



**Fee: 300.00**

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Line Adjustment Application**

**SUBJECT PROPERTY "A"**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant is: Legal Owner ( ) Contract Purchaser (Recorded) ( ) Agent (Written Auth.) ( )

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Address of Property \_\_\_\_\_

General Location: Fronting \_\_\_\_\_ Side of \_\_\_\_\_  
Name or Number of Road

**SUBJECT PROPERTY "B"**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant is: Legal Owner ( ) Contract Purchaser (Recorded) ( ) Agent (Written Auth.) ( )

Map & Taxlot Information \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Address of Property \_\_\_\_\_

General Location: Fronting \_\_\_\_\_ Side of \_\_\_\_\_  
Name or number road

**DESCRIBE THE PROPOSED PROPERTY LINE ADJUSTMENT REQUESTED**

\_\_\_\_\_  
\_\_\_\_\_

**EXISTING CONDITIONS**

Zone \_\_\_\_\_ Comprehensive Plan Designation \_\_\_\_\_

Present Use of Property \_\_\_\_\_

\_\_\_\_\_

Is the property serviced by city water and sewer? \_\_\_\_\_

**ATTACHMENTS**

- A. Site plan drawn to scale showing the dimensions of existing parcels and the location of existing improvements.
- B. A Preliminary Plan of the proposed property line adjustment showing the area and dimensions to be added or reduced from each parcel.
- C. Filing Fee.

**CERTIFICATIONS**

I (we) hereby certify that the foregoing statements and answers and any other information (such as maps and drawings) attached hereto are true and accurate to the best of my (our) knowledge and belief.

**APPLICANT – PROPERTY “A”**

(Print Name)	(Signature)	(Date)
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(Print Name)	(Signature)	(Date)
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**APPLICANT – PROPERTY “B”**

(Print Name)	(Signature)	(Date)
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(Print Name)	(Signature)	(Date)
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***FOR CITY USE ONLY***

**APPLICATION**

- Approved
- Approved Contingent upon \_\_\_\_\_

- Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator



## **Property Line Adjustment Policy** **(Page 1 of 2)**

For all property line adjustments, a complete application shall be filed with City Staff. A site plan is required which shows all of the existing property line dimensions and location of existing improvements.

The area and dimensions to be added or reduced from each parcel shall be shown on a preliminary plan of the proposed property line adjustment.

The parcels which would result from any proposed property line adjustment must comply with established minimum parcel sizes, established setbacks, parcel width and depth standards and other applicable development standards in the zoning ordinance.

### **Tentative Approval**

**For ORS Requirements, please contact the Linn County Surveyor at 541.967.3857.**

In reviewing property line adjustments, all of the following standards shall be found prior to approval of the property line adjustment:

1. The parcel being reduced in size through the property line adjustment meets the minimum area requirement within the applicable zone.
2. The parcel being reduced in size meets the width, depth and frontage standards of the zoning district in which it is located. If prior to the application, the parcel did not meet width, depth and/or frontage standards, the property line adjustment shall not result in greater nonconformity with the applicable standards.
3. The amended lot lines do not encroach on the location of an existing subsurface sewage disposal system and replacement area or water service and replacement area.
4. The property line adjustment does not create any additional units of land.
5. The property line adjustment does not create building encroachments into specified setback areas. In situations where there is an existing encroachment, the adjustment shall not result in a greater setback encroachment.
6. The property line adjustment does not eliminate vehicular access for any of the parcels.
7. If a property line adjustment involves any Lots of a Subdivision or any vacated streets, a Replat is required.
8. If a property line adjustment involves any Parcels of a Partition Plat, a Replat is required.



## **Property Line Adjustment Policy** **(Page 2 of 2)**

### **Final Approval**

**For ORS Requirements, please contact the Linn County Surveyor at 541.967.3857.**

1. The adjusted property line created by the relocation of the common boundary between tax lots shall be surveyed, monumented and filed in the County Surveyor's Office. The survey shall meet the requirements of ORS 209.250. The survey plat shall reflect the City of Brownsville file number and shall provide signature blanks for the City Administrator and the Linn County Surveyor. A survey is not required under the following circumstances:
  - A. When all affected parcels are larger than ten (10) acres.
2. Whether or not a survey is required to be filed with the County Surveyor, a separate metes and bounds description of the area being adjusted shall be recorded with the County Clerk in a manner acceptable to that office. A copy of the recorded description shall be provided to the City.
3. After the adjustment, a new boundary description of the parcels shall be provided to the City. If approved, the applicant shall record the new descriptions with the County Clerk. No development permits will be released nor will the property line adjustment be considered complete until the new descriptions are recorded and a copy of the recorded descriptions has been provided to the City.
4. If the final property line adjustment is different from what was proposed in the application, then an amended site plan shall be submitted for department review.
5. Before the City Administrator will sign the survey plat, a demonstration shall be made that no new unit of land has been created and that compliance with any conditions of approval and requirements of ordinance has occurred.
6. The City shall render a decision within thirty (30) days of receiving the final property line adjustment plan.
7. Notice of the approval or denial shall be provided to the applicant and landowner, if different from the applicant.
8. If a property line adjustment involves any Lots of a Subdivision or any vacated streets, a Replat is required.
9. If a property line adjustment involves any Parcels of a Partition Plat, a Replat is required.