



Lot Line Adjustment/Abandonment Checklist

1. ___ **A Completed Lot Line Adjustment/Abandonment Form with All Property Owner Signatures** (P)
2. ___ **Narrative** (P/DS)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. ___ **Boundary Survey** (P/DS)
Prepared by an Oregon Professional Land Surveyor (*Including the Surveyor's Name and Address*)
 - The map scale and true north point
 - The location, width and names of all existing or platted streets, other public ways and easements within the proposed partition, and other important features, such as the general outline and location of permanent buildings, pedestrian/bicycle accessways, watercourses, power lines, telephone lines, railroad lines, gas lines, water lines, municipal boundaries and section lines
4. ___ **Legal Descriptions of the Parent Parcel(s) and the Resulting Parcels to be Created** (DS)
5. ___ **Additional Information or Reports** (P/DS)
If required by Planning Staff.
6. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
7. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)
8. ___ **Electronic Version of All Application Materials** (P/DS)
9. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved are paid in full for the preceding tax year**(P)
10. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.