



**Crook County Community Development
Planning Division**
300 NE 3rd Street, Room 12, Prineville Oregon 97754
541-447-3211
plan@co.crook.or.us
www.co.crook.or.us

Combining / Un-Combining Tax Accounts

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: _____

PROPERTY LOCATION

Township _____ South, Range _____ East WM, Section _____ Tax Lot _____
Township _____ South, Range _____ East WM, Section _____ Tax Lot _____
Township _____ South, Range _____ East WM, Section _____ Tax Lot _____
Township _____ South, Range _____ East WM, Section _____ Tax Lot _____
Zoning: _____ Subdivision name, if applicable: _____
Physical address of subject property: _____

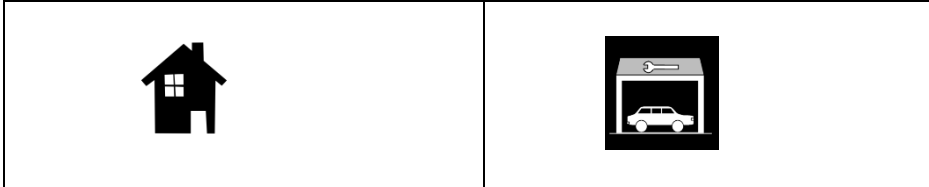
Are these LEGAL PARCELS? Yes _____ No _____ Don't know _____

Are these lots located within a LEGALLY PLATTED SUBDIVISION? Yes _____ No _____ Don't know _____

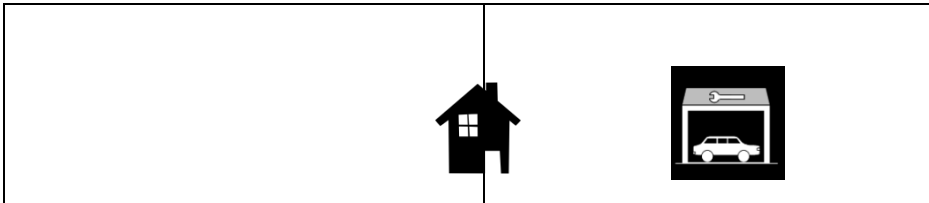
Explain why you are requesting to combine or un-combine these lots/parcels?

What will be done with the property:

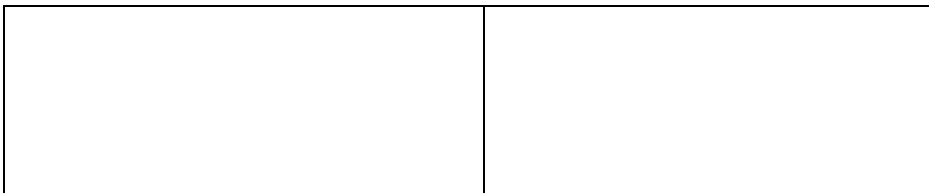
Example #1:



Example #2:



Please show how your property will be developed:



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.

REQUIRED MATERIALS TO BE SUBMITTED:

- If **un-combining** , please submit a detailed plot plan showing **ALL** existing or proposed structures, septic systems, reserve areas, water sources, road access (driveway), and all easements, with setback distances from all property lines to each item, include the original property lines. See attached example and graph paper.
- If the property was recently purchased, please provide copies of the “warranty deeds” for all lots/parcels. The “Deed Name” must identically match on all proposed lots/parcels.
- Please submit a **before** and **after** map that shows existing lot lines / parcels with proposed lot lines/parcels.

ONCE YOU’VE RECEIVED YOUR PLANNING APPROVAL:

Step 1: IMPORTANT – Review all of your conditions of approval.

Step 2: Review your condition regarding the “**Expiration Date.**” All conditions of approval must be met prior to the expiration date indicated on your Planning Final Decision.

Step 3: As a condition of your approval, you are required to fill out the “**Authorization for Consolidation/Un-Consolidation**” form from the Crook County Assessor’s Office. You are required to provide the Community Development Department a copy that shows the Assessor’s has received this form. Before you submit a copy of this form, please make sure the Assessor’s Office has completed their portion of the form (bottom section).

- A copy of the “Authorization for Consolidation/Un-Consolidation” form is available from the Crook County Assessor’s Office or the Community Development Department.
- You will need to speak to the Crook County Assessor’s Office to determine if they will require further documentation in order to process this request for remapping.

Step 4: You are required to submit the necessary documentation that shows any past due property taxes, if applicable, have been paid. Submit the necessary document from the Crook County Treasurer’s Office.

Step 5: Is a Re-plat or Deed Restriction required? Your Final Decision will indicate whether or not a “Deed Restriction” will be required, or if a “Re-plat” will be required to be provided by an Oregon Licensed Surveyor.

- If a “**Deed Restriction**” is required as a condition of your approval, you will be required to submit a “recorded” Deed Restriction. A copy of a Deed Restriction is available from the Crook County Community Development Department.
- If a “**Re-plat**” is required as a condition of your approval, you will be required to contact an Oregon Licensed Surveyor to have them prepare a “Re-plat” that must be recorded in the Crook County Clerk’s Office.

SIGNATURES

I agree to meet the standards governing the laws 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: _____

Property Owner Signature: _____ Date _____

Print name: _____

Agent/Representative Signature: _____ Date _____

Print name: _____



Crook County Community Development

300 NE 3rd Street, Prineville, OR 97754

Phone: (541) 447-3211 Fax: (541) 416-2139

Email: bld@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 in regards to this project.

Physical address of property: _____ and described in the records of
CROOK COUNTY, Oregon as map/tax number: _____

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)

Printed Name: _____ Date: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

eMail: _____

Individual Corporation Limited Liability Corporation Trust

IMPORTANT NOTE: If the property is owned by an entity, include the names of all the authorized signers.

If a Corporation: Provide the name of the President, or other authorized signor (s).

If a LLC: Provide the names of ALL members and managers.

If a Trust: Provide the name of the current Trustee (s).

In addition, if you are a corporation, you will need to include a copy of the bylaws, an operating agreement if you are an LLC, or Certificate of Trust if you are a trust that verifies authority to sign on behalf of the entity

APPROVED AGENT

Printed Name: _____ Date: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

eMail: _____