

CITY OF HERMISTON

LAND PARTITION PROCEDURES

BACKGROUND

Land partitions within the City of Hermiston are governed by Chapter 154 of the Hermiston Code of Ordinances. All proposed land partitions shall comply with the guidelines set forth in this ordinance. A minor land partition will be the creation of three or fewer lots within one year. A major partition will be the creation of three or fewer lots and a road or street within one year. Creation of more than three lots within one year will require an application for a subdivision. All property owners within 100 feet of the proposed partition will be notified by the City.

MINOR LAND PARTITION PROCEDURES

Prior to application, persons interested in partitioning land are encouraged to attend a pre-development meeting with city development staff. In this meeting, development staff will advise an applicant of the requirements and procedures for development. After attending the pre-development meeting, prospective applicants may wish to obtain a minor land partition application from the city planning department. Applicants must complete this application and submit it along with completed site plans drawn by a registered surveyor and an application fee to the city planning department. Planning staff will review the application and suggest any changes, which might be needed to conform with City standards. The application will then be sent to the planning commission for approval. Planning commission meetings are held on the second Wednesday of each month. Applications must be submitted at least 30 days in advance of the meeting to be included on the agenda. Letters to property owners will be mailed at least 14 days prior to the planning commission meeting. This gives neighboring property owners a chance to provide written comments to the City. If the planning commission approves the preliminary partition, the applicant will be directed to submit a final partition plat for review at a later meeting. If the planning commission approves the final partition plat, the application is then forwarded to Umatilla County for recording. After the County has officially recorded the maps, individual lots may be sold.

MAJOR LAND PARTITION PROCEDURES

Prior to application, persons interested in partitioning land are encouraged to attend a pre-development meeting with city development staff. In this meeting, development staff will advise an applicant on requirements and procedures for development. After attending the pre-development meeting, prospective applicants may wish to obtain a major land partition application from the city planning department. Applicants must complete this application and submit it along with completed site plans drawn by a registered surveyor and an application fee to the city planning department. Planning staff will review the application and suggest any changes, which might be needed to conform with City standards. The application will then be sent to the planning commission for approval. Planning commission meetings are held on the second Wednesday of each month. Applications must be submitted at least 30 days in advance of the meeting to be included on the agenda. Letters to property owners will be mailed at least 14 days prior to the planning commission meeting. This gives neighboring property owners a chance to provide written comments to the City. If the planning commission accepts the preliminary partition, the applicant will be directed to submit a final partition plat for review at a later meeting. If the planning commission accepts the final plat, the partition is then forwarded to the city council. The city council will also review and approve the proposed partition. Once the city council grants final approval to the partition, the plat maps are given to Umatilla County for recording. After the County has officially recorded the maps, individual lots may be sold.