



## LAND USE APPLICATION LAND PARTITION PROCEDURE

1. Prepare a tentative plan of the vicinity showing the following:
  - how the property is proposed to be divided;
  - the proposed partitioning in relation to adjacent subdivisions, roadways, and adjoining land-use and ownership patterns;
  - locations of existing structures, driveways, and easements;
  - existing and proposed accesses to the property;
  - existing septic systems and wells.
2. Complete the land partition application. If you have questions about the application, the Planning Department will assist you.
3. Submit the complete application and tentative plan to the Planning Department with the filing fee.
4. The land partition application will be heard at the regular Planning Commission meeting, generally held the last Tuesday of each month. Attendance at the hearing is recommended. If the Planning Commission has questions regarding the partition and the applicant is not present at the meeting, the Planning Commission may postpone the hearing to the following month.
5. If the Planning Commission approves land partition application, a letter will be sent to you indicating approval and the conditions of approval. A letter stating reasons for denial will be mailed to you if the Planning Commission denies the partition.
6. Complete all the precedent conditions of approval required by the Planning Commission. These are listed on the final findings of fact and your approval letter. You will need to submit documentation to verify that you have met all conditions at the time you submit your final partition plat to the Planning Department.
7. The partition plat must be completed by a licensed surveyor in accordance with OAR Chapter 92. The surveyor will prepare the preliminary and a final partition plats.  
Submit five copies, one original and four certified copies, of the final partition plat. The copies must be signed in the following order:
  - Landowner
  - County Surveyor (reproducible)
  - West Extension Irrigation District (WEID) Manager, if required
  - Planning Director
  - County Assessor
  - Tax Collector
  - County Clerk (reproducible).

8. The Planning Director will not sign the plat if the landowner, the county surveyor, and the WEID manager (if required) have not already signed the plat. One copy will be on permanent file in each of the following offices: county clerk (master or original copy), assessor's office, county surveyor's office and planning department.
9. The final plat must be recorded with the county clerk after all appropriate county officials have reviewed and signed the plat. The fees for reviewing and recording the plat will be based on the current fee ordinance and can be obtained in the clerk's office. Typical fees will include a review fee by the county surveyor, tax collector, and assessor. The county clerk also will require a recording fee and, if required, fees to record other necessary documents.

**Morrow County Planning Department  
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