



RECORD # 217 - _____ - _____ PLNG

Fee: \$1540 - 2 parcels
\$1760 - 3 parcels

**Crook County Community Development
Planning Division**

300 NE 3rd Street, Room 12, Prineville Oregon 97754

Phone: 541-447-3211 Ext/ 1 / Fax: 541-416-2139

Email: plan@co.crook.or.us / Website: www.co.crook.or.us

LAND PARTITION - FOREST

IMPORTANT NOTICE: The Crook County Planning Department is required to review all applications for accuracy and to determine whether the staff and/or the Planning Commission have the information needed to make a decision. County Ordinances allow the County 30 days to determine whether the application is complete. Within that 30-day period, the Planning Department will request additional information, if necessary. A decision on your application will be postponed until the information is received. State law requires that all information to support an application be available for public inspection at our office 20-days before a public hearing. Any information submitted after this date may require a postponement of the hearing date if necessary. *Please make sure your application is complete. The burden of proof lies with the applicant.*

PROPERTY OWNER

Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Day-time phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____
Email: (Print clearly) _____

AGENT/REPRESENTATIVE (MUST SIGN THE ATTACHED LETTER OF AUTHORIZATION)

Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Day-time phone: (_____) _____ - _____ Cell Phone:(_____) _____ - _____
Email: _____

ENGINEER AND/OR SURVEYOR

Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Day-time phone: (_____) _____ - _____ Cell Phone:(_____) _____ - _____
Email: _____

PROPERTY LOCATION

Township _____ South, Range _____ East WM, Section _____ Tax Lot _____

Township _____ South, Range _____ East WM, Section _____ Tax Lot _____

PROPOSED LAND PARTITION
GENERAL DESCRIPTION OF THE SUBJECT PROPERTY

A. How large is the property?
Owned: _____ acres Leased: _____ acres
Total contiguous acres: _____

B. List all tax lots that make up the property:
T _____ R _____ Section _____ Tax lot _____
T _____ R _____ Section _____ Tax lot _____
T _____ R _____ Section _____ Tax lot _____

C. If you or another member of your household owns or leases any parcels abutting the subject property, please list the tax lots and give the combined acreage.
T _____ R _____ Section _____ Tax lot _____
T _____ R _____ Section _____ Tax lot _____
T _____ R _____ Section _____ Tax lot _____

D. What is the zoning: _____

E. Size and number of proposed parcels:
Parcel 1: _____ acres Parcel 2: _____ acres
Parcel 3: _____ acres

Are there existing residences located on the proposed parcels? Yes _____ No _____

If yes, please indicate the number of residences and what they are currently being utilized for (i.e., primary residence, accessory dwelling, or a dwelling for relative).

F. Is the property located within a Flood Plain or Flood Way? Yes _____ No _____
If yes, a Flood Hazard application is required.

G. Has the property been involved in previous partitionings? Yes _____ No _____
If yes, explain in detail

H. Is the property currently receiving special FOREST tax assessment? Yes _____ No _____
If no, please explain in detail

G. During which of the preceding five years has the subject property been receiving special tax assessment for FOREST use? _____ years

ADEQUACY OF PUBLIC SERVICES, WATER AND SITE SAFETY

Road access, fire and police services and utility systems (i.e. electrical and telephone) are adequate for the use.

A. Describe what access the property has to public roads. Describe the number of trips per day you believe would be made by or for activities on the subject property.

1. The subject property is accessed by: _____ (road name)

To help County staff make a proper determination of traffic impact, please list the number of dwellings or uses currently taking primary access from the road.

Number of residences: _____ Number of businesses: _____

2. Access to property: County _____ Public _____ *Private _____ ** State _____

- * If **Private** easement, provide legal recorded documentation.
- ** If accessing from **Oregon State Highway**, ODOT permit must be attached.
- *** If **Federal Forest Roads**; authorization must be attached
- **** If a **County Maintained or Public Road**; a written road approach must be attached

3. The subject road is designated as a:
_____ State Highway _____ Arterial _____ Collector
_____ Local _____ Partition Road _____ Easement Road
_____ Other: _____

4. What is the existing width of the subject road right-of-way? _____ feet

5. Do you currently have a "Road Maintenance Agreement" for the subject road?

Yes _____ No _____

a) If yes, provide a copy of a recorded road maintenance agreement.

b) If no, why not? _____

Describe how fire protection will be provided to the property. If the subject property is located outside of the Crook County Fire Department Fire Protection District indicate how you would provide protection, including water source and fire prevention.

CROOK COUNTY WEEDMASTER

Weedmaster Signature: _____ Date: _____

(County Weedmaster, Attn - Kev Alexanian, kev.alexanian@co.crook.or.us Phone 541-447-7958)

WILDLIFE / SENSITIVE BIRD HABITAT

When the lot or parcel lies within an area designated in an acknowledged comprehensive plan as habitat for big game or sensitive bird habitat, the parcel must be consistent with the limitations on density upon which the acknowledged comprehensive plan and land use regulations intended to protect the habitat are based.

