

Instructions for Partition or Minor Replat Application

1. Complete the attached application in its entirety making sure every blank is completed. If not applicable, write NA on the blank.
2. Every property owner listed on the deed must sign and date the application.
3. If a contract purchase, in addition to the property owners listed on the deed, every individual listed as a contract purchaser on the purchase contract must sign and date the application AND a copy of the purchase contract must be included with the submittal.
4. All items listed on the application as requirements to be shown on the map, must be shown on the map.
5. For an application to be accepted for processing, all of the following must be contained in the application package:
 - The completed application with all property owner signatures
 - Copy of deed, purchase contract, or preliminary title report (Note: applications will not be accepted without all property owner signatures as shown on the deed or preliminary title report AND all signatures or contract purchasers if a purchase contract agreement is in place)
 - Fee for Partition/Minor Replat Application
 - One full-sized copy of the tentative map showing ALL required elements listed on the application
 - One pdf of the tentative map showing ALL required elements listed on the application
6. Applications will NOT be accepted for processing until all items in #5 above are present.
7. Once accepted, a case file number will be assigned. Lincoln City Planning and Community Development will review the application for compliance with Titles 16 and 17 of the Lincoln City Municipal Code, taking into account any comments received, and issue a decision.
8. Approval may be conditioned upon extension or assurance of public improvements as described in LCMC 16.16.010 through 16.16.100.
9. **THE FINAL PLAT MUST BE RECORDED WITHIN TWO (2) YEARS OF THE DECISION DATE OF THE TENTATIVE PLAN.**
10. **WITHIN TWO YEARS OF THE TENTATIVE PLAN APPROVAL, THE APPLICANT SHALL SUBMIT TO THE CITY A FINAL PLAT FOR THE PARTITION OR MINOR REPLAT THAT IS CONSISTENT WITH THE TENTATIVE PLAN AND STATE LAW. A SIGNATURE BLOCK FOR THE PLANNING & COMMUNITY DEVELOPMENT DIRECTOR, THE CITY ENGINEER, THE LINCOLN COUNTY SURVEYOR, AND THE LINCOLN COUNTY TAX ASSESSOR SHALL BE ON THE FINAL PLAT.**
11. The planning & community development director and the city engineer shall approve the final plat if it is consistent with the tentative plan and all conditions have been satisfied, including the provision and acceptance of any required public improvements.
12. After the final plat has been approved and recorded, a copy of the recorded plat shall be emailed to planning@lincolncity.org



Partition or Minor Replat Application

PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):

Copy of purchase contract must be included with submittal for application to be accepted.

NAME: William G. Johnston

ADDRESS: [Redacted]

PHONE: [Redacted]

E-MAIL: [Redacted]

Please contact Nicole Johnston

PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):

Copy of purchase contract must be included with submittal for application to be accepted.

NAME: Jacqueline A. Johnston

ADDRESS: [Redacted]

PHONE: [Redacted]

E-MAIL: [Redacted]

SITE INFORMATION:

ZONING DISTRICT: Sylvan Addn. to Nelscott Beach, Block 4

TAX MAP AND LOT: 07-11-22-DC-02400-0; Lots 1 & 2

SITE ADDRESS (Location if unaddressed): Corner of SW 28th St. & SW Dune Ct.

SQUARE FOOTAGE OF SITE: 0.38 Acres

Number of Parcels Proposed and Square Footages of Each:

- 2 Parcel 1 sq ft 10,500 Parcel 2 sq ft 5,000
- 3 Parcel 1 sq ft _____ Parcel 2 sq ft _____ Parcel 3 sq ft _____

List the location, width, and purpose of all existing easements on or adjacent to the site. If none, write "NONE" in the blank: ~~NONE~~ There is a sewer line crossing Parcel 1, which has a 15' easement (See pink on map).

