
PARTITIONS



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A Partition is the process used to divide a tract of land into two or three parcels within one calendar year.

This guide is intended to answer some of the general questions concerning Partitions.

For detailed information, please contact Clatsop County Land Use Planning office at (503) 325-8611.

When is a Partition required?

A Partition is required whenever a landowner wishes to sell or transfer a part of a tract of land or place a second home or manufactured home on property that already has a home on it.

The land must be under the same ownership; may not have been previously partitioned or subdivided through this office; and does not meet the definition of a "lot of record."

How do I apply for a Partition?

Contact the Clatsop County Land Use Planning office to find out the zoning conditions on the property.

Then, complete and submit an application form to our office, along

with appropriate information and fees. Fees: \$275 and \$400

Staff will evaluate your Partition plan to make sure it conforms to the Land and Water Development and Use Ordinance (Zoning Ordinance).

Staff will recommend approval, conditional approval or denial. Most partitions are conditionally approved, meaning that the approval is contingent on meeting certain conditions. The most common conditions placed on Partitions are:

- septic approval for each parcel, if applicant chooses to do so.
- survey of each parcel, and if applicable, the road or easement.
- access road improvements.
- road maintenance agreement, if applicable.

Other conditions may be placed depending on circumstances.

The applicant has two years from the date of conditional approval to fulfill all the conditions, and submit the necessary documentation to our office.

Staff will review these documents. Once all conditions are met, the final Partition plat is signed by the land use planning director.

The plat is then sent to the county Assessment and Taxation Department for review of taxes. Once all taxes are paid,

the plat is then forwarded to the County Clerk for recording. Once the plat is recorded, the partition is final.

Can I Appeal?

Yes, appeals of a decision to approve or deny a Partition must be filed in written form to our office within 10 days of the date of recording of the Resolution and Order (documentation of approval or denial). The appeal must state the nature of the interpretation being appealed and include payment of the appeal fee.

Can I Do More Partitions?

No more than three parcels, including the original parcel, can be created within one calendar year using the partition process. Any further division of the land into separate parcels, regardless of who owns the property, must be processed as a subdivision (four or more parcels).