The "Wildlife Winter Range" and "Sensitive Bird Habitat" section needs to be completed and signed by ODF&W. A signature and comments are required. (ODF&W, 2042 SE Paulina Highway, Prineville Oregon 97754 or call at 541-447-5111)

1. Is the subject property located within a "Winter Wildlife" overlay zone? Yes _____ No _____

2. If yes, please check the appropriate box(s):

_____ Critical Deer Winter Range _____ General Deer Winter Range
_____ Elk Winter Range _____ Antelope Winter Range

3. Is the subject property located within a "Sensitive Bird Habitat" zone? Yes _____ No _____

COMMENTS: _____

ODF&W Signature: _____ Date: _____

Print Name: _____

IRRIGATION WATER RIGHT

IMPORTANT NOTE: A sign-off from State Watermaster and/or the relevant irrigation district is required

Please indicate the location of all existing water rights, number of acres, and proposed division of water rights.

If the property has irrigation water rights, who is the supplier:

- _____ **Central Oregon Irrigation District:** Phone 541-548-6047 / Fax 541.548.0243
Address: 1055 SW Lake Ct, Redmond, OR 97756
- _____ **Ochoco Irrigation District:** Phone 541-447-6449 / Fax 541.447.3978
Address: 1001 N Deer Street, Prineville, OR 97754
- _____ **Water Resources Department:** Phone 541-306-6885 / Fax 541.388.5101
Address: 231 SW Scalehouse Loop, Bend, OR 97702
- _____ **Other:** _____

- A. Does the property have irrigation water right? Yes ____ No ____
- B. If yes, what is the amount of acres of irrigation water right? _____ acres
- C. Amount of water right acres to be transferred? _____ acres
- D. Is there an irrigation ditch and/or an underground pipeline that runs through the property? Yes ____ No ____
- E. Is there a distribution point for irrigation located on the property? Yes ____ No ____

Watermaster Signature: _____ Date: _____

Irrigation District Signature: _____ Date: _____

COMMENTS: _____

SIGNATURES

I/We agree to meet the standards governing the laws for Land Partitions as outlined in the State of Oregon's OAR, ORS, Crook County Code, and Crook County - Prineville Comprehensive Plan. I/We agree that all the information contained in this application is true to the best of my knowledge.

Applicant's Signature: _____ Date: _____

Print Name _____

Applicant's Signature: _____ Date: _____

Print Name: _____

Agent Signature: _____ Date: _____

Print Name: _____

(Note: If agent/representative is submitting your application on behalf of the property owner, the "Letter of Authorization" form must be completed and attached to this application)

APPLICATION REQUIREMENTS

- 1) A completed "Forest Partitioning" application form with the appropriate signatures.
- 2) A copy of the Vicinity Map and Tax Lot Card (available from the Crook County Assessor).
- 3) A copy of the earliest deed or contract that describes the property in its current configuration (available from the Crook County Clerk's Office).
- 4) Submit the correct application fee.
- 5) A current Preliminary Title Report for documentation of ownership. (NOTE: The Preliminary Title Report must be dated 30-days prior to submittal of the application to the planning department - No exceptions.)
- 6) Signature and comments from ODF&W regarding Wildlife Winter Range and Sensitive Bird Habitat Areas.
- 7) A Soil Survey (available from the Crook County GIS Department).
- 8) A signed copy of a "Statement of Understanding" (Form B attached).
- 9) A copy of the irrigation map for the area and historical water rights information on the subject property. (Available from the Irrigation District)
- 10) A detailed "Plot Plan. A Plan of the proposed partitioning showing boundaries and dimensions, the area of each parcel, and the names, right-of-way widths, and improvement standards of existing roads.

- 11) An approved Road Access Permit, if applicable, from either the Crook County Road Department (County Maintained Roads, Oregon Department of Transportation (State Highways); and public roads, OR a letter from the appropriate jurisdiction that states the existing access(s) have been grandfathered for farm use.)
- 12) A signed copy of an “Addressing Application” (attached).
- 13) A written “Burden of Proof” statement addressing how all the applicable code criteria will be satisfied by the Forest partition.
- 14) Names and addresses of the land owner, the partitioner, a mortgagee, if applicable, and the engineer or surveyor employed or to be employed to make necessary surveys and prepare the legal descriptions of each parcel to be created.
- 15) Statement regarding past, present and intended use of the parcel(s) to be created, or the use for which the parcel(s) are to be offered.
- 16) Where a tract of land is within the boundaries of an irrigation district, the application shall be accompanied by a water rights division plan approved by the irrigation district or other water district holding the water rights, or the district Watermaster or his representative serving the Crook County area.
- 17) A “Letter of Authorization” signed by owner if using an agent/representative.
- 18) Crook County Weedmaster sign off.

APPLICABLE CRITERIA

- [17.24.010](#) Applicability of regulations.
- [17.24.020](#) Filing procedures and requirements.
- [17.24.030](#) Requirements for approval.
- [17.24.040](#) Additional factors to be considered.
- [17.24.050](#) Improvement requirements.
- [17.24.060](#) Final map for partitioning.
- [17.24.070](#) Appeals.
- [17.24.080](#) Special partitioning regulations.
- [17.24.090](#) Land partitioning in non-EFU zones within the urban growth boundary.
- [17.24.110](#) Land partitioning for farm or forest use.