List the location, width, and purpose of all proposed easements on or adjacent to the site. If none, write "NONE" in the blank: NONE



List the name of the existing road or street upon which each parcel fronts and the width of frontage:

Parcel 1 Name: SW Dune Ct. OR SW 28TH Ct. Width: 200' OR 30'
 Parcel 2 Name: SW 28TH St. Width: 50'
 Parcel 3 Name: _____ Width: _____

List existing structures on the site and identify which will remain and which will be removed: NONE

List existing fences or retaining walls on the site and identify which will remain and which will be removed:

NONE

Describe how each parcel will obtain water service (size and location of pipes and water meters shown on map):

Parcel 1 Water service from either SW 28TH Ct. or SW Dune Ct. (See blue lines on map.); 6" main lines.
 Parcel 2 Water service from SW 28TH St.; 6" main line. (See blue lines on map.)
 Parcel 3 _____

Describe how each parcel will obtain sewer service: (size and location of pipes shown on map)

Parcel 1 Sewer service from SW Dune Ct. (See green lines on map.); 8" lines.
 Parcel 2 Sewer service from SW Dune Ct. (see green lines on map.); 8" lines.
 Parcel 3 _____

For land adjacent to and within the parcel to be partitioned, are there any drainage ways?

Yes (must be shown and identified on the submitted map) See black lines running along SW Dune Ct. for stormwater lines. Gold boxes show catch basins.
 No

For land adjacent to and within the parcel to be partitioned, are there any power poles?

Yes (must be shown and identified on the submitted map)
 No

ACKNOWLEDGEMENTS:


My/our initials on the blank next to each item below indicate my/our acknowledgement that the submitted tentative partition or minor replat map clearly identifies the following items:


- Name and address of the owner or owners of record (LCMC 16.08.110.A)
- For land adjacent to and within the parcel to be partitioned, the locations, names and existing widths of all streets and easements of way (LCMC 16.08.110.B)
- For land adjacent to and within the parcel to be partitioned, the location, width, and purpose of all existing easements (LCMC 16.08.110.B)
- For land adjacent to and within the parcel to be partitioned, the location, width, and purpose of all proposed easements (LCMC 16.08.110.B)
- For land adjacent to and within the parcel to be partitioned, the location and size of sewer lines (LCMC 16.08.110.B)
- For land adjacent to and within the parcel to be partitioned, the location and size of water lines (LCMC 16.08.110.B)
- For land adjacent to and within the parcel to be partitioned, the location and width of drainage ways (LCMC 16.08.110.B)
- For land adjacent to and within the parcel to be partitioned, the location of power poles (LCMC 16.08.110.B)
- Outline and location of existing buildings to remain in place within the proposed partitioning and directly adjacent (LCMC 16.08.110.C)
- Appropriate identification clearly stating the plan as a minor replat or partition (LCMC 16.08.110.D)


NOTE: ALL OF THE ABOVE ITEMS MUST BE CLEARLY IDENTIFIED ON THE SUBMITTED MAP BEFORE THE APPLICATION CAN BE ACCEPTED FOR PROCESSING

I/we acknowledge the following:

- If the parcel of land to be partitioned exceeds 5 acres and is being partitioned into more than 2 parcels within a year, any one of which is less than one acre, full compliance with all requirements for subdivision may be required if the city staff should determine, in its judgment, that the entire parcel being partitioned is in the process of being divided into small parcels.

 Approval may be conditioned upon extension or assurance of public improvements as described in LCMC 16.16.010 through 16.16.100.

 **Within two years of the tentative plan approval, the applicant shall submit to the city a final plat** for the minor replat or partition that is consistent with the tentative plan and state law. A signature block for the planning & community development director, the city engineer, the Lincoln County surveyor, and the Lincoln County tax assessor shall be on the final plat. The planning & community development director and city engineer shall approve the final plat if it is consistent with the tentative plan and all conditions have been satisfied, including the provision and acceptance of any required public improvements.

 After the final plat has been approved by all city and county officials and recorded, one copy shall be emailed to planning@lincolncity.org within 30 days of recording.

I (We) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. If the applicant is a contract purchaser, the applicant must provide written authorization from the current property owner. I (We) have read and fully understand, and agree to meet, the criteria for minor replat or partition as outlined in Lincoln City Municipal Code (LCMC) Chapter 16.08 and reflected in this application.

I (We) acknowledge that providing false information in the application shall be a violation and grounds to deny the application and void the approval.

