



**OREGON  
CITY**

**Community Development – Planning**

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

**Planning & Public Works Development Services Review for  
Property Line Adjustment or Abandonment Application**

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

**Applicant(s):**

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant(s) Name Printed: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property A Owner(s):**

Property Address: \_\_\_\_\_

Clackamas County Map and Tax Lot Number: \_\_\_\_\_

Property Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner(s) Name Printed: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property B Owner(s):**

Property Address: \_\_\_\_\_

Clackamas County Map and Tax Lot Number: \_\_\_\_\_

Property Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner(s) Name Printed: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*All signatures represented must have the full legal capacity and hereby authorize the filing of this application and certify that the information and exhibits herewith are correct and indicate the party's willingness to comply with all code requirements.*

**Submittal Requirements – the following information is required for submission**

- ☐ Completed Application
- ☐ A Survey Prepared by Qualified Personnel which includes property lines, structures, water and sewer services, storm pipes, and location of a septic system.
- ☐ Title Reports or Trios for Each Property
- ☐ Deed Descriptions
- ☐ Application Fee (to be paid once invoice is received)

Application is for a: ☐ Lot Line Adjustment ☐ Lot Line Abandonment

**1. Size**

*Identify the size of the properties subsequent to the Lot Line Adjustment.*

Zoning Designation: \_\_\_\_\_

**Property A:**

Area Prior to Adjustment: \_\_\_\_\_ sq ft

Area After Adjustment: \_\_\_\_\_ sq ft

Total Area Adjusted: \_\_\_\_\_ sq ft

**Property B:**

Area Prior to Adjustment: \_\_\_\_\_ sq ft

Area After Adjustment: \_\_\_\_\_ sq ft

Total Area Adjusted: \_\_\_\_\_ sq ft

Does the proposal include property with a previously platted subdivision? ☐ Yes ☐ No

*If yes, please attach the lot size calculations to demonstrate the average lot size within the subdivision and the proposal would not create lot size less than 80% of the minimum.*

Subdivision Name: \_\_\_\_\_ File #: \_\_\_\_\_

Average Lot Size: \_\_\_\_\_ sq ft Minimum Lot Size Allowed (80% of minimum): \_\_\_\_\_ sq ft

Minimum Lot Size Proposed: \_\_\_\_\_ sq ft

**2. Lot Dimensions**

*Identify the lot width and depth of proposed lots. The minimum lot dimensions may be found in Chapter 17 of the OCMC.*

*Lot width is measured between the midpoints of the two principal opposite side lot lines and generally at approximately right angles to the lot depth.*

Lot A Width: \_\_\_\_\_ Lot B Width: \_\_\_\_\_

*Lot depth is measured from the midpoint of the front lot line to the midpoint of the opposite, usually rear lot line, and generally at approximately right angles to the lot width.*

Lot A Depth: \_\_\_\_\_ Lot B Depth: \_\_\_\_\_

Staff Only: Are the standards met? Yes No NA Initial \_\_\_\_\_

### 3. Setbacks

Identify the building setbacks (distance between the proposed foundation/support and the property line) for all structures onsite. The minimum distances may be found in the dimensional standards of your zoning designation in Chapter 17 of the OCMC.

**Lot A** – identify the closest point between the structures identified below and the proposed property line subsequent to the lot line adjustment/abandonment. Write ‘N/A’ if a setback referenced is not affected by the proposal.

#### Dwelling/Primary Building

|                            |  |                                  |  |
|----------------------------|--|----------------------------------|--|
| Closest Left Setback       |  | Closest Right Setback            |  |
| Closest Garage Setback     |  | Closes Rear Setback              |  |
| Closest Front Setback      |  | Closest Rear Porch Setback       |  |
| Closes Front Porch Setback |  | Closest Projections into Setback |  |

#### Accessory Structure(s)

|                            |  |                                  |  |
|----------------------------|--|----------------------------------|--|
| Closest Left Setback       |  | Closest Right Setback            |  |
| Closest Garage Setback     |  | Closes Rear Setback              |  |
| Closest Front Setback      |  | Closest Rear Porch Setback       |  |
| Closes Front Porch Setback |  | Closest Projections into Setback |  |

**Lot B** – identify the closest point between the structures identified below and the proposed property line subsequent to the lot line adjustment/abandonment. Write ‘N/A’ if a setback referenced is not affected by the proposal.

