Crook County Community Development Department
Planning Division
300 NE 3rd Street, Room 12, Prineville Oregon 97754
Phone: 541-447-8156 / Fax: 541-416-2319
Email: plan@co.crook.or.us / Website: www.co.crook.or.us

Measure 49 Land Partition and Site Plan Review
(Incomplete applications will not be accepted)

NOTICE TO ALL APPLICANTS: The Crook County Planning Department is required to review all applications for accuracy and to determine whether the staff and/or Planning Commission have the information needed to make a decision. County Ordinances allow the County 30 days to determine whether the application is complete. If the Planning Department determines that your application is incomplete, you will be requested, in writing, to provide the necessary missing information, and a decision on your application will be postponed until the information is received. State Law requires that 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: __________________________

AGENT/REPRESENTATIVE
Last Name: __________________________ First Name: __________________________
Mailing Address: __________________________ __________________________
City: __________________________ State: __________________________ Zip: __________________________
Day-time phone: (___) _____-_____ Cell phone: (___) _____-_____ Email: __________________________

ENGINEER AND/OR SURVEYOR
Last Name: __________________________ First Name: __________________________
Company 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 ____________
Size of property: ____________ acres Zoning: ____________
Physical address: __________________________
(AN ADDRESS MUST BE ESTABLISHED ON ANY NEWLY CREATED LOT BEFORE FINAL PLAT APPROVAL)

PROPOSED LAND PARTITION

Total acreage size of existing parcel: ____________
Proposed Number of lots/parcels: ______________

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.

1. Describe what access the property has to public roads. Describe the number of trips per day you believe would be made by residents of the proposed land division.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

a. To help County staff make a proper determination of traffic impact, please list the number of lots or uses currently taking primary access from the road. (For example, 10 residences, 2 businesses, etc.)

Number of residences: _______ Number of businesses: _______

b. The subject road is a:

_____ State Highway_____ County Maintained Road
_____ Public Road, not maintained by the county (*)
_____ Private Road (*)

c. What is the width of the proposed roadway right-of-way: _______ feet

d. Do you currently have a “Road Maintenance Agreement” for the subject road? Yes ____ No ____

1) If yes, provide a copy of a recorded road maintenance agreement.
2) If no, why not?

____________________________________________________________________
2. 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.

PROPOSED RESIDENCE(S) Check all that apply:

1. How many residences? __________
2. Will you be replacing a dwelling? ________ How many? ________
3. Is this a request for “Site” built residence, “Manufactured Dwelling” or both? __________________________

Site Review #1 Site built ____ Manufactured ____ (check one)

a. Height of structure: ______ feet
b. Number of stories: ______
c. Total square footage of proposed structure: _________________
d. If a manufactured dwelling: Year and Model _________________
e. If a manufactured dwelling: (Check only one of the following)
g. Will there be Accessory Building(s)? ______ How many? ______
   1) Size ______________ Use __________________________
   2) Is this an addition to an existing accessory structure: Yes ____ No ____
      Existing structure size: ______________ sqft  No. of stories ______

Site Review #2 Site built ____ Manufactured ____ (check one)

a. Height of structure: ______ feet
b. Number of stories: ______
c. Total square footage of proposed structure: _________________
d. If a manufactured dwelling: Year and Model _________________
e. If a manufactured dwelling: (Check only one of the following)
g. Will there be Accessory Building(s)? ______ How many? ______
   1) Size ______________ Use __________________________
   2) Is this an addition to an existing accessory structure: Yes ____ No ____
      Existing structure size: ______________ sqft  No. of stories ______
**Site Review #3** Site built ____ Manufactured ____ (check one)

a. Height of structure: _____ feet
b. Number of stories: ______
c. Total square footage of proposed structure: _________________
d. If a manufactured dwelling: Year and Model _________________
e. If a manufactured dwelling: (Check only one of the following)
g. Will there be Accessory Building(s)? ______ How many? ______
   1) Size _______________ Use
   2) Is this an addition to an existing accessory structure: Yes____ No____
   Existing structure size: __________________ sqft    No. of stories ______

