



**City of Monmouth  
Minor Partition  
Application**

*For official use only:*

Date: \_\_\_\_\_

Fee: \$ 400.00

Receipt No.: \_\_\_\_\_

Application No.: \_\_\_\_\_

**Applicant:**

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

**Title Holder:**

Name

Mailing Address

E-Mail

City

State

Zip

**Surveyor and/or Engineer [If applicable]:**

Name

Phone #

E-Mail

**Location:**

Street Address

Tax Lot Number

Assessor Map

**Description:**

Comprehensive Plan Map Designation

Current Zoning

Size (acres)

**Application Procedure**

Monmouth City Code defines “Minor Partition” as a land division that:

1. Divides an area or tract of land into no more than three (3) lots within a calendar year when such area or tract of land exists as a unit or contiguous units of land under a single ownership at the beginning of such year; and
2. **Does not** include the creation of a road or street (MCC 18.45.050).

In accordance with MCC Code Section 18.10.010, Minor Partition applications are considered a ministerial (Type I) action. Written notice of the application is provided to all property owners within 250 feet of the property. The application will be reviewed by the City Planner and a determination by the City Planner will be made within 30 days of receipt of a complete application.

**Submittals:** To request approval of a minor partition, submit: **one electronic copy of (pdf format) and one reproducible copy (8 ½ x 11 or 11x 17) of** the following information:

- A. A preliminary partition plan that includes the following information:
  - 1. The date, north arrow, scale, and sufficient description to define the location and boundaries of the parcel to be partitioned and its location within the City.
  - 2. Approximate acreage of the parcel under the single ownership or, if more than one ownership is involved, the total contiguous acreage of all landowners directly involved in the minor partitioning.
  - 3. For land adjacent to and within the parcel to be partitioned, the locations, names, and existing widths of all streets and easements of way; location, width and purpose of all other existing easements; and location and size of sewer and water lines, drainage ways and power poles.
  - 4. Outline, location and setback dimensions of existing buildings to remain in place.
  - 5. Outline, location and dimensions of existing buildings or any other structures to be removed.
  - 6. Lot layout, showing size and relationship to existing or proposed streets, bikeways and pedestrian facilities, and utility easements.
  - 7. Such additional information as required by the City.
- B. A detailed description of the proposed Minor Partition and specifically how it addresses the Standards for Approval from MCC 17.10.030 below. It is the sole responsibility of the applicant to provide adequate evidence upon which the City Planner can base a decision.

**17.10.030 Standards for Minor Partition**

The City Planner may approve a minor partition application upon finding that:

1. The proposed division complies with the requirements for its submittal, all requirements of the Comprehensive Plan, the intent and purpose of MCC Title 17: Subdivisions and Partitions, all provisions of the Zoning Ordinance, and all other applicable laws and regulations;
2. The proposed division is not contrary to previous conditions imposed upon the use or development of the subject parcel by the City; and
3. The proposed division is consistent with the extension of existing or planned City improvements such as streets and other public facilities.
4. The City may require dedication of land and easements and may specify conditions or modifications in the sketch plan necessary to carry out the City's Comprehensive Plan standards, land use regulations and other applicable legal requirements. In no event, however, shall the City require greater dedications or conditions than could be required if the parcel were subdivided.
5. If the parcel of land to be partitioned exceeds five (5) acres and within one (1) year is partitioned into more than two (2) parcels, any one of which is less than one (1) acre, full compliance with all requirements for subdivisions may be required if the City should determine that the entire parcel being partitioned is in the process of being divided into small parcels.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date