

CHECKLIST FOR CUSTOMER
Creation of Private Road Without Land Division
(LDO Sections 3.10.2 and 9.5.3)

The following material must be submitted with a request for a private road. **Check off each item as you include it in your application.**

1. **A to-scale tentative map** (ie: 1"=100' or 1"=50') on 8/12 x 11 paper is included in this application showing the following:
 - The proposed location, width and length of the road. Met _____
 - The location of adjacent existing structures, railroad or limited access road easements. Met _____
 - The width of the road at the public road intersection. Met _____
 - The easement width. This is different than the road width. Met _____
 - The location of required road signs. Met _____
 - The location of required cuts and fill. Met _____
 - The location of the nearest parallel state highway. Met _____
 - Maximum finished grades for road segments identified in the engineers design report (below). Met _____
 - All lots and parcels to be crossed and served by the road Met _____
 - Location of proposed gates. Met _____
2. **The engineers design report** containing the following information:
 - The natural slope of the land within the easement (cross slope). Met _____
 - The minimum easement width based on required cut and fill slopes, ditches, turnouts and cul-de-sacs. Met _____
 - The maximum finished grade of the road. Met _____
 - The maximum finished grade of road segments exceeding 15 percent. Met _____
 - The maximum finished grade at the public road intersection for a distance of not less than 40'. Met _____
 - Minimum construction standards providing for a 5-year road life. Met _____
 - Annual and necessary maintenance measures. Met _____
 - Minimum annual maintenance cost. Met _____
 - Consideration of terrain, soil and slope aspects. Met _____
 - Construction standards to hold a minimum load capacity of 50,000 pounds Met _____
 - Evaluation of culverts and drainage facilities. Met _____
3. **Draft Maintenance Agreement:** Signed, or at a minimum acknowledged by the benefitted property owners. Met _____
4. **Lawful Lot Creation:** Copy of a deed record card, and earliest deed describing the subject parcel in it's current configuration. Met _____
5. **Title Report:** The report must indicate all easements and encumbrances that affect the property affected by the private road right-of-way. Met _____
6. **Road Names:** First and Section Choices. Met _____
7. **Signatures:** The cover sheet and the supplemental application are signed. Met _____
8. **Authorizations:** Signed authorizations from all owners of property the road will cross and benefit. Met _____
9. **Checklist:** This checklist is included with the application. Met _____

JACKSON COUNTY, OREGON

TYPE 1 APPLICATION

(Please print in black ink, or type all information except where a signature is required)

Legal description of subject property:

Township____ Range____ Section____ Tax Lot____ Acreage____
Township____ Range____ Section____ Tax Lot____ Acreage____

Street Address of the Property: _____

What is the Zoning of the Subject Property? _____

Is the purpose of this application to complete a Measure 49 Approval? YES NO

NOTE: Applications for review and approval of all development proposals may be initiated by the property owner, purchaser under a recorded land sale contract, condemner who has been granted immediate possession by a court of competent jurisdiction, agent duly authorized in writing, or a public agency.

PROPERTY OWNER:

At Time Application is Submitted

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone: _____

E-Mail Address: _____

AGENT:

If Other than Applicant

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone: _____

E-Mail Address: _____

OFFICE USE ONLY

File N^o _____

Fee Pd _____

Receipt N^o _____

App. Type: _____

App. Received by _____

Date Received _____

Zoning Confirmed by Staff: _____

APPLICANT:

If Other than Property Owner

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone: _____

E-Mail Address: _____

OTHER:

Specify: _____

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone: _____

E-Mail Address: _____

IF AN AGENT, APPLICANT, OR "OTHER" IS ACTING ON BEHALF OF THE OWNER OR PURCHASER, A SIGNED STATEMENT OF OWNER AUTHORIZATION MUST BE SUBMITTED WITH THIS APPLICATION. THIS APPLICATION MUST BE ACCOMPANIED BY AN ACCURATE PLOT PLAN (MAP). SEE USER'S GUIDE FOR ASSISTANCE. THE BURDEN OF PROOF FOR APPROVAL OF AN APPLICATION RESTS WITH THE APPLICANT. YOU MUST PROVIDE DOCUMENTATION REGARDING THE PROPERTY AND APPLICATION CRITERIA IN SUFFICIENT DETAIL AND ACCURACY TO ENABLE THE DEPARTMENT TO FIND THAT YOUR APPLICATION COMPLIES WITH ALL APPLICABLE APPROVAL CRITERIA.