   1) Size _______________ Use
   2) Is this an addition to an existing accessory structure: Yes____ No____
   Existing structure size: __________________ sqft    No. of stories ______

4. If there is an existing residence on one or any of the parcels will it be removed from the property or converted into non-residential use? Explain__________________________

5. If the existing residence is a manufactured dwelling, as required by Chapter 18.132 of the Crook County, the manufactured dwelling must be removed from the property within 30 days of receiving a final inspection on the replacement dwelling. **Pursuant to Chapter 18.132 – Manufactured and Mobile Homes, the manufactured dwelling shall be used solely for the purpose of a residential dwelling. Use of a manufactured dwelling for storage is prohibited.**

**ENVIRONMENTAL HEALTH – SEPTIC DISPOSAL**

______ Copy of Site Evaluation Reports (New residence)

"OR"

______ Copy of Authorization Notices (Replacement residence)

**Only for a Replacement Residence, Please take note:** In order to get an Authorization Notice, a sign off on a Land Use Compatibility Statement (LUCS) form is required. The LUCS form is available at the Environmental Health office. The Planning Dept. needs to sign off on the LUCS and collect a $44.00 sign off fee. If you have any questions please contact the Planning Department office. This process is required prior to turning in this Site Plan Review Application.
IRRIGATION WATER RIGHT

Please indicate the location of all existing water rights, number of acres, and proposed division of water rights. If you don’t have irrigation water rights, please answer questions A, D and E.

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

__________ People’s Irrigation District: Phone 541-447-7797

__________ 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: ____________
Print Name Clearly: ___________________________ Phone: ______________

Irrigation District Signature: __________________________ Date: ____________
Print Name Clearly: ___________________________ Phone: ______________

COMMENTS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

M49 Land Partition and Site Plan Review - August 5, 2014
DOMESTIC WATER

Water will be supplied by: (check only one)

____ An existing individual well
____ A proposed individual well
____ 4 to 14 dwellings on one well State regulated system.
____ Shared well (Number of dwellings____)
     If shared well, indicate the location of well and other property locations
     (Tax Map #), as well as a copy of a recorded “Shared Well Agreement.”
     A “Shared Well” is 3 or less dwellings on one well un-regulated system.
____ Other: Please explain ________________________________
____ Community Water System: Name _______________________
     PWS# __________________

Community Water System Authorization
Print Name: __________________________ Daytime phone: ____________
Authorization Signature: __________________________ Date: ____________
(or a signed authorized letter must be attached to this application. No exceptions.

SIGNATURES

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

Property Owner Signature: __________________________ Date ____________
Print Name clearly: ________________________________________________

Property Owner Signature: __________________________ Date ____________
Print name(S): ____________________________________________________

Agent/Representative 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 / CHECK LIST

1. A completed "Measure 49 Land Partition and Site Plan Review" application form with the appropriate signatures and fees.

2. A copy of the **Vicinity Map(s)** and **Tax Lot Card(s)** (available from the Crook County Assessor).

3. **Plot Plan** that shows distances (setbacks) from all structures to all property lines.
   a. Plot Plan that **includes** north point, scale and date or map, and property identification by tax lot, section, township and range.

4. A copy of the **earliest deed or contract** that describes the property in its current configuration (available from the Crook County Clerk’s Office).

5. A **current** Preliminary Title Report for documentation of ownership. (Note: The Preliminary Title Report shall be dated within 30-days of the submittal of the application to the planning department – No Exceptions)

6. A signed copy of a **“Statement of Understanding”** (Form B).

7. A **“Letter of Authorization”** if using a representative or agent.

8. A **letter from the electric utility** serving the area affirming the ability to serve the proposed dwelling OR commercial buildings.

9. A **letter from any other appropriate utilities** affirming their ability to serve the proposed dwelling; i.e. phone, gas, cable, etc.

10. A **letter from the Fire District** or other entity affirming that the district or entity is able to serve the proposed dwelling. If you are not in a fire protection district, provide a fire protection plan including water source and fire prevention.

