

## SUBDIVISION, PARTITION & PROPERTY LINE ADJUSTMENT

**PROPERTY LINE ADJUSTMENT (TYPE I):** A property line adjustment is required to relocate or eliminate all or a portion of a common property line between two abutting units of land that were lawfully established, as defined by ORS 92.010(3)(a). Property line adjustments cannot be used to create an additional unit of land, or to create units of land that are nonconforming.

**PARTITION (TYPE II):** Tentative Partition Plan approval is required before land can be divided into three or fewer parcels within a calendar year. When the area of a proposed partition is such that it can be further divided resulting in four or more lots or parcels.

**SUBDIVISION (TYPE II):** Tentative Subdivision Plan approval is required before land is divided into four or more lots within a calendar year. For Phased Subdivisions, see TDC 36.130 (Phased Tentative Subdivision Plan).

**TYPE I:** This land use procedure is used when the standards and criteria require limited discretion and interpretation. Type I decisions are decided by staff without public notice with an opportunity for appeal to the Circuit Court.

**TYPE II:** This land use procedure is used when the standards and criteria require limited discretion and interpretation. Type II decisions are decided by staff and require public notice with an opportunity for appeal to the City Council.

Subdivision, Partition & Property Line Adjustments also encompass a Public Facilities Review led by the Engineering Division, to evaluate transportation and access management; sewer, water, and stormwater; water quality and erosion control; and protection of environmentally sensitive areas.

Both divisions coordinate with other City departments and outside agencies, such as Tualatin Valley Fire and Rescue and Clean Water Services, to ensure compliance with all applicable development standards.

### **PRIOR TO APPLICATION SUBMITTAL**

- Attend a Pre-Application Meeting (TDC 32.110) **(TYPE II)**
- Notice and host a Neighborhood/Developer Meeting (TDC 32.120) **(TYPE II)**

Following submittal of the Partition/Subdivision application, the applicant must post a Neighborhood Meeting sign and a second sign on the subject property (TDC 32.150) to provide notice of the pending land use application. The applicant will be required to provide an affidavit of posting demonstrating the sign was posted prior to issuance of the decision (Type II).

*Note: Notice of land use application sign to be posted once the application has been deemed complete.*

### **SUBMITTAL REQUIREMENTS**

**Please submit all materials electronically through the following link:** <https://permits.ci.tualatin.or.us/eTrakit/>. Details regarding submittal requirements are listed in TDC 32.140, 36.040, and 36.100, 36.110 and 36.120.

## GENERAL

- ☐ Land Use Application Form
- ☐ Narrative addressing all applicable criteria and standards (TDC sections provided in blue box)
- ☐ Fee
- ☐ Preliminary Title Report, including current deed and legal description
- ☐ Clean Water Services (CWS) Service Provider Letter, obtained directly with CWS at <https://www.cleanwaterservices.org/documents-forms/pre-screen-form/>
- ☐ Service Provider Letter from Tualatin Valley Fire & Rescue (TVF&R), obtained directly with TVF&R at <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Tualatin-73>

## PROPERTY LINE ADJUSTMENT

- ☐ Site Plan – see TDC 36.100 for details
- ☐ Proposed Property Line Adjustment Deed

## PARITION/SUBDIVISION

- ☐ Subdivision or Partition Plan Map – see TDC 36.040 for details
- ☐ Proposed Plat Name, approved by the County Surveyor
- ☐ Applicant Team Contact Information: Design Engineer and Surveyor
- ☐ For Subdivisions – Completed Trip Generation Estimate and Traffic Impact Analysis
- ☐ Documentation for Neighborhood Developer Meeting, including notice and mailing list, affidavit of mailing notice, certification of sign posting for Neighborhood Developer Meeting, participant sign-in sheet, and meeting notes
- ☐ Summary of Contact with Citizen Involvement Organization

## **APPROVAL CRITERIA**

The applicant's plans and narrative must work together to demonstrate that all applicable criteria are met.

Other criteria, such as zoning and overlay standards, or standards applicable to a specific use, also apply.

### **Tualatin Development Code:**

- Chapter 32 Procedures
- Chapter 36.100 Property Line Adjustments
- Chapter 36.110 Tentative Partition Plan
- Chapter 36.120 Tentative Subdivision Plan
- Chapter 74: Public Improvement
- Chapter 75: Access Management