SIGNATURES:



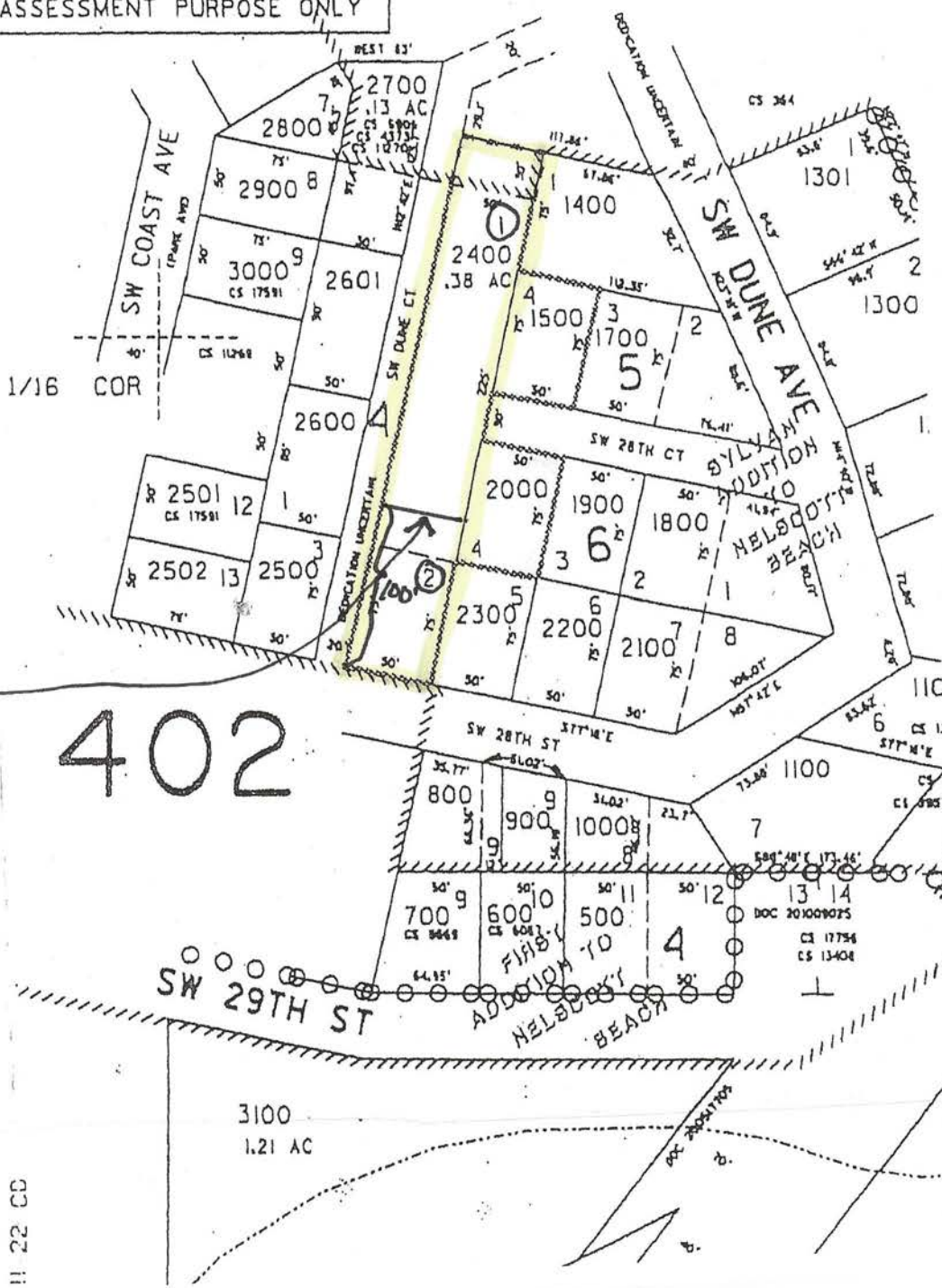
6/18/22
Date

6/18/22
Date

- *All property owners listed on the deed must sign the application.*
- *All contract purchasers listed on the purchase contract must sign the application.*
- *If contract purchasers are individuals other than the property owners shown on the deed, all property owners listed on the deed as well as all contract purchasers listed on the purchase contract must sign the application.*