11. A **letter from the supplier of your domestic drinking water** affirming the supplier’s ability to provide water.

12. A **Road Access Permit.** (Applications for state, county maintained and public roads can be picked up from Crook County Planning Department. If utilizing a private easement, provide recorded documents for said easement.)

13. One copy of the tentative plan.
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. Where a tract of land is within the boundaries of an irrigation district, shall be accompanied by a water rights division plan approved by the irrigation district or other water district holding the water rights, or when there is no such district, by the district Watermaster or his representative serving the Crook County area.

16. A copy of the irrigation map for the area and historical water rights information on the subject property (available from the Irrigation District).

17. A written “Burden of proof” statement stating how all of the applicable county code requirements will be satisfied by the land partition. (Statement must meet Crook County criteria (see below) 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.)

18. If the subject property is located within a “Flood Plain and/or Flood Way” the appropriate “Flood Hazard” application is required.

18. Submit a copy of Site Evaluation Report (Crook County Environmental Health Office) for each proposed parcel without an existing residence or 20 acres or less, must be attached.

NOTE: No Road Construction may begin until the Road Plans and Drainage plans have been APPROVED by the Road Department and/or affiliate – If a Road Sign is required as part of this application, the property owner is required to receive “Tentative” approval for the “ROAD NAME” by the Crook County Addressing Manager within the Crook County Building Department – (541-447-3211).

SUPPLEMENTAL INFORMATION

Partitions involve the creation of three (3) or fewer parcels in 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.

Is a pre-application conference required? A pre-application conference is not required by Crook County Code, but it is recommended to ensure that a complete application is submitted, and that an applicant could be informed of the entire process.
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 1/2 x 11 paper, but no larger than 8 1/2 x 14.

A parcel that is 2 acres or less in size must be drawn to scale, and all dimensions and boundaries must be shown. A parcel that is more than two 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.
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 leachlines. Further, indicate the distance from the septic tank and septic system to the property lines.
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 widths.
12. Distance (setbacks) from all structures to all property lines, if applicable.
13. Location of all major features (canals, irrigation ditches, rock ledges, etc)
14. Location of rimrock, if applicable.
15. Location of all drainage, creeks, springs, etc., with distance to the proposed development site.
ADDITIONAL INFORMATION OR ANALYSIS ADDRESSING THE CRITERIA

Attach additional information/analysis that demonstrates compliance with the requirements of subdivision AND County Code requirements.
FORM B

STATEMENT OF UNDERSTANDING

I wish to develop the property described as Township ____ South, Range ____ East WM, Section ________, Tax lot(s) __________ in a way that requires permits from Crook County, including land use approval, a septic site evaluation and/or septic permits, and building and supplemental construction permits.

I understand that State law does not allow Crook County to issue a septic or building permit before the County has determined that the proposed development complies with all County land use regulations.

In addition, in making this request, I understand and agree that:

1. No other permits will be issued until the land use permit has been granted.

2. The land use permit may not be granted if the required approval criteria are not met.

3. If the land use permit is not granted, the other permits applied for will not be issued.

4. If the land use permit is not granted, no refund will be given for any land use, site evaluation, plan review or permit fees already paid.

Owner Name: ____________________________
Mailing Address: _________________________________
City: __________________ State: ___________ Zip: ______

Property Owner: ____________________________ Date: __________
(Original Signature)

Property Owner: ____________________________ Date: __________
(Original Signature)
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: _____________________________

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IF YOUR PROPERTY HAS OR WILL HAVE ANY OF THE FOLLOWING ITEMS ON IT YOU MUST SHOW WHERE THEY ARE LOCATED:

- Size & Location of Proposed Structure
- Well
- Entire Driveway and Access Location
- Utility/Water lines
- All setbacks incl. distances to property lines & other structures
- Location of septic tank, drainfield and approved reserve area
- ALL roads abutting property
- NORTH indicator
- ALL Easements (public/private)
- Property Dimensions
- Location of ALL creeks, streams, ponds, springs, fences
- Location of ALL irrigation water rights and/or canals
- 8 1/2" X 11" Plan does NOT have to be to scale and may be drawn by hand as long as it is legible. Show distances from all items indicated above to proposed structure(s).

- NOT TO SCALE -