#### Dwelling/Primary Building

|                            |  |                                  |  |
|----------------------------|--|----------------------------------|--|
| Closest Left Setback       |  | Closest Right Setback            |  |
| Closest Garage Setback     |  | Closes Rear Setback              |  |
| Closest Front Setback      |  | Closest Rear Porch Setback       |  |
| Closes Front Porch Setback |  | Closest Projections into Setback |  |

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| Closes Front Porch Setback |  | Closest Projections into Setback |  |

Staff Only: Setbacks approved? Yes No NA Initial\_\_\_\_\_

### 4. Lot Coverage

Structures 200 square feet or greater (excluding decks, covered and uncovered porches and eave overhangs), are limited to the following maximum lot coverage:

R-10, R-8, R-6 Dwelling District: 40%

R-3.5 Dwelling District: 55%

R-5 Dwelling District: 50%

R-2 Dwelling District: 85%

MUC-1 District: 80% (incl parking lots)

MUD Design District: 95% (incl parking lots)

MUC-2, MUD Districts: 90% (incl parking lots)  
See OCMC Chapter 17 for other zoning designations.

NC District:

85% (incl parking lots)

### Lot A

- \_\_\_\_\_ Square footage of all existing building footprints over 200 square feet (see exclusions above).
- \_\_\_\_\_ Square footage of all proposed building footprints over 200 square feet (see exclusions above).
- \_\_\_\_\_ Total square footage of all building footprints over 200 square feet (line a + b)
- \_\_\_\_\_ Total square footage of property
- \_\_\_\_\_ Line c divided by line d and multiplied by 100

### Lot B

- \_\_\_\_\_ Square footage of all existing building footprints over 200 square feet (see exclusions above).
- \_\_\_\_\_ Square footage of all proposed building footprints over 200 square feet (see exclusions above).
- \_\_\_\_\_ Total square footage of all building footprints over 200 square feet (line a + b)
- \_\_\_\_\_ Total square footage of property
- \_\_\_\_\_ Line c divided by line d and multiplied by 100

Staff Only: Building Height and Setbacks met? Yes No NA Initial\_\_\_\_\_

## 5. Frontage

*Each lot is required to have a minimum of 20 feet of frontage, unless a flag lot is proposed. Frontage means that portion of a parcel of property which abuts a dedicated public street or highway or an approved private way.*

Lot A Proposed Frontage: \_\_\_\_\_

Lot B Proposed Frontage: \_\_\_\_\_

☐ Not Applicable, a flag lot configuration is proposed

Staff Only: Are these standards met? Yes No NA Initial\_\_\_\_\_

## 6. Flag Lot

*"Flag lot" means a lot or parcel that has a narrow frontage on a public right-of-way and a narrow accessway which serves the main body of the lot used for building*

☐ Not Applicable, a flag lot configuration is not proposed

*The pole must connect to a public street.*

Does the pole portion connect to a public street? ☐ Yes ☐ No

*The pole must be at least 8 feet wide for its entire length.*

Is the pole portion a minimum of 8 feet in width? ☐ Yes ☐ No Width: \_\_\_\_\_

*The pole must be part of the flag lot and must be under the same ownership as the flag portion of the lot.*

Is the pole portion of the lot under the same ownership as the remaining portion of the lot? ☐ Yes ☐ No

*A joint accessway shall be provided unless the existing topography of the site or the dwelling unit is located on the property to prevent a joint accessway. A perpetual reciprocal access easement and maintenance agreement shall be recorded for the joint accessway, in a format acceptable to the city attorney.*