This application requests information that will assist Crook County planners in evaluating whether your proposal meets these criteria. The information requested in this application is the minimum information necessary. Failure to complete applicable portions of this application form may result in the County not accepting your application or denying your application for failure to demonstrate that the criteria have been met. The County can assist you by proving such information from the Crook County Assessor, Crook County Clerk’s Office, and the Crook County GIS Department. However, the burden of proof lies on you, the applicant, to demonstrate that the criteria have been met. In many cases, you may wish to provide information in addition to that requested to support your application.

SUPPLEMENTAL INFORMATION

Partitions involve the creation of two (2) or three (3) parcels within a calendar year. Land Partitions are regulated by Title 17 of the Crook County Code. Approval of a tentative plan showing streets, lots, existing structures and available utilities are required. Improvements to adjacent existing roads may be required; improvements to any proposed roads are required.

Special Note: All proposed lots or parcels must have a direct frontage (a minimum of 50 feet) on a street, other than an alley, as required by Title 18, Chapter 18.124, Section 18.124.010.

DETAILED PLOT PLAN REQUIREMENTS

The detailed “**Plot Plan**” must be drawn on at least 8 ½ x 11 paper, but no larger than 8 ½ x 14.

A parcel must be drawn to scale, and all dimensions and boundaries must be shown. A parcel that is more than 160 acres in size does not have to be drawn to scale, however, all dimensions and boundaries must be shown and all information must be accurate.

The detailed “**Plot Plan**” must include the following:

1. Scale of map - not greater than one inch per 400 feet.
2. North arrow.
3. Dimensions and boundaries of the property.
4. Location of all easements and names, and the right-of-way widths of existing roads and easements or right-of-way for any proposed roads, utilities, bikeways, and access corridors.
5. If the parcel or lot has irrigation water right, indicate the area of the water right with the number of irrigated acres. In addition, submit a copy of a water right map from the district.
6. Names and locations of all roads adjacent to the property.
7. Location of well or water source on your property. In addition, indicate the distance from water source to nearest point of septic system drain field and/or replacement drain field area, if applicable.
8. Location of septic system test holes used for the site evaluation during the feasibility process. In addition, the location of the proposed septic tank, drain field and replacement drain field that shows the dimensions and spacing of the leach lines. Further, indicate the distance from the septic tank and septic system to the property lines, if applicable.
9. Location, size and intended use of all structures, existing and proposed.
10. Location of driveways or other roads on the property, existing and proposed.
11. Location of all public utility easements. In addition, attached copies of the recorded utility easement that indicates easement width.
12. Distance (setbacks) from all structures to all property lines.
13. Location of all major features (canals, irrigation ditches, rock ledges, etc)
14. Location of rim-rock, if applicable.
15. Location of all drainage, creeks, springs, etc., with distance to the proposed development site.

ADDITIONAL INFORMATION OR ANALYSIS ADDRESSING THE CRITERIA

Please feel free to attach additional information or analysis which you believe demonstrates compliance with the requirements of the EFU zone. (i.e., herbaceous forage report, etc.)

Is a pre-application conference required? A pre-application conference is not required by County Code, but is recommended to ensure that a complete application is submitted and that an applicant could be informed of the process.



SITE PLAN

A large, empty grid area for drawing the site plan. The grid consists of small, uniform squares covering most of the page.



Community Development Department

300 NE 3rd Street, Prineville, OR 97754

Phone: (541) 447.8156 / Fax: 541-416-2139

Email: plan@co.crook.or.us / Website: www.co.crook.or.us

AUTHORIZATION FORM

Let it be known that _____
(Print name clearly)

has been retained to act as my authorized agent to perform all acts for development on my property noted below: These acts include: Pre- application conference, filing applications and/or other required documents relative to all Permit applications.

Physical address of property: _____, and described in the records of CROOK COUNTY as:

Township _____ South, Range _____ East, Section _____, Tax lot _____

Township _____ South, Range _____ East, Section _____, Tax lot _____

The costs of the above actions, which are not satisfied by the agent, are the responsibility of the undersigned property owner.

PROPERTY OWNER

(Please Print Clearly)

Signature: _____ Date: _____

Print Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

- Individual(s)
- Corporation;
- Limited Liability Corporation;
- Trust

IMPORTANT NOTE: Indicate whether property is owned in individual name(s), or by a business or other entity (e.g. Corporation, Limited Liability Company; or Trust). If property is owned by an entity, include names of all authorized signers. For Example:

If the owner is a Corporation, Limited Liability Corporation or Trust, the following information is required as part of this form.

If a Corporation ~ please provide the name of President or other authorized signor(s).

If a Limited Liability Corporation ~ provide names of **ALL** members & managers.

If a Trust ~ provide the name of current Trustee(s)

In addition, you will need to include a copy of Bylaws (Corporations); an Operating Agreement (Limited Liability Company); or Certificate of Trust (Trusts) that verifies authority to sign on behalf of the entity.

AGENT

Signature: _____ Date: _____

Print Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____