



WASHINGTON COUNTY

Dept. of Land Use & Transportation
Planning and Development Services
Current Planning
155 N. 1st Avenue, #350-13
Hillsboro, OR 97124
Ph. (503) 846-8761 Fax (503) 846-2908
<http://www.co.washington.or.us>

**Application Instructions for:
Type I Property Line Adjustment – Inside Urban Growth Boundary (UGB)**

A **Property Line Adjustment** is the relocation or consolidation of a common boundary line between two or more abutting properties where no additional lot or parcel is created. (CDC Section 605)

1. Submit the following:

- A. The completed **Property Line Adjustment Application** included in this packet, with date and original signature of **ALL** property owners.
- B. Two copies of an accurate **site plan** of the properties, drawn to scale, similar to the example included in this packet. For each property line adjustment, the plan shall show:
 - a. All existing and proposed property lines;
 - b. All existing and proposed structures and their distance from proposed property lines;
 - c. All existing and proposed easements;
 - d. Flood plain and/or drainage hazard areas, other areas subject to flooding or ponding, water quality sensitive areas, vegetative corridors and riparian areas;
 - e. Existing and proposed lot/parcel sizes;
 - f. Dimensions and location of existing and proposed access to all lots/parcels;
 - g. Location of any wells and distances from existing and proposed property lines;
 - h. Location of any septic systems and distances from existing and proposed property lines as well as distance from houses and any wells.
- C. The completed **Property Line Adjustment Supplement Information** form included in this packet.
- D. One copy of Washington County's **Official Tax Map** that contains the subject properties. Available either from Current Planning or online at <http://washims.co.washington.or.us/InterMap/>

2. Pay Fees: Please refer to the current copy of the Current Planning fee schedule and remit required payment when submitting the application. Checks payable to: *Washington County*. **NOTE: A separate fee is paid for each property line adjustment.**

Fee for Property Line Adjustment #1: _____

Fee for Property Line Adjustment #2: _____

If you have any questions regarding the Washington County Community Development Code standards or application requirements for Property Line Adjustments, please contact Current Planning at (503) 846-8761.

PROCEDURES FOR PROPERTY LINE ADJUSTMENTS:

- 1. COMPLETE AND SUBMIT THE PROPERTY LINE ADJUSTMENT APPLICATION.** Current Planning reviews the Property Line Adjustment Application to ensure it meets the Community Development Code standards and issues a Notice of Decision.
WITHIN FOUR (4) YEARS OF THE LAND USE APPROVAL OF THE PROPERTY LINE ADJUSTMENT APPLICATION, THE PROPERTY OWNER(S) MUST COMPLETE THE FOLLOWING TASKS:
- 2. RECORD THE DEEDS.** New deeds must be recorded with the Washington County Department of Assessment and Taxation (503-846-8752). **If new deeds aren't recorded with the new property lines, the property line adjustment does not occur.**
- 3. RECORD THE RECORD OF SURVEY MAP.** A survey performed by a professional land surveyor complying with ORS Ch. 92 must be filed with the Washington County Surveyor (503-846-8723).

REVIEW STANDARDS:

The standards regulating property line adjustments within the Urban Growth Boundary (UGB) are contained in Washington County's Community Development Code, Section 605.

All property line adjustments must be found to comply with applicable code provisions including:

- No new lots or parcels may be created.
- All properties shall retain adequate access.
- The boundary adjustment may not result in a boundary line that violates the setback standards of the applicable land use district unless a variance to the setback is approved.

IMPORTANT INFORMATION

FILING AND RECORDING:

To complete the property line adjustment, a Record of Survey complying with ORS Ch. 92 must be filed with the County Surveyor **AND** deeds must be recorded with the Washington County Department of Assessment and Taxation. *Deeds must be recorded within FOUR (4) years of the approval date shown on the land use approval, or the approval will expire.* **To consolidate properties, the deed must specifically state that the described properties are to be consolidated.** Contact Assessment & Taxation (503-846-8752) for recording information.

PLEASE NOTE: There may be tax implications as a result of your application (e.g. tax deferral or non-profit exemption). We recommend that you contact Assessment & Taxation Appraisal (503-846-8826) **before** you submit your Property Line Adjustment application to determine if there will be a problem completing the property line adjustment and/or tax implications as a result of your application.

ADDITIONAL INFORMATION:

- In order to map the property line adjustments, all property taxes must be paid in full on all properties.
- When preparing the deeds for the property line adjustment, the names should match existing deeds.
- If there is a mortgage, you may wish to notify the mortgage holder. They may require a loan modification or release.
- Contact Assessment & Taxation Cartography (503-846-8871) for assistance.



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**Type I Property Line Adjustment
 Application – Inside Urban Growth
 Boundary (UGB)**

CPO: _____ COMMUNITY PLAN: _____

EXISTING LAND USE DISTRICTS: _____

ASSESSOR MAP:	TAX LOT NUMBER(S):
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Contiguous property under identical ownership will be reviewed as part of this application and may be subject to conditions of approval. List assessor map and tax lot numbers of all contiguous property under identical ownership:

SITE #1 ADDRESS: _____

SITE #1 CURRENT SIZE: _____

SITE #2 ADDRESS: _____

SITE #2 CURRENT SIZE: _____

SITE #3 ADDRESS: _____

SITE #3 CURRENT SIZE: _____

SITE #4 ADDRESS: _____

SITE #4 CURRENT SIZE: _____

CASEFILE #: _____
 (to be assigned by Washington County)

APPLICANT:

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

APPLICANT'S REPRESENTATIVE: NOTE: The Applicant's Representative will be the primary contact for the County.

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Property #1 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Property #2 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL ADDRESS: _____

Property #3 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Property #4 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

EXISTING USE OF SITES: _____

PROPOSED DEVELOPMENT ACTION: Property Line Adjustment

We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This also authorizes the designated Applicant's Representative (if applicable) to act on behalf of the Applicant for the processing of the request.

X
 OWNER CONTRACT PURCHASER APPLICANT _____ DATE _____
Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT _____ DATE _____
Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT _____ DATE _____
Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT _____ DATE _____
Print Name: _____

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Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT _____ DATE _____
Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT _____ DATE _____
Print Name: _____

PLEASE NOTE:

- o This application must be signed by ALL the owners or ALL the Contract Purchasers of the subject property.
- o If this application is signed by the Contract Purchaser(s), the Contract Purchaser is also certifying that the Contract Vendor has been notified.
- o No approval will be effective until the appeal period has expired.
- o Corporations require proof of signature authority for that entity according to their Articles of Incorporation or as registered with the State of Oregon Corporation Division at <http://www.filinginoregon.com>

**PROPERTY LINE ADJUSTMENT INSIDE URBAN GROWTH BOUNDARY (UGB)
SUPPLEMENTAL INFORMATION FORM**

Describe the purpose of the proposed property line adjustment(s): _____

1. Property Line Adjustments are processed through a Type I procedure, unless otherwise specified or a flag lot is created where one didn't previously exist, provided that one of the following situations holds true. Please mark which of these is applicable to your proposed Property Line Adjustment.

- Both properties meet or exceed the minimum lot or parcel size for the applicable district (Section 605-1.1B1) **OR**
- Equal land areas are exchanged (Section 605-1.1B2) **OR**
- For properties entirely outside the boundary of a city, one or both of the abutting properties are **smaller** than the minimum lot or parcel size for the applicable district **before** the property line adjustment and, **after** the adