



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

PUBLIC WORKS DEPARTMENT 3050 N. DELTA HWY, EUGENE OR 97408 Planning: 682-3577

For Office Use Only: FILE #

FEE:

Applicant / Agent (print name): _____

Mailing address: _____

Phone: _____ Email: _____

Applicant Signature: _____ Date: _____

I, the undersigned owners' 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: _____ - _____ - _____ - _____ - _____ Physical Address: _____
Township Range Section ¼ Section Taxlot

Acreage Before: _____ Acreage After: _____ Zoning: _____

Mailing address: _____

Phone: _____ Email: _____

Property Owner 2 (print name): _____

Location: _____ - _____ - _____ - _____ - _____ Physical Address: _____
Township Range Section ¼ Section Taxlot

Acreage Before: _____ Acreage After: _____ Zoning: _____

Mailing address: _____

Phone: _____ Email: _____

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, pursuant to Lane Code 13.450(4).

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.
- _____ Show the location of any buildings, easements (utility or access), 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 - 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

Lane Code 13.450(4):

_____ Does this adjustment move more than 1 common property line? (If Yes, speak
yes no to a Planner to determine if this is the correct application for your project)

Choose one of the following:

- _____ (a) Both properties involved are zoned F-1 and are not encumbered by a nonrevocable deed restriction required for certain forest dwellings pursuant to ORS 215.740 and OAR 660 Division 06; OR

- _____ (b) Both Parcels involved comply with the minimum parcel size of their zoning before and after the property line adjustment and both parcels involved are vacant (undeveloped, no structures or improvements); OR
- _____ (c) Surveyor Certification. If (c) is checked, are the following certifications attached? (The certification must use the language below verbatim)
 - _____ An Oregon licensed surveyor has certified that “any property reduced in size by the adjustment is not reduced below the minimum lot or parcel size for the applicable zone.”
 - _____ An Oregon licensed surveyor has certified that “the setbacks from existing structures and improvements do not become nonconforming or more nonconforming with the setback requirements of the zoning.”

NOTE: If either of the properties involved in the property line adjustment are zoned F1, F2, or EFU and if the proposed property line results in a setback from a structure* to be within 500 feet of land zoned F1 or within 100 feet of land zoned F2 or EFU, then a Director review application is required pursuant to LC 14.100, in order to address discretionary siting standards and setbacks that apply to the subject properties.

*The term ‘structure’ does not include structures exempt from LC 16.212(10)(a).

STAFF DETERMINATION:

Lane County Planning certifies that the proposed property line adjustment as represented on the attached map(s) complies with Lane Code 13.450. 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 Land Management Division Planning Program for the property file.**

Since all properties involved have been verified as legal lots by Lane County, then they will continue to be recognized as legal lots, but only if the property line adjustment is completed correctly and the properties continue to be consistent with Lane Code 13.450.

Optional for staff: ___ See attached conditions of approval.

Lane County Staff

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 is filed with Lane County Surveyor’s Office.
- NOTICE:** Consult the Lane County Building Division for setbacks regulated by the Building Code.
- NOTICE:** Moving property lines may invalidate a previously approved Sanitation Site Evaluation or Installation Permit (replacement areas, etc). Consult with Lane County Subsurface Sanitation.