



SUPPLEMENTAL APPLICATION
PROPERTY LINE ADJUSTMENT
(February 2009)

APPLICANT INFORMATION:

Name: _____ File Number _____

Name; _____

WHAT IS A PROPERTY LINE ADJUSTMENT?

The County Zoning & Development Ordinance (ZDO) allows that property lines may be adjusted between legal lots of record under specified conditions.

WHAT IS NEEDED FOR APPROVAL?

Property line adjustments may be permitted after evaluation according to the applicable standards in the zoning district and the criteria in Subsection 1107 of the Zoning and Development Ordinance. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the request.

APPLICATION PROCESS

Preliminary approval of a complete application takes between 4 and 6 weeks. Some property line adjustments are subject to the Administrative Action process of Subsection 1305 which includes public notice, which can add an additional 4 to 6 weeks. Public comments received from the Community Planning Organizations (CPO), property owners, agencies and other interested parties may affect the decision. Any decision on this application can be appealed to the County Hearings Officer and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person. If the application receives preliminary approval, the applicant must meet all specified conditions of approval. The applicant is then responsible for submitting a final survey map of record prepared by an Oregon licensed surveyor for review by the Planning Division and the County Surveyor (503-742-4475). After approval of the final survey of record, applicant is responsible for recording new deed descriptions with the County Clerk (503-655-8551).

STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION

_____ Land Use Application

_____ ZDO Section 1107

_____ Plot Plan Template

_____ ZDO Section for Property Zoning District(s)

The information requested below will be used in considering your request and is required:

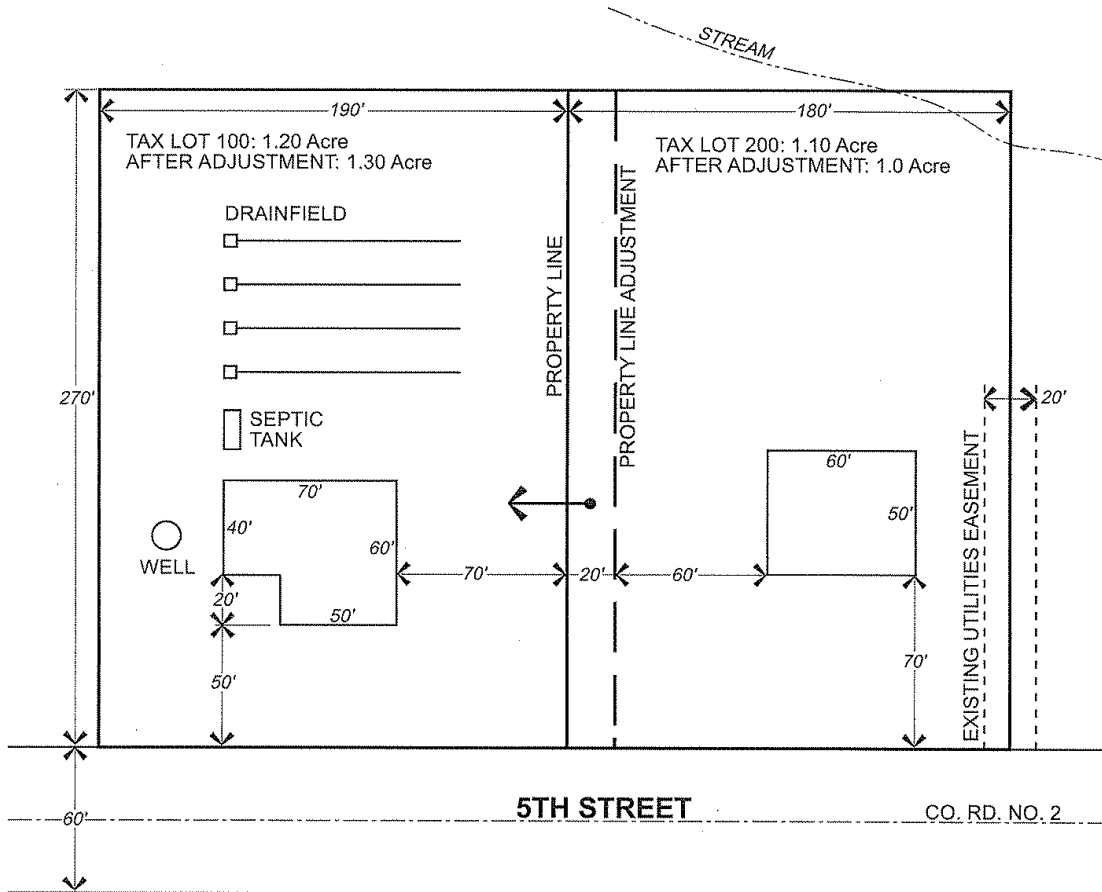
Please type or print in black ink.

