



# Property Line Adjustment Application

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* www.venetaoregon.gov

Planning File #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

**A property line adjustment is the relocation of a common property line between two abutting properties. An adjusted property line created by the relocation of a common boundary shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records.**

**The survey, complying with ORS 209.250, must be submitted to the City for review prior to being recorded with Lane County. The applicant is responsible for paying all surveying and recording costs.**

Application.....\$500 (deposit)

## PROPERTY 1

Print Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Purchaser: \_\_\_\_\_

### Water Supply

City \_\_\_\_\_ Well \_\_\_\_\_

Lessee: \_\_\_\_\_

### Sewage

City \_\_\_\_\_ Septic \_\_\_\_\_

Title Holder: \_\_\_\_\_

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lot(s)	Existing Area	Proposed Area	Zone

## PROPERTY 2

Print Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Purchaser: \_\_\_\_\_

### Water Supply

City \_\_\_\_\_ Well \_\_\_\_\_

Lessee: \_\_\_\_\_

### Sewage

City \_\_\_\_\_ Septic \_\_\_\_\_

Title Holder: \_\_\_\_\_

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lot(s)	Existing Area	Proposed Area	Zone

**Required Submittals:**

- A completed application Form (signed)
- Property Line Adjustment map (6 copies) – Drawn to scale, including ALL applicable provisions of the Veneta Zoning and Development Code for Property Line Adjustment below:
  - The scale, north point, and date of the map
  - The assessor's tax map and lot numbers identifying each property involved in the adjustment.
  - The location, width, and purpose of any easements, private wells, septic systems, and driveway access to public right-of-way, existing and proposed.
  - The area of each property, before and after the property line adjustment.
  - The proposed property lines and dimensions of each property.
  - Existing structures, all utility lines, including septic systems and wells with dimensions and distances from new property lines.
- One copy of the property line adjustment map provided in PDF format.
- Evidence that the existing properties are legal, buildable lots or parcels.
- Current title reports for all parcels of land.

**Approval Criteria:**

- The property line adjustment does not create any new lots or parcels.
- All properties involved continue to have adequate access to public streets.
- The properties involved meet the minimum lot size and configuration requirements for the zoning district and do not otherwise violate city standards.
- The properties involved comply with any previous requirements or conditions imposed by a review body.
- There are no conflicts with existing public utility easements.
- Setbacks and lot coverage shall not be reduced below the minimum for the zone in which the property is located.

**I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Property Owner 1 Signature: \_\_\_\_\_

Property Owner 2 Signature: \_\_\_\_\_

A request for a property line adjustment shall be accompanied by a form prescribed by the City that provides a legal description of a legal description of the lots to be adjusted as they currently exist and a legal description as they are proposed to be adjusted. This form shall be signed by all property owners of the lots to be adjusted. An adjusted property line created by the relocation of a common boundary shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records. No property line adjustment shall be approved by the City if it results in inadequate legal access to the re-configured parcels.

**PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan and Veneta Zoning and Development Code. Ordinances are available on the City website, [www.venetaoregon.gov](http://www.venetaoregon.gov)**

## APPLICATION FEES & DEPOSITS

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Applicants seeking development which requires more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Applicant acknowledges and agrees that Applicant's failure to pay City costs over the base fee amounts, as charged monthly by the City, may result in the City pursuing any or all legal remedies available, including but not limited to liening Property in the amount owed; prosecution for violation of the City's current fee resolution and City Zoning and Development Code; issuance of a stop work order, non-issuance of building permits for Property, or cessation of related proceedings; set-off against any reimbursement owed; and turning amounts owed over to a collection agency.

**Application Deposits:** Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to Applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by Applicant on a monthly basis. Applicant agrees that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.