



**SUPPLEMENTAL APPLICATION
PROPERTY LINE ADJUSTMENT**

APPLICANT INFORMATION

Name _____ Date _____

WHAT IS A PROPERTY LINE ADJUSTMENT?

The Estacada Development Code allows property lines to 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 in the Estacada Development Code. The City must make written findings to support the decision. The applicant is responsible for providing evidence to support the request.

APPLICATION PROCESS

Property line adjustments are subject to the Administrative Action process and do not require a public notice. Any decision on this application can be appealed to the Estacada Planning Commission, City Council, and to the State Land Use Board of Appeals (LUBA) by the applicant or any other interested person. If the application is approved, a final surveyed map must be prepared by a surveyor and filed with the County Surveyor.

STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION:

_____ Land Use Application
(All Property Owners Must Sign)

_____ Sample Plot Plan

_____ Underlying Zone

HOW LONG WILL IT TAKE TO GET A FINAL DECISION ON AN APPLICATION?

Approximately 21 days for applications to be reviewed by Planning Staff or 90-120 days if appealed to the Estacada Planning Commission and/or City Council.

COMPLETE APPLICATIONS REQUIRE THE FOLLOWING:

- 1. Land Use Application – Information on applicant and land involved in application.
- 2. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Use additional sheets as necessary.
- 3. Application Fee.
- 4. Plot Plan drawn to scale on 8.5” x 11” or 8.5” x 14” paper and including the information outlined in paragraph 5E below. See sample plot plan.
- 5. Additional Information.

A. Parcels to be adjusted:

Owner: _____ T _____ S R _____ E Section _____ Tax Lot _____

Address: _____ Phone _____

Owner: _____ T _____ S R _____ E Section _____ Tax Lot _____

Address: _____ Phone _____

B. Application Fee: \$ _____

C. Zoning: _____

D. Plot Plan drawn to scale on 8 ½" by 11" paper or 8 ½" x 14" paper. See sample plot plan.

E. Provide the following information:

- 1. Complete names, addresses and phone numbers of the owners of the tracts to be adjusted.
- 2. Property description of the proposed property line adjustment by tax lot numbers. Quarter section, section, township, range, and if available, site addresses.
- 3. Dimensions and size (square feet or acres) of all proposed tracts to be adjusted.
- 4. Zoning.
- 5. Proposed new property lines (dashed lines) and existing property lines (solid lines).
- 6. Dimensions and size (square feet or acres) of lots after property line adjustment.
- 7. Identification arrows showing the property proposed to be transferred.

8. Identification, location, and distance of improvements from property lines after adjustment.
9. Adjacent tracts under same ownership including property descriptions (T _____ S R _____ E Section _____ Tax Lot _____)
10. North arrow and map scale.
11. All adjacent roads (noting whether public or private), including name and road width.
12. Location and source of water and sewer facilities.
13. All existing structures on the tracts and their setbacks to property lines. Note whether property lines referred to are existing or proposed.
14. Natural drainage ways streams, wetlands or other significant natural features of the tracts
15. Other pending applications, including building permits, on the subject tracts.
16. All easements, including widths and types, labeled as existing or proposed, specifically noting the use and for whom they serve. Note: Property line adjustment can not move an existing easement.