



City of Brownsville  
255 N Main Street, P.O. Box 188  
Brownsville, OR 97327  
P: 541.466.5666 F: 541.466.5118

## Land Partition Application

Fee: \$1,000.00

DATE \_\_\_\_\_

**Office Use Only**

Submittal Date \_\_\_\_\_ Receipt # \_\_\_\_\_ Approval Date \_\_\_\_\_ Date Denied \_\_\_\_\_

Planning Commission Hearing Date (if applicable): \_\_\_\_\_

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant is:  Legal Owner  Contract Purchaser (Recorded)  Agent (Written Authorization)

### NAME AND ADDRESSES OF ALL OTHER PERSONS HAVING AN INTEREST IN THE LAND TO BE PARTITIONED

\_\_\_\_\_  
(Name) (Address) (Interest)

\_\_\_\_\_  
(Name) (Address) (Interest)

### PROPERTY INFORMATION

Street address of property (if applicable) \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

On a supplemental sheet, list any pertinent covenants. If none, check here

Land use zoning of property  Commercial  Industrial  Residential  Public

### DESCRIBE THE EXISTING OR CONTEMPLATED PROVISION FOR UTILITIES

(Attach a supplemental sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_



### **Land Partitioning Procedure**

Any division of land that is within the definition of a minor partition shall be submitted to the city for review and approval. (The City reserves the right to determine if the submittal provides adequate information prior to acceptance of the tentative plan.) The application for a minor partition shall include the following:

- 1) A map of the land area from which the parcels are to be partitioned. This shall include the date, north point and scale of drawing, and sufficient description to define the location, boundaries and dimensions of the tract to be partitioned.
- 2) Name and address of the owner or owners of record, and of the person who prepared the partition.
- 3) The parcel layout, showing dimensions and size of parcels.
- 4) Location of existing buildings to remain in place, drainage ways, and other features of the land which are important to its development.
- 5) Upon arrival of a tentative map for a minor partition, three copies of the map shall be signed, dated and conditions of approval noted. One map shall be returned to the applicant, one retained by the City Administrator, and one retained for Planning Commission files.

### **Approval of Land Partitions**

The final plan shall be the survey map that is submitted for recording in the office of the Linn County Surveyor. It shall include one exact transparent copy and two prints for filing with the City of Brownsville. The final plan shall include the following:

- 1) The survey map of the parcels being offered for sale prepared by a registered land surveyor. The survey map shall indicate the location of all interior and exterior monuments.
- 2) A legal description of the parcels being offered for sale.
- 3) A signed and notarized deed for the street area being dedicated and including any other easement rights being granted to the City related to the parcels.
- 4) A notarized signature of the owner or owners, declaring the ownership and consenting to the recording of the map.
- 5) A designated space for approval signatures of the chairman of the Planning Commission, the City Engineer, and the County Surveyor.

---

I (we) hereby certify that the foregoing statements and answers, and any other information (such as maps and drawings) attached hereto are true and accurate to the best of my (our) knowledge and belief.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_