1. Land Use Application – Information on applicant and land involved in application (*all property owners must sign*).
2. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Use additional sheets as necessary.
3. Application Fee – [Go To Fee Webpage](#) (*Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.*)
4. Zoning – _____
5. Site Plan (*see example on Page 4*) on 8-1/2” x 11” paper or 8-1/2” x 14” drawn to scale. The site plan must include the following information (if applicable):
 - a. Complete names, addresses and phone numbers of the owners of the parcels or tracts to be adjusted. ***Both owners must print and sign their name at the bottom of the Land Use Application.*** (See “Land Use Application”, which is another form that should be with your material.)
 - b. Property description of the proposed property line adjustment by Tax Lot Numbers, Quarter Section, Section, Township, Range, and if available, site addresses.
 - c. Dimensions and size (square feet or acres) of all proposed tracts prior to the adjustment.
 - d. Dimensions and size (square feet or acres) of lots after property line adjustment.
 - e. Proposed new property lines (dashed lines) and existing property lines (solid lines), with identification arrows showing the property proposed to be transferred.
 - f. Identification, location, and distance of all improvements (stick-built or manufactured structures, pole-buildings, and/or any other structures) from property lines after adjustment.
 - g. Other adjacent properties under same ownership including property descriptions by Tax Lot Numbers, Quarter Section, Section, Township, Range, and if available, site addresses.
 - h. Other pending land use applications, including building permits, on the subject tracts.
 - i. All adjacent roads (noting whether public or private), including name and road width.
 - j. All easements, including widths and types, labeled as existing or proposed, specifically noting the use and whom they serve.
5. Site Plan (Continued from Page 2)

- k. Location of wells or name of water district.
- l. Type of sewage disposal, or name of sewer district, if applicable.
- m. Location of any septic tanks and drainfields. Check with the Soils Department (503-742-4740) for locations and applicable setback requirements.
- n. Natural drainage ways, streams, wetlands or other significant natural features of the tracts.
- o. North arrow and map scale (not less than 1" = 50', not more than 1" = 200').

QUESTIONS: Contact Steve Koper at (503) 742-4551 or stevekop@co.clackamas.or.us

SAMPLE PROPERTY LINE ADJUSTMENT



OWNER #1:

JOHN DOE
940 5TH ST
OREGON CITY, OREGON 97045
PHONE: 353-8491
LEGAL:
T. 3S., R. 2E., SEC. 24, TAX LOT 100
ZONING: RA-1
ACREAGE: 1.20 Acre
ACREAGE AFTER ADJUSTMENT: 1.30 Acre
SEWAGE: SEPTIC TANK
WATER: PRIVATE WELL

OWNER #2:

JAME OWENS
960 5TH ST
OREGON CITY, OREGON 97045
PHONE: 655-8521
LEGAL:
T. 3S., R. 2E., SEC. 24, TAX LOT 200
ZONING: RA-1
ACREAGE: 1.10 Acre
ACREAGE AFTER ADJUSTMENT: 1.0 Acre
SEWAGE: SEPTIC TANK
WATER: PRIVATE WELL



SCALE:
1"=60'