



PROPERTY LINE ADJUSTMENT OR ABANDONMENT APPLICATION

File Number: _____

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 to be submitted:

- This Completed Application Form
- 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

1. Size

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

- Lot Line Adjustment
- Lot Line Abandonment

Zoning Designation: _____

Property A:

Property B:

Area Prior to Adjustment _____

Area Prior to Adjustment _____

Area After Adjustment _____

Area After Adjustment _____

Total Area Adjusted _____

Total Area Adjusted _____

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

If so, 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 Number: _____

Average Lot Size: _____

Minimum Lot Size Allowed (80% of minimum): _____ Minimum Lot Size Proposed: _____

<i>Planning Staff Only</i>			
Lot Size Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

2. Lot Dimensions

Identify the lot width and depth of proposed lots. 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 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. The minimum lot dimensions may be found in Title 17 of the Oregon City Municipal Code.

Zoning Designation: _____

Lot A

Lot Width: _____

Lot Depth: _____

Lot B

Lot Width: _____

Lot Depth: _____

<i>Planning Staff Only</i>			
Lot Dimensions Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable 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 dimensional standards of your zoning designation in Title 17 of the Oregon City Municipal Code. Please write N/A if the setback referenced is not affected by the proposal.

Zoning Designation: _____

Lot A

Identify the closest point between the structures identified below and the proposed property line subsequent to the lot line adjustment/abandonment.

Dwelling

Closest Left Setback: _____

Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Rear Porch Setback: _____

Closest Front Porch Setback: _____

Closest Projection into Setback: _____

Accessory Structure(s)

Closest Left Setback: _____

Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Rear Porch Setback: _____

Closest Front Porch Setback: _____

Closest Projection 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.

Dwelling

Closest Left Setback: _____

Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Rear Porch Setback: _____

Closest Front Porch Setback: _____

Closest Projection into Setback: _____

Accessory Structure(s)

Closest Left Setback: _____

Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Rear Porch Setback: _____

Closest Front Porch Setback: _____

Closest Projection into Setback: _____

<i>Planning Staff Only</i>	
Building Setback Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Initial _____

4. Lot Coverage

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

- R-10, R-8 and R-6 Dwelling Districts: 40% Maximum Lot Coverage
- R-5 Dwelling District: 50% Maximum Lot Coverage
- R-3.5 Dwelling District: 55% Maximum Lot Coverage

Lot A

1. Square footage of all existing building footprints over 200 square feet (see exclusions above): _____
2. Square footage of all proposed building footprints over 200 square feet (see exclusions above): _____
3. Total square footage of all building footprints over 200 square feet (line 1+2):..... _____
4. Total square footage of property subsequent to the lot line adjustment/abandonment:..... _____
5. Line 3 divided by line 4 and multiply by 100:..... _____

Lot B

1. Square footage of all existing building footprints over 200 square feet (see exclusions above):. _____
2. Square footage of all proposed building footprints over 200 square feet (see exclusions above): _____
3. Total square footage of all building footprints over 200 square feet (line 1+2):..... _____
4. Total square footage of property subsequent to the lot line adjustment/abandonment: _____
5. Line 3 divided by line 4 and multiply by 100:..... _____

<i>Planning Staff Only</i>			
Lot Coverage Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable 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.

Proposed Frontage for Lot A: _____ Proposed Frontage for Lot B: _____

Not Applicable, a flag lot configuration is proposed

<i>Planning Staff Only</i>			
Frontage Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required 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 so, please describe the dimensions and location of the easement and provide a draft with the application.

Explanation: _____

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 shall be provided 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 shall be provided 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? _____

Explanation: _____

Planning Staff Only

Flag Lot Approved? Yes No Not Applicable Initial _____

7. Plat Restrictions

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

Easements (PUE, SSE, etc.): _____

Non-Vehicular Access Strip (NVA): _____

Other Restrictions: _____

Not Applicable

DS Staff Only

Plat Restrictions Approved? Yes No Not Required 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 proposal? Yes No

If yes, please explain _____

2. Septic tank? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

3. Stormwater Facility or piping? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

4. Water Service? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

5. Sewer Service? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

Note that an easement is required if the proposal would result in a utility being located on another property.

<i>DS Staff Only</i>			
Utilities Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

City Decision			
Planning Division Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Signature: _____
Development Services Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Signature: _____
Building Division Approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Signature: _____

Please note that approval of this Property line Adjustment does not affect any existing easements or encumbrances which may be located on the subject properties.

APPROVAL PROCESS:

1. The current deed holders or their assigns shall sign the revised deeds for the approved legal descriptions. These deeds shall be recorded at the Clackamas County Clerk’s Office.
2. The applicant shall submit a mylar copy of the record of survey for signature by the Community Development Director prior to recordation at the Clackamas County Surveyor’s Office.
3. The applicant shall provide the City Technical Services Department a CAD file of the final survey. The preferred file type is an AutoCAD*.dwg. If AutoCAD is not the CAD system used, a *.dxf format will be sufficient.
4. Provide the City of Oregon City a file copy of the final Property line Adjustment as filed by Clackamas County, including the Clackamas County Survey Number.
5. The applicant shall record the final property descriptions with Clackamas County within **two years of the Community Development Director's approval**, after which the decision shall be null and void.