

Property Line Adjustment Information & Submittal Requirements



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

A property line adjustment refers to the relocation of a common property line between abutting properties where no additional lot or parcel is created, and may be granted in accordance with the provisions of the McMinnville Zoning Ordinance. This process is separate from Yamhill County Assessor's Office process for consolidating tax lots. The procedure for a property line adjustment request is outlined in Sections 17.53.050 (Applicability) through 17.53.055 (Requirements for Final Property Line Adjustment Approval) of the Zoning Ordinance.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Property Line Adjustment application form;
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the existing property lines, proposed property lines, location and size of sewer and water lines and drainage ways relating to the subject properties and utility lines, existing widths of all streets and easements of way, and the footprint of all existing structures with setbacks to the existing and proposed property lines noted.
- Legal descriptions for the existing properties and for the properties as adjusted;
- Such additional information as may be required by the Planning Director; and
- Payment of the applicable review fee.

Review Process

An application for a property line adjustment is subject to review by the Planning Director. The process for reviewing the application is stated in Section 17.72.100 (Applications and Permits - Director's Review without Notification) of the Zoning Ordinance.

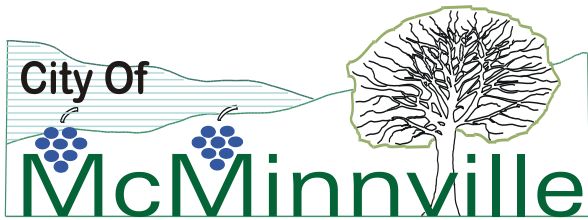
The decision made by the Director may be appealed to the McMinnville Planning Commission, as stated in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.

The Director may approve, approve with conditions, or deny the application based on the following criteria:

- A. Existing lots are not reduced in size below the applicable minimum lot size as established by the zoning ordinance.

- B. Nonconforming properties that are less than the minimum size established for the zone are not further reduced in size.
- C. Existing structures are not made nonconforming with regard to setbacks or other requirements of the applicable zone.
- D. Existing utilities and streets to serve the adjusted lots or parcels are in conformance with current City standards or shall be constructed to conform to those standards.
- E. The property line adjustment(s) do(es) not result in the creation of a landlocked parcel or lot; creation of a new parcel or lot; or increase the degree of nonconformity of each lot, parcel or structure that is nonconforming at the time of application.

Within one year after approval of the property line adjustment request, the applicant is required to provide to the Planning Department a final survey of the adjusted property line (if required) and a copy of the recorded deeds conveying ownership consistent with the approved tentative property line adjustment. In addition, for the property line adjustment to be considered final, the applicant is required within that one-year time period to provide evidence to the Planning Department that all other conditions of approval have been satisfied.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Property Line Adjustment

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property #1

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Property #2

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property #1

Property Address _____

Assessor Map No. R4 - - _____ Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Existing Lot Area _____ Proposed Lot Area _____

Property #2

Property Address _____

Assessor Map No. R4 - - _____ Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Existing Lot Area _____ Proposed Lot Area _____

If additional lots or parcels are involved in this application, please provide the same information above on a separate sheet of paper.

1. State the nature and purpose of the request in detail. _____

2. Are any neighboring properties affected by this request? Please explain. (Consent of adjoining property owners may be required.) _____

In addition to this completed application, the applicant must provide:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing the existing property lines, proposed property lines, location and size of sewer and water lines and drainage ways relating to the subject properties and utility lines, existing widths of all streets and easements of way, and the footprint of all existing structures with setbacks to the existing and proposed property lines noted;*
- Legal descriptions for the existing properties and for the properties as adjusted;*
- Such additional information as may be required by the Planning Director; and*
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property (#1) Owner's Signature

Date

Property (#2) Owner's Signature

Date

Property (#3) Owner's Signature
(if applicable)

Date