



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

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PROPERTY LINE ADJUSTMENT APPLICATION **Application Fee \$350/\$650**

I. Introduction

The property line adjustment application is to review changes in property lines when no new lots are being created. For example, property lines may be changed to account for the location of fences, driveways, gardens and buildings. A property owner may discover that a fence is located on a neighbor's property. As a solution, the property owners may agree to relocate their property lines. A property line adjustment review is needed to make sure the change is consistent with zoning and environmental health standards.

The application requirements are simple. In addition to filling out the application form, the applicant needs to draw a site plan. The site plan will show the property lines and dimensions, and the location of all buildings, wells, septic tanks and drainfields for the parcels which are being adjusted.

The applicant (or the applicant's representative) needs to submit the application to a staff planner. Once the application and site plan are accepted, staff will review the proposal. Property line adjustments are ministerial land use reviews. This means that public or newspaper notice is not required. If the property line adjustment meets the decision criteria, which are attached to the application, the department will approve the application.

A tentative approval is given first. The tentative approval will become final after the applicant provides the department with a metes and bounds description of the amended parcels. No new parcels can be created through a property line adjustment. Any property which is exchanged or purchased must be consolidated into an existing parcel. This can be accomplished through either a consolidation request in the assessor's office or through recording amended deeds in the county clerk's office.

If you have any questions about this application, please feel free to contact this office at 967-3816 or visit us in Room 114 of the Linn County Courthouse, 300 SW Fourth Avenue in downtown Albany. Our office hours are from 8:30 to 5:00, Monday through Friday.

PROPERTY LINE ADJUSTMENT APPLICATION

Application Fee: \$350.00/\$650.00

Application Check List (for departmental use only)

Date Received: _____ Receipt number: _____ Fee paid: _____

Application accepted by: _____ Completeness reviewed by: _____

Other applications included: _____

Date deemed complete: _____ Review procedure type: I II III

_____ Environmental Health Program approval.

New system _____ Existing system _____ Plan Review required: Yes _____ No _____

Signed: _____ Date: _____

Comments: _____

_____ Legal Properties

_____ Owner(s) signature

_____ Applicant(s) signature

_____ Complete Site Plan/Preliminary Plat Map

_____ Property A contains: Sewage system and repair area _____ Access _____

_____ Property B contains: Sewage system and repair area _____ Access _____

_____ Property C contains: Sewage system and repair area _____ Access _____

_____ Property development standards can be met:

Property A: Size _____ Setbacks _____ Coverage _____ Width _____ Depth _____ Frontage _____

Property B: Size _____ Setbacks _____ Coverage _____ Width _____ Depth _____ Frontage _____

Property C: Size _____ Setbacks _____ Coverage _____ Width _____ Depth _____ Frontage _____

_____ Proposal is located within:

Zoning District _____ Plan designation _____

UGB (identify) _____ Planning area _____

Airport notification area _____

THIS FORM MUST BE FILLED OUT COMPLETELY, IN INK OR TYPE WRITTEN

I. Property Owner/Applicant Information

A. Applicant(s) _____
Address _____
City _____ State _____ Zip Code _____
Phone number (home) _____ (work) _____

B. Property owner(s)
Property A
Name _____
Address _____
City _____ State _____ Zip Code _____
Phone number (home) _____ (work) _____

Property B
Name _____
Address _____
City _____ State _____ Zip Code _____
Phone number (home) _____ (work) _____

Property C
Name _____
Address _____
City _____ State _____ Zip Code _____
Phone number (home) _____ (work) _____

C. Applicant's representative (if any) _____
Address _____
City _____ State _____ Zip Code _____
Phone number (home) _____ (work) _____

II. Property Information

A. Legal description of property:
Property A: Twp _____ Rge _____ Sec. _____ Tax Lot(s) _____
Property B: Twp _____ Rge _____ Sec. _____ Tax Lot(s) _____
Property C: Twp _____ Rge _____ Sec. _____ Tax Lot(s) _____

B. Existing Property sizes:
Property A: _____ Property B: _____ Property C: _____

C. Proposed Property Sizes:
Property A: _____ Property B: _____ Property C: _____

D. Zoning designation _____ Comp Plan designation _____

III. Development Information

- A. Describe any existing structures, fences, wells, septic systems or other improvements which are on the properties. Show these improvements on your site plan.

Property A: _____

Property B: _____

Property C: _____

- B. Describe any natural features on the properties such as drainage ways and streams. Show these features on your site plan.

Property A: _____

Property B: _____

Property C: _____

- C. How is access to be provided to each property? Show the access/driveways on your site plan.

Property A: _____

Property B: _____

Property C: _____

IV. Attachments

YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH THIS APPLICATION:

A preliminary plat map and site plan showing the existing property dimensions. The site plan must show all of the property line dimensions, the area and dimensions to be added or reduced from each property, and the location of all existing and proposed structures and natural features. A more complete description of what is required in a site plan is attached to the application.

V. Applicant Certification

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false.

Applicant's signature

Date

VI. Verification of Ownership

PLEASE NOTE: County code does not allow an application to be reviewed unless the owners have first authorized it. Assessor's Office records are used to verify the ownership.

Only the owner(s) of the property should complete this section.

A. I/we certify that the application does not violate any recorded codes, covenants or restrictions that are attached to the subject property.

B. I/we have the following legal interest in the property:

Property A: owner of record____; contract purchaser____; recorded option to purchase____

Signed: _____ Date _____

Signed: _____ Date _____

Property B: owner of record____; contract purchaser____; recorded option to purchase____

Signed: _____ Date _____

Signed: _____ Date _____

Property C: owner of record____; contract purchaser____; recorded option to purchase____

Signed: _____ Date _____

Signed: _____ Date _____

Linn County Assessor's Office records indicate that:

Property A: T____ R____ Sec.____ T.L.____ is owned or is being purchased by:

Property B: T____ R____ Sec.____ T.L.____ is owned or is being purchased by:

Property C: T____ R____ Sec.____ T.L.____ is owned or is being purchased by:

Ownership verified by

Date

STANDARD SITE PLAN DRAWING

For a complete and accurate evaluation of your proposal by the Planning and Building Department, it is necessary to include sufficient information and detail on a site plan drawing. An example is provided as a guide to the preparation of your plan. The site plan you submit will constitute the formal development plan upon which your request is based.

You may submit separate plans to show details of particular aspects of your proposal, i.e. landscaping, off-street parking, topography and drainage plans.

Any public or semi-public use or activity will require written detail and description of such use, i.e. number of employees, hours of operation, unusual equipment or activities that may produce noise, odor, glare, vibration, etc., equipment storage areas, guard or watchman requirements, aerial hazards and road access needs.

This site plan requirement is in addition to any other requirements for zoning, building, sanitation or other governmental permits or standards compliance.

SITE PLAN REQUIREMENTS:

- (1) Scale (for example, 1" = 200').
- (2) North arrow indicating direction of North on the map.
- (3) Name and address in an information block at the bottom of the page.
- (4) Dimensions of the property. These may be taken from surveys, deeds and assessor's records.
- (5) Names of roads adjacent to property.
- (6) Approximate distance to nearest city or town.
- (7) Dimensions and distance from property lines to all structures, both existing and proposed, as well as fences, culverts, light standards and signs on the property and adjacent properties.
- (8) Location of existing and proposed access ways, parking and loading areas, approaches and barriers. Type of surfacing should be indicated.
- (9) Location of significant land features, such as streams or creeks, drainage areas and slope of land.
- (10) Location of existing and/or proposed septic tanks, repair areas and wells. If known, indicate any wells or septic systems on adjacent properties if they are within 10 feet of this property.
- (11) Indicate existing uses of land (cultivation, pasture, timber and brush). Indicate type of crops, pasture grass and timber species.

Attach sample plot plan (see sample plot plan on Planning and Building webpage)