Is a joint accessway proposed? ☐ Yes ☐ No

If yes, describe the dimensions and location of the easement and provide a draft with the application. \_\_\_\_\_

**Accessways shall have**

- a minimum pavement width of 16 feet to service one to two units or 20 feet to service three or more units.
- a fire access corridor of at least 20 feet to all parcels with a minimum pavement width of 16 feet to service two units or 20 feet to service three or more units.
- at least 6 inches of shoulder on each side of the access corridor in order that construction work does not infringe on adjacent properties. A narrower pavement width may be approved by the Fire District and Planning Division. The approval may require that additional fire suppression devices be provided to assure an adequate level of fire and life safety.
- no obstruction, including trees, fences, landscaping or structures, shall be located within the access corridor.

Number of Units Utilizing the Accessway? \_\_\_\_\_ Width of Pavement Proposed? \_\_\_\_\_

Description: \_\_\_\_\_

Staff Only: Are these standards met? Yes No NA Initial \_\_\_\_\_

**7. Plat Restrictions**

Identify the size and location of all restrictions on your proposed plan. Plats may be obtained on OCMaps or from the Development Services Division – Public Works.

Easements (PUE, SSE, etc): \_\_\_\_\_

Non-Vehicular Access Strip (NVA): \_\_\_\_\_

Other Restrictions: \_\_\_\_\_

☐ Not Applicable

Staff Only: Plat restrictions approved? Yes No NA Initial \_\_\_\_\_

**8. Utilities**

Please indicate the location of all water, sanitary sewer and stormwater facilities on the survey.

Does the proposal include:

1. A drainfield? ☐ Yes ☐ No

If yes, is it affected by the proposal? ☐ Yes ☐ No

If yes, provide explanation: \_\_\_\_\_

2. Septic? ☐ Yes ☐ No

If yes, is it affected by the proposal? ☐ Yes ☐ No

If yes, provide explanation: \_\_\_\_\_

3. Stormwater facility or piping? ☐ Yes ☐ No

If yes, is it affected by the proposal? ☐ Yes ☐ No

If yes, provide explanation: \_\_\_\_\_

4. Water service? ☐ Yes ☐ No

If yes, is it affected by the proposal? ☐ Yes ☐ No

If yes, provide explanation: \_\_\_\_\_

5. Sewer service? ☐ Yes ☐ No

If yes, is it affected by the proposal? ☐ Yes ☐ No

If yes, provide explanation: \_\_\_\_\_

- Notes:
- 1) An easement is required if the proposal will result in a utility being located on another property.
  - 2) There may be more information required once your application has been reviewed.
  - 3) approval of this Property line Adjustment does not affect any existing easements or encumbrances which may be located on the subject properties.

| City Decision                  |     |    |                              |
|--------------------------------|-----|----|------------------------------|
| Planning Division Approval?    | Yes | No | Date: _____ Signature: _____ |
| Development Services Approval? | Yes | No | Date: _____ Signature: _____ |
| Building Division Approval?    | Yes | No | Date: _____ Signature: _____ |
|                                |     |    |                              |

#### **APPROVAL PROCESS:**

1. Submit an application to the Planning Division at the City.
2. Once you receive approval from the City, the approved survey must be printed on mylar and submitted to Public Works for signature. The City will contact you to pick up the signed mylar.
3. Take the signed mylar and revised deeds to Clackamas County to be recorded.
  - a. The current deed holders or their assigns sign the revised deeds for the approved legal descriptions and record the documents at the Clackamas County Clerk's Office.
  - b. The signed mylar is picked up from the City and recorded at the Clackamas County Surveyor's Office.
4. Provide an electronic copy of the recorded documents to the Planning Division.

***NOTE: The survey must be submitted to the Clackamas County Surveyors Office for recording within 3 years of the City approval and recorded within 5 years of approval or the decision shall be null and void.***