



Property Line Adjustment Application

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division
P.O. Box 490
333 Broadalbin Street SW
Albany, OR 97321
Phone (541) 917-7550 Fax (541) 917-7598
www.cityofalbany.net

TO BE FILLED OUT BY STAFF

File No. _____

Filing Fee: \$247 (Fees subject to change every July 1)

Date Fee and Application Received: _____ Amount Paid: _____

Receipt No.: _____ Received By: _____

PROPERTY LINE ADJUSTMENT EXPLANATION

A property line adjustment means the relocation of a common property line between two abutting properties. It occurs when property lines separating properties are moved to add and remove land from the properties. A property line adjustment does not result in the creation of a new lot.

Property line adjustments are reviewed through the Type I procedure, with the Director acting as review body.

Property line adjustments must meet the recording requirements of ORS 92.190 and be executed by deed.

PROPERTY LINE ADJUSTMENT APPLICATION

Note: Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

BASIC INFORMATION ABOUT THE SITES AND PROPOSAL

Property A

Name of property owner _____

Address _____

Phone number _____ Fax number _____

Assessor's Parcel Map No _____ Tax Lot No _____

Current square footage of the parcel _____

This property is zoned _____

Property B

Name of property owner _____

Address _____

Phone number _____ Fax number _____

Assessor's Parcel Map No. _____ Tax Lot No _____

Current square footage of the parcel _____

This property is zoned _____

The area to be transferred from Property _____ to Property _____ is _____ sq. ft.

The square footage of Property A after the transfer will be _____ sq. ft.

The square footage of Property B after the transfer will be _____ sq. ft.

REVIEW CRITERIA

The Director will approve, approve with conditions, or deny the application for a property line adjustment based on the following criteria [ADC 11.120]:

1. The property line adjustment does not create a new lot or a land-locked parcel.
2. The adjusted properties are not reduced below the minimum dimensions of the zoning district and do not otherwise violate standards of this Code, or the Structural Specialty Code.
3. The adjusted properties are in compliance with any adopted transportation, public facilities, or neighborhood plan.
4. The adjusted properties comply with any previous requirements or conditions imposed by a review body.

REQUIRED ATTACHMENTS

Site Plan. The Director needs an accurate site plan, drawn to scale, to determine if the proposed Lot Line Adjustment complies with Albany Development Code standards. Submit **NINE (9)** copies, in a scale large enough to clearly show the Adjustment, and containing the following information:

- The scale, north point and date of the map.
- The map and tax lot number identifying each parcel involved in the line adjustment.
- The property lines and dimensions of each existing parcel.
- Shade in the area to be transferred and show to which property it will be added.
- The location, width and purpose of any easements and driveway access to public right-of-way, existing or proposed.
- Locations of existing and proposed utility services and stubs, including water, sanitary sewer, drainage, power, gas and telephone.
- Locations, widths, and names of adjacent rights-of-way.
- The area of each parcel, before and after the property line adjustment.
- All existing structures and their distances from all existing and proposed parcel boundaries.
- Submit **NINE (9)** full-size and **NINE (9)** reduced-size copies of the site plan with the application.

APPLICATION AUTHORIZING SIGNATURES

Property Owner(s)

Property A:

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Signature _____

Property B:

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Signature _____

Authorized Agent or Representative

Authorized agents must submit evidence of their authority to act on the property owner's behalf.

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Relationship to property owner(s) _____

Signature of Authorized Agent _____

Note: After tentative approval, you must submit at least the following:

- a) Final Map. Submit a final map prepared as described in ORS 92.190 for approval before the effective date or before the transfer of property is recorded.
- b) Legal descriptions. Submit a legal description (metes and bounds) of the area being transferred, and a revised legal description of Parcels/Lots A and B that reflects the transfer. These will be attached to deeds and recorded with the appropriate county recorder.