

MANZANITA, OREGON

MAJOR/MINOR LAND PARTITION

1. Attached is a packet for a land use decision before the City of Manzanita.
2. A meeting with appropriate City staff members may be required before an application is accepted. Applications will be reviewed by staff for completeness before accepting fees.
3. Proponents will be required to provide all required information listed on the attached application.
4. The burden of proof lies with the proponent (applicant), to show that the proposal is consistent with relevant policies of the Comprehensive Plan and Zoning Ordinance.
5. The Building official may not issue a building permit for new construction until all appeal periods have expired.
6. Planning Commission meetings are held regularly once a month – on the third Monday evening at 7:00 p.m.
7. The applicant(s) or a representative should attend the review hearing before the Planning Commission and City Council when appropriate. Failure to appear before the review body may result in a delay of a final decision.
8. City Council meetings are held regularly once a month also – the first Wednesday evening after the first Monday at 7:00 p.m.
9. Both meetings are held in the City Hall Council Chambers at 543 Laneda Avenue, Manzanita, Oregon.

Application Filing Deadline

CITY OF MANZANITA

Application for Major/Minor Land Partition

Name: _____ Phone Number: _____

Address: _____

PROPOSED SITE LOCATION

Address: _____

Assessor's Map Page Location: _____ Tax Lot(s): _____

REQUIRED INFORMATION

A legal description as it appears on the deed (metes and bounds or subdivision lot and block number).

Accurate scale drawing of the site and improvements proposed. The drawing of the site must be adequate to enable the Planning Commission to determine the compliance of the proposal with the requirements of the attached Manzanita Subdivision and Land Partitioning Ordinance.

Submittal of a plat prepared by a registered professional land surveyor.

I, _____, certify that I am the owner or authorized agent of the owner of the proposed site. (If authorized agent, attach written authority.)

_____ Date _____
Signature of owner or authorized agent of owner; please indicate which.

Application Fees: \$200 (Administrative); \$450 (Planning Commission). In the event the City incurs processing expenses in excess of the fees listed above, payment of such expenses shall be a condition of final approval.