



Property Line Adjustment

A property (lot) line adjustment is used to relocate a common property line between two abutting properties. A property line adjustment does not involve the creation of a new lot or parcel.

Application Process

Carlton Development Code (CDC) Chapter 17.168* describes the approval process and standards for property line adjustments. A property line adjustment is processed as a Type I land use action in accordance with the procedures found in Carlton Development Code (CDC) Section 17.188.010. The City Planner reviews the request and makes a recommendation on whether or not to approve the application to the City Manager. The City Manager shall approve the property line adjustment if the application complies with the Carlton Development Code (CDC). The City Manager's decision is the final, unless appealed to the Carlton Planning Commission within 12 days of the date of the final written notice.

After a property line adjustment is approved, the new boundary becomes effective only if within one year of the written city approval the following steps are completed:

1. A new deed and legal description is recorded with the Yamhill County Clerk's Office.
2. If required by Oregon Revised Statutes (ORS) Chapter 92, a final survey is prepared and all new boundaries are monumented as required by ORS chapters 92 and 209.

The applicant shall submit a copy of the recorded property line adjustment survey to the city prior to the issuance of any building permits on the re-configured lots.

Application Requirements

To request a property line adjustment, there shall be submitted to the City Recorder:

____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

____ Application filing **fee**.

*The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Property Line Adjustment Application

City of Carlton

Docket No.: _____

Date: _____

Fee: _____

Receipt No.: _____

Title Holder (Parcel #1): Name _____ email: _____

Mailing Address _____

Phone: _____

Title Holder (Parcel #2): Name _____ email: _____

Mailing Address _____

Phone: _____

Surveyor and/or Engineer: Name _____

Phone _____

Location: Street Address _____

Tax Lot Number (Parcel #1) _____ Map _____

Tax Lot Number (Parcel #2) _____ Map _____

Description: Comprehensive Plan Designation _____

Current Zoning _____

Prerequisites:

To request approval of a property line adjustment by the City Manager, there shall be submitted to the City Recorder with this application and filing fee, the following evidence:

____ Narrative statement of what is being requested **(For example - Move property line common to tax lots 1100 and 1101, 3 feet to the east.)**

Reason for Property Line Adjustment: _____

____ Preliminary maps drawn to scale of not less than one inch equals 50 feet illustrating the following information:

1. The configuration of Parcel A and Parcel B before the proposed adjustment.
2. The configuration of Parcel A and Parcel B after the proposed adjustment.
3. North point, scale and date.
4. Name and address of the recorded owner or owners and of the person who prepared the preliminary maps.
5. Map number and tax lot or tax account number of subject property.
6. Approximate size [in square feet or acres] and dimensions of the parcels impacted by the property line adjustment both before and after the proposed adjustment.
7. For land adjacent to and within the parcels show locations, names and existing widths of all streets and easements or right-of-ways; location, width and purpose of all other existing access or utility easements.
8. Outline and location of existing buildings. Map shall indicate existing setback distance from buildings to the property lines. **(NOTE: Buildings must continue to conform to zoning requirements, such as setbacks, following a lot line adjustment.)**

Review Standards: In addition to compliance with the prerequisites listed above the City Manager shall review this application in accordance with the following standards:

- A. The number of lots or parcels as large as the minimum lot size in the affected zone is at least the same after the adjustment as before the adjustment.
- B. The number of lots or parcels resulting from the adjustment is the same or less than the number of lots or parcels existing prior to the adjustment.
- C. Following the property line adjustment, all lots must comply with lot size and dimensional standards of the applicable land use district. For non-conforming lots, the adjustment shall not increase the degree of non-conformance of the subject property or surrounding properties.
- D. All lots or parcels having access to a public or private street before the adjustment must retain access after the adjustment.
- E. The property line adjustment shall not reduce any required development feature or standard, such as parking, landscaping, or building setbacks, to a size or dimension that does not meet the minimum standards of this Code.

____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Parcel 1

_____ Date	_____ Applicant
_____ Date	_____ Applicant
_____ Date	_____ Title Holder(s)
_____ Date	_____ Title Holder(s)

Parcel 2

_____ Date	_____ Applicant
_____ Date	_____ Applicant
_____ Date	_____ Title Holder(s)
_____ Date	_____ Title Holder(s)

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date