

LAND USE APPLICATION - ADMINISTRATIVE
Property Line Adjustment Review
(Ministerial - No Notice)

PERMIT DEPARTMENT P.O. BOX 97 WESTLAKE, OR 97493 Permits: 541-997-3338

For Office Use Only: Permit #

FEE: \$200.00

Applicant / Agent (print name):

Mailing address:

Phone: Email:

Applicant Signature: Date:

I, the undersigned owner's or owner representative, certify that the statements and information contained in this application are true and correct to the best of my knowledge, and that the requested realignment would not violate any deed restrictions attached to the subject properties.

Agent Signature: Date:

Property Owner 1 (print name):

Location: Township Range Section 1/4 Section Taxlot Physical Address:

Acreage Before: Acreage After: Zoning:

Mailing address:

Phone: Email:

Property Owner 2 (print name):

Location: Township Range Section 1/4 Section Taxlot Physical Address:

Acreage Before: Acreage After: Zoning:

Mailing address:

Phone: Email:

If more than two properties, attach additional copies of this page with signatures and property information.

We, the undersigned legal owners or contract purchasers of the subject property, certify that the statements and information contained in this application are true and correct to the best of our knowledge, and that the requested realignment would not violate any deed restrictions attached to the subject properties. If the owner(s) is (are) to sign below, please have them sign the Owner Authorization Form which designates the agent listed above as the representative.

Property Owner 1 Signature: Date:

Property Owner 2 Signature: Date:

PROPOSAL: Approval of a Ministerial Property Line Adjustment.

REQUIRED SUBMITTALS:

THIS APPLICATION FORM

SITE PLAN: Two site plans must be included. Please see the "How to Draw a Site Plan" handout for minimum site plan requirements. Also include:

- _____ **One site plan** shall show existing property lines with acreages.
- _____ The **second site plan** shall show the proposed locations of the property lines with acreages after the property line adjustment.

Both site plans shall comply with the following:

- _____ Label Property 1 or Property 2 in relation to page one of this application (or additional properties).
- _____ Show the location of any buildings, utility easements, access, septic tank drainfield locations, and well locations for all properties affected by the property line adjustment.
- _____ Each site plan shall be on a sheet of paper no larger than 11" x 17" in size and drawn to an engineer's scale.

LEGAL LOT VERIFICATIONS: (Not required)

- Legal Lot Verifications: _____
or
- Subdivision Lot/Partition Parcel: _____

PROOF OF OWNERSHIP: Submit copies of deed(s) covering the subject properties showing current ownership of all properties involved in the property line adjustment application (Example: a preliminary title report and related deeds).

ADJOINING OWNERSHIP: List all contiguous property under the same ownership adjacent to the subject properties. List the map and tax lot(s).

EASEMENTS & ACCESS: Provide a copy of the easement granting access to any proposed property that does not have frontage on a public road.

APPROVAL CRITERIA for a ministerial Property Line Adjustment

_____ Does the property line adjustment create an additional unit of land?
yes no

Check off which situation reflects this application. If none fit the project, please contact Permits (541-997-3338) or refer to State Law.

State Law 92.190 Effect of replat; operation of other statutes; use of alternate procedures.

- _____ (3) The governing body of a city or county may use procedures other than replatting procedures in ORS 92.180 and 92.185 to adjust property lines as described in ORS 92.010 (12), as long as those procedures include the recording, with the county clerk, of conveyances conforming to the approved property line adjustment as surveyed in accordance with ORS 92.060 (7); or
- _____ (4) A property line adjustment deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents

and signatures of all parties with proper acknowledgment. [1985 c.369 §4; 1989 c.772 §24; 1991 c.763 §20; 2007 c.866 §10]); or

_____ 92.192 Property line adjustment; zoning ordinances; lot or parcel size.

(1) Except as provided in this section, a unit of land that is reduced in size by a property line adjustment approved by a city or county must comply with applicable zoning ordinances after the adjustment.

STAFF DETERMINATION:

Dunes City certifies that the proposed property line adjustment as represented on the attached map(s) complies with State Code. The property line adjustment shall comply with the surveying and monumenting requirements of ORS Chapter 92. It is the owner’s responsibility to record and file the necessary paperwork associated with the property line adjustment **within 2 years** of the date signed below, and **then submit copies of recorded and filed documents back to Dunes City Hall for the property file.**

Legal lot status has not been verified as a part of this review. If all properties involved have been verified as legal lots by Lane County, then they will continue to be recognized as legal lots only if the property line adjustment is completed correctly and the properties continue to be consistent with State Code. If the properties involved have not been verified as legal lots, then a legal lot verification will be required if a determination is requested or required.

Optional for staff: ___ See attached conditions of approval.

Dunes City Permits

Date

NOTICE: Per ORS 308.210(3) & 308.210(4), certified property taxes owing on any of the impacted parcels must be paid in full before Assessment and Taxation will recognize property adjustment changes.

NOTICE: The property line adjustment approved by this application may not be complete until the correct paperwork is recorded with Lane County Deeds & Records and a survey complying with ORS 209.250 is filed with Lane County Surveyor’s Office.

NOTICE: Review Dunes City Ordinance 155 Land Use Zoning & Development for setbacks.

NOTICE: Moving property lines may invalidate a previously approved Sanitation Site Evaluation or Installation Permit (replacement areas, etc). Consult with Lane County Subsurface Sanitation.