



## Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

[www.cityofmolalla.com](http://www.cityofmolalla.com)

### Partition and Subdivision Submission Guide

(Preliminary Plat Approval)

MMC 17-4.3

*Notes:*

- *The City only accepts payment over the phone or in-person.*
- *Partitions are administrative decisions made by staff; Subdivisions require a public hearing.*
- *Next steps and process requirements will be included in the Decision.*

#### Review Process & Timeline

This table provides a high-level overview of the application process, including estimated durations and the responsibilities of both the applicant and City.

Step	Applicant Action	City Action	Timeline
<b>1. Pre-App</b>	Submit a Pre-App request. See Pre-Application Meeting Submission Guide.	City provides project guidance.	~3 weeks
<b>2. Application Submittal</b>	Incorporate all feedback. File Land Use Application (mark "Partition" or "Subdivision"). Pay fee.	Intake application and assign to a planner for review.	N/A
<b>3. Completeness Determination</b>	Monitor status and respond to staff inquiries.	Review for missing components. If incomplete, applicant has 180 days to correct.	~30 days
<b>4. Review</b>	Monitor status and respond to staff inquiries.	City reviews and renders a decision (Subdivisions include a public hearing).	~120 days
<b>4. Decision</b>	Receive official Decision and read all Conditions of Approval.	Send official Decision to Applicant.	N/A
<b>5. Project Completion</b>	Complete all Conditions of Approval. Apply for Final Plat within 2 years of approval or application is void. See Final Plat Submission Guide.	City confirms conditions are complete, may include inspection.	Ongoing

Please reach out to the Community Development Department at 503.759.0205 or [communityplanner@cityofmolalla.com](mailto:communityplanner@cityofmolalla.com) with any questions.