



LOT LINE VACATION PROCEDURE

If you want to remove the boundary between adjacent parcels, a lot line vacation application must be filed with this office for review. This procedure will remove property line(s) between two or more existing discrete parcels or lots. Once the lines are removed, the property would need to go through the partition process to be divided again. Some properties, due to size or other constraints, may not be able to be divided after combining. This should be considered prior to applying for a lot line vacation.

WHAT IS THE BASIC PROCEDURE?

The following items are required in submitting a lot line vacation 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. Ownership of all parcels must be identical in order to combine into one parcel. If an individual is acting as agent for an owner(s) by signing the application, they must provide a letter of authorization or power of attorney from the owner.

2. **MAPS**

Two copies of a plot plan, drawn to scale, indicating the outside boundary of the entire area involved and the interior property line(s) to be vacated.

3. **LEGAL DESCRIPTIONS**

Copies of current deeds for all properties involved and the new metes and bounds description of the outside boundary of the entire new parcel as proposed.

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 send an approval letter with the plot plan and descriptions to the Curry County Surveyor and to the Curry County Assessor's office to authorize updating of the Assessor's map. The applicant will record a deed with the Curry County Clerk's office for the newly created parcel. Property taxes must be current prior to recording the deed. A copy of the recorded deed must be provided to the Planning Department. A copy of the plot plan will also become part of the permanent record in City Hall.