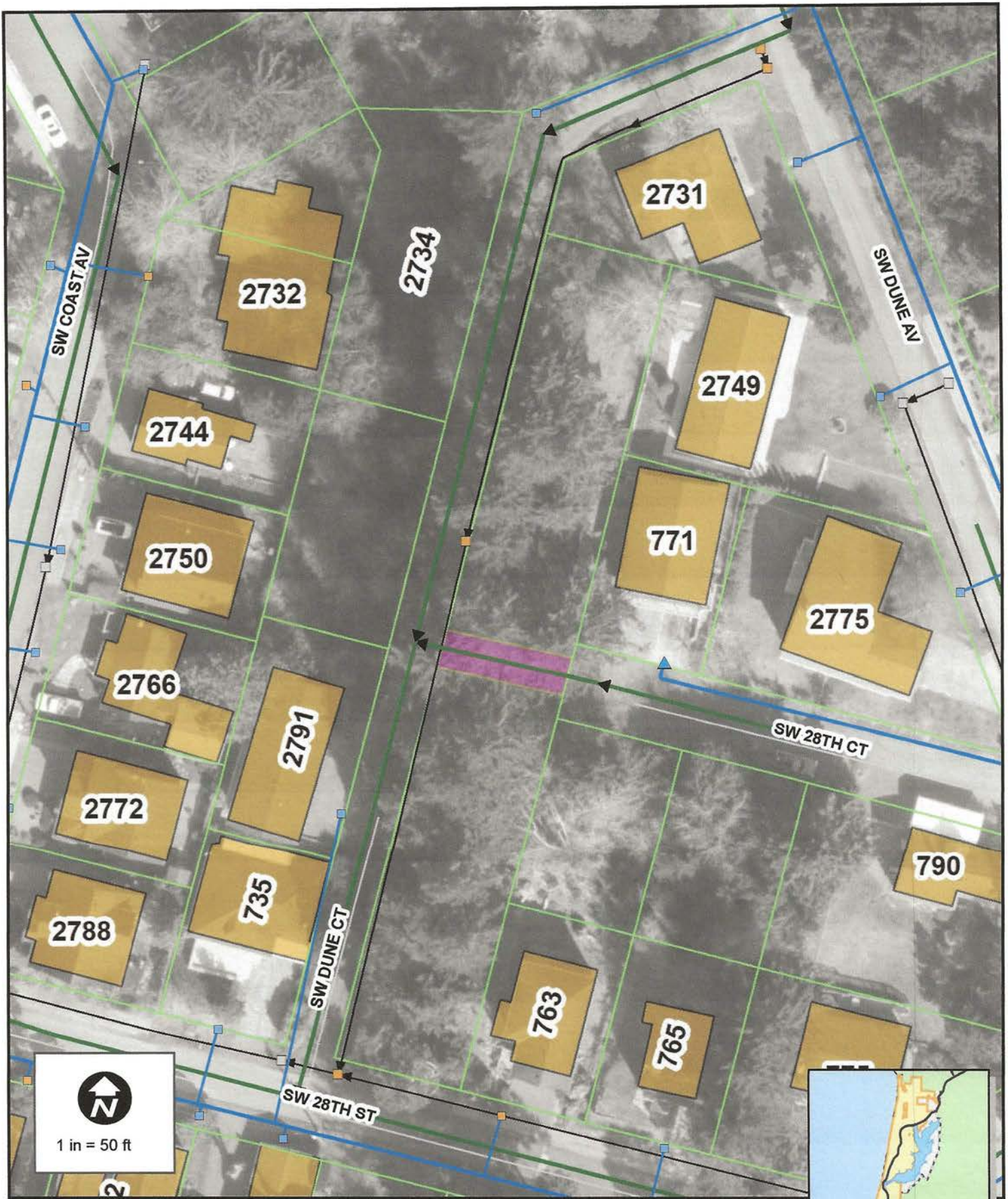
THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY

SW 1,



Proposed Lot Line

402




 1 in = 50 ft



Vicinity Map

City of Lincoln City government use only. Use for any other purpose is entirely at the risk of the user. This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Date: 6/21/2022

Location