



LOT LINE ADJUSTMENT PROCEDURE

If you want to change the boundary between adjacent discrete parcels, a lot line adjustment application must be filed with this office for review. This procedure does not create an additional parcel; it only realigns boundaries between existing parcels. You can not decrease any parcel below the minimum lot size allowed in the underlying zone. Also setback requirements and access must be maintained in the proposal.

WHAT IS THE BASIC PROCEDURE?

The following items are required in submitting a lot line adjustment application.

1. COMPLETED APPLICATION FORM AND FEE

Ownership data must be just as it appears on your most recent deeds. Anyone whose name is on the deeds of the parcels involved must sign the application. If an individual is acting as agent for an owner by signing the application, they must provide a letter of authorization or power of attorney from the owner.

2. MAPS

Two copies of a map of survey prepared by a surveyor licensed in the State of Oregon.

- a) If there is any existing development on the subject properties the structures and access shall be shown on the map of survey to confirm that required setbacks and other zoning requirements are maintained for any proposed adjustment of property lines.

3. LEGAL DESCRIPTIONS

- a) Copies of current deeds for all properties involved with the proposed lot line adjustment.

- b) New legal descriptions of each parcel after adjustment.

Upon receipt of a complete application, Planning Department Staff will provide adjacent property owners with a notice of decision. Upon expiration of the 15 day appeal period, Staff will issue an approval letter to the property owner(s) and provide a copy to your surveyor and to the County Surveyor stating the City has accepted and approved the map of survey and has authorized its filing. This approval letter will outline the steps you need to take to complete the process. The final steps will be:

1. Submit the map of survey to the County Surveyor for filing. The County Surveyor will charge a fee and provide the City with the required two copies of the filed map of survey. Property taxes must be current prior to recording the new deeds with the County Clerks office. Provide a copy of the recorded deeds to the City.
2. The Planning Department will mail a Letter of Acknowledgement with one copy of the filed map of survey and the legal descriptions to the County Assessor's office to complete the process. The other copy of the filed map of survey will become part of the permanent record in City Hall.