APPLICANT SUPPORTING INFORMATION

Describe your proposal: _____

Are Plans Attached? Yes No

THIS APPLICATION IS HEREBY SUBMITTED AND THE STATEMENTS AND INFORMATION HEREIN CONTAINED ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT(S):

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

AGENT:

OWNER or CONTRACT PURCHASER:

Print Name: _____

(See Attached Form)

Signature: _____

Date: _____

TYPE 1 REVIEW: CREATION OF A PRIVATE ROAD WITHOUT LAND DIVISION

(LDO Section 3.10)

APPLICANT'S SUPPORTING INFORMATION

On the following pages, describe how your application complies with the applicable criteria.

The purpose of these regulations is to establish procedures to be followed in the creation and development of new publicly maintained and private roads when no land division is proposed. These provisions are applied when a new road is proposed to serve as access to an existing lot or parcel. New roads that will be created to serve as access to lots and parcels created as part of a land division are subject to the land division procedures of LDO Section 3.3 and LDO Chapter 10.

Procedures: Legal, practical, and physical access must be provided to all parcels or lots created as part of a land division (LDO Section 10.4.3). A request to create a new private road to provide access to existing lots or parcels is processed under the Type 1 procedure unless otherwise required in the underlying zoning district. A request to create a new public road is processed under a Type 4 procedure. See also LDO Section 9.5.1(E). Access may also be by one of the following means:

- Frontage abutting a publicly maintained or approved private road (see LDO Chapter 9) for a distance of at least 25 feet.
- Frontage abutting a Bureau of Land Management (BLM) or U. S. Forest Service (USFS) road for a distance of at least 25 feet, provided the applicant, or his authorized representative, provides a copy of written approval for a long-term road access use permit in conformance with the BLM or USFS requirements.
- A recorded exclusive easement no less than 14 feet in width that connects to a publicly maintained or approved private road for driveway access. A prescriptive easement is not considered suitable access for division purposes.
- A driveway as described by an exclusive easement may be used to provide access to a single lot or parcel when it is unfeasible to provide frontage on a publicly maintained or approved private road.

Describe the type of access you are proposing, using the above listed requirements

ANSWER: _____

Application Requirements: The following information must be submitted as part of a request for a new private road: See also the User's Guide.

- A tentative map showing the proposed location, width and length of the road. See the User's guide;
- A Title Report and exception document showing all existing easements of record within the proposed road area. The report will be based on research going back in time without limitation, and must indicate all easements and encumbrances that affect the property;
- An engineer's design report for any proposed private road that specifically identifies both the minimum construction standards necessary for the road to provide a minimum life of five years, necessary maintenance measures, type of work to be done annually, and the minimum annual maintenance cost. The engineer's design report will take into consideration the terrain, soil, and slope aspects of the property and the proposed road; and
- Written authorization and consent to creation of the road by all owners of the property the road will cross.

Name of Engineer: _____

No private road may be named with a name that duplicates any existing private or public road in Jackson County. A first and second choice of names for each proposed road should be specified:

Note: Additional information may be submitted on 8½ 11 inch white paper.

FIRST CHOICE: _____ **SECOND CHOICE:** _____

A private road provides common access to no more than twelve lots or parcels (*LDO Section 9.5*).

How many parcels will use this proposed road? _____

Approval: The Planning Director will review the proposed road for consistency with the standards in LDO Section 9.5 and any other applicable standards of the affected zoning designation and the LDO. If the Planning Director determines that the standards have been or can feasibly be met, the road will be approved. Conditions may be placed on the approval when necessary to assure that all standards will be met.

APPLICANT SIGNATURE: _____

AGENT SIGNATURE: _____

DEPARTMENT FILE NUMBER: _____