division, contains a complete listing of all applicable standards. UCDC § 152.684 Standards for Approval – pertain to the Type II Land Division as follow: **(If one of the following applicable Standards was not addressed in the pages above, please provide a written response to the standard and attach your response in support of your Type II Land Division Application.)**

§ 152.684 STANDARDS FOR APPROVAL. In granting approval of a Type II Land Division, the Planning Director shall find that the Type II Tentative Plan and required supplementary material:

(A) Explain how the Type II Land Division permits development and access to the remainder of the property under the same ownership and to adjoining lands.

(B) Explain how the proposed parcels in the Type II Land Division complies with the property zoning requirements including purpose, intended (permitted) uses, and parcel dimensional standards.

(C) Address how the land division complies with the applicable policies of the Comprehensive Plan listed in the public facilities and services, and the transportation sections of the Comprehensive Plan and Transportation System Plan, as set out in (1) through (6):

(1) Municipal sewer facilities are unavailable outside of cities and most city urban growth boundaries thus rural parcels must rely on on-site septic systems or small community sewage systems.

(a) The applicant must obtain a septic system site evaluation (suitability) from Umatilla County Environmental Health for each parcel under four acres in size, both those partitioned, and the remnant parcel zoned residential, or to be used for residential purposes. The applicant must provide a copy of each septic site evaluation to County Planning, as a condition of approval.

(b) A waiver of this requirement may be granted, where the applicant makes a written request to the Planning Director and the Planning Director finds:

(i) The parcel, four acres or under, is to be used for non-residential purposes and the owner's signature to this effect is on the partition form; or

(ii) The parcel remaining has an existing dwelling and zoning densities will not permit additional dwellings.

(2) The applicant must show compliance with provisions of [§152.019](#), Traffic Impact Analysis, where applicable.

(3) The applicant's proposed roads and recorded easements for access purposes must be laid out to conform, within the limits of the development standards, to the plats of subdivisions and partitions approved on adjoining property, unless the Planning Director determines it is in the public interest to modify the road pattern.

(4) Proposed easements required as access to each parcel shall conform to access easement right-of-way width and road improvement standards as follows:

(a) Where a proposed access easement will provide access to three or fewer parcels and will not potentially serve other parcels or lots, due to existing conditions such as topography, shall be required to meet the Option 1 or "P-1" County Road Standard as provided in [§ 152.648](#) (D). The access easement or right-of-way width shall be a minimum of 30-feet wide and the access road shall be improved with a road surface width at least 16-feet wide, constructed with 4 inches of nominal compacted gravel thickness and with gravel size and grading conforming to ODOT specifications; or

(b) Where a proposed access easement will provide access to four or more parcels, or potentially will serve additional parcels or lots, or could be an extension of a future road as specified in the Transportation System Plan, shall be required to meet the Option 2 or "P-2" County Road Standard as provided in [§ 152.648](#) (D). The access

easement or right-of-way width shall be a minimum of 60-feet wide and improved with a road surface width of at least 22-feet wide, constructed with 8 inches of nominal compacted gravel thickness, and with gravel size and grading conforming to ODOT specifications.

(c) All 60-foot-wide access easements and public roads required by this section must be named prior to final approval of the partition plat and identified on the final partition survey plat. Naming the roads must follow “road naming standards” in § 93.20 of the County Code of Ordinances.

The 60-foot-wide access easement and dedicated public road must be posted with a road name sign, at intersections with county roads, state highways, and with other existing easements or public roads within or abutting the proposed land division. All proposed easements and public roads that are extensions of an existing named road must be identified on the final survey plat with the same road name. Road signs required by this section will be of a type approved by the Public Works Director and will be provided and installed by the County Public Works Department. The applicant/developer is required to pay for the road sign prior to recording the final partition plat.

(d) All access easements that dead-end must be developed with circle drives (cul-de-sac) or hammerhead turnarounds. The Planning Director or Public Works Director determines which type of emergency vehicle access plan is appropriate. Circle drives and turnarounds shall be improved to the same standard as the road they serve as provided in [§ 152.648](#) (D). Circle drives (cul-de-sac) and hammerhead turnarounds shall be kept clear of objects, fences, and vehicles and shall be of adequate circumference (cul-de-sac are 100-feet in diameter, hammerhead turnaround must accommodate a full-size fire truck) to provide turn around space for emergency vehicles.

(e) Proposed access easements and Dedicated Public Roads shall be improved pursuant to the requirements of this chapter. Lands dedicated to the public, such as public roads, must be accepted by the County Board of Commissioners prior to recording the final survey partition plat. The Board of Commissioners must sign the partition plat to accept public roads dedicated on the plat.

(5) The applicant shall provide copies of approved access approach permits to each proposed parcel created through a Type II Land Division. (The Oregon Department of Transportation approves and issues access approach permits to state highways and the County Public Works Department approves and issues access approach permits to County Roads and public roads. Access points onto County and public roads are reviewed for location, spacing standards, and design and improvement standards, as provided in the County Transportation System Plan and by the County Public Works Director and [§ 152.010](#).)

(6) Road improvement participation agreements are a requirement of the Type II Land Division for all access easements, public roads, and County roads. Property owners and the Board of County Commissioners sign the agreement and the agreement is recorded in the County Records Office at the time, the final plat survey is recorded. The agreements are binding to the parcels created by the partition plat.

(D)

(1) The applicant shall provide a land division plan that includes proposed easements along existing irrigation ditches that traverse or abuts the partition property where easements have not been recorded. The purpose of the easement is for perpetual maintenance of the ditch. The easement width and purpose shall be recommended by the Ditch Company, or by the Irrigation District where the easements are located.

(2) Easements for utilities shall be in combination with proposed access easements. Additional utility easements may be necessary in a land division plan for other utilities serving the property including irrigation easements for access to irrigation water rights that serve the property. Utility easements shall be identified and shown in the land division plan and on the final partition plat survey.

(E) The land division plan must consider energy conservation measures (e.g., road, lot and building orientation for solar and wind usage) unless vegetation, topography, terrain, or adjacent development will not allow these energy conservation measures.

(F) The land division plan must adequately address known development limitations within the proposed Type II Land Division and provide appropriate measures to mitigate the limitation.

(G) The applicant shall supply information regarding property water rights and address comments made by the managing water agency.