



PROPERTY LINE ADJUSTMENT APPLICATION

PURPOSE OF A PROPERTY LINE ADJUSTMENT

A property line adjustment allows the owners of two or more parcels to amend or adjust the common property line located between two or more parcels.

APPLICATION SUBMITTAL REQUIREMENTS

All of the following items must be provided at the time the application is submitted. If any item is missing, the application may not be accepted for processing. Please complete the application carefully and accurately. If there are any questions regarding the application, call the Keizer City Planner at (503) 856-3441.

The following is a list of the items, which must be submitted in addition to the application form:

- A. A copy of the latest officially recorded **title transfer instrument** (deed, warranty deed, or contract) giving the legal description for each of the properties involved in the Property line adjustment.
- B. A **site plan** drawn in black ink on a separate sheet of paper (if plan is larger than 11" x 17" a scaled down version no larger than 11" x 17" will be required). The site plan drawing must utilize a standard scale. (i.e. 1"=10 feet, or, 1"=20 feet, etc.)

The site plan must include the following items:

1. The names and addresses of the property owners involved in the property line adjustment.
 2. Show each parcel involved in the Property line adjustment. Show the existing and proposed parcel dimensions for each parcel.
 3. Show the existing and proposed parcel line(s). Show the proposed parcel line(s) resulting from the property line adjustment as a dashed line. Label both the existing and proposed parcel lines.
 4. Location and distance of all existing or proposed structures from both the existing and proposed parcel lines. For residential structures indicate on the plan if the structure is a one or two-story. For accessory structures indicate the wall height.
 5. Show the location of any access or utility easement, which might be affected by the Property line adjustment.
 6. Show the names of any existing streets or easements, which front the affected properties.
 7. Include a vicinity map showing the overall location of the parcels.
 8. Include a north arrow and scale.
- C. A written statement explaining the reasons for the proposed property line adjustment and how the proposed property line adjustment conforms with City of Keizer development policies and requirements the particular zone in which the property is located. Please include and explain any extraordinary or unusual circumstances, which might apply to the request. Your written statement needs to include a response on how it meets each of the following Application Requirements:

APPLICATION REQUIREMENTS

Staff may grant a property line adjustment in accordance with the Type I-B review procedures provided that the applicant provides evidence that the following circumstances substantially exist:

- A. The adjustment of lot lines results in no more parcels than originally existed.
- B. The proposed property line adjustment results in parcels that meet all area and dimension standards of this Code; and
- C. The proposed property line adjustment does not locate lot lines in violation of the setback and height provisions of the Code relative to existing structures and improvements.
- D. The property line adjustment involves only lots or parcels that have been lawfully created.
- E. The property line adjustment by itself does not prohibit any property from accessing either a public right of way or an access easement.

APPLICATION PROCESSING

Applications subject to administrative review shall be reviewed and decided by the Zoning Administrator.

- A. Initial Review. Upon receipt of a Property Line Adjustment application, the City staff shall review the application for completeness.
 - 1. Applications shall not be deemed complete and reviewed until the applicant has submitted all required information.
 - 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. If on the 31st day the application remains incomplete, the application materials will be returned to the applicant and a refund will be processed.
 - 3. Complete Application. The application shall be deemed complete within 30 days of the original submittal for the purposes of scheduling the hearing and all related timing provisions.
- B. Once the application is determined to be complete, the planning staff will determine if additional comments are required from affected agencies. If comments are required, a request for comment form will be sent out to the affected agencies. After receipt of the comments, the planning staff will complete a written decision for the application. The decision will contain an evaluation of the criteria used to approve or deny the application request. The decision also contains information on the applicant's rights of appeal. The decision is mailed to the applicant and all affected property owners located within 250 feet of the external property lines of the affected property.
- C. Withdrawal of applications deemed complete must be in writing and signed by all parties involved in the application request. A refund may be processed if the withdrawal is done prior to the completion of a staff report.



CITY OF KEIZER

PROPERTY LINE ADJUSTMENT

If there are any questions about this application, who should be contacted?

Name: _____

Address: _____

Daytime Phone Number(s): _____

Fax: _____

Email: _____

1. <u>Applicant Name</u>	<u>Address & Phone Number</u>
_____	_____
	(phone)

2. <u>Property Owner Name</u>	<u>Address & Phone Number</u>
_____	_____
	(phone)

3. The owners of record of the subject properties do hereby request permission to adjust the property lines on an existing _____ acre / Sq.Ft. parcel and an existing _____ acre / Sq. Ft. parcel in order to create a _____ acre / Sq.Ft. parcel and a _____ acre / Sq. Ft. parcel.

(If more than two parcels are involved, Please use an additional sheet of paper to list the existing and proposed parcel sizes)

4. Street addresses of subject properties _____

5. THE APPLICANT(s) SHALL CERTIFY THAT:

- A. The above property line adjustment request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- B. If the application is approved, the applicant will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
- C. All of the above statement and any statements included on the site plan and exhibits attached to the site plan are true to the best of the applicant’s knowledge; and the applicant acknowledges that any permit issued on the property may be revoked if it is found that any statements are false.
- D. The applicant acknowledges that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

SIGNATURE(s) of APPLICANT

Dated this _____ day of _____, 20 _____

AUTHORIZATION BY PROPERTY OWNER(s)

Property owners and contract purchasers are required to authorize the filing of this application and must sign below. All signatures represent that they have full legal capacity to and do hereby authorize filing of this application and certify that the information and exhibits herewith submitted are true and correct.

ADDRESS & PHONE NUMBER

SIGNATURE

ADDRESS & PHONE NUMBER

SIGNATURE

AGENT AUTHORIZATION

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, _____, hereby authorize _____
to act as my representative and agent in all matters pertaining to the processing and approval of
this land use application, and agree to be bound by all representations and agreements made by
the above designated agent.

FOR OFFICE USE ONLY

Township _____ Range _____ Section _____
Tax Property Number(s) _____
Zone _____

Application elements submitted:
____ (a) Title transfer
____ (b) Site Plan
____ (c) Statement
____ (d) Filing fee

Date Application Determined Complete

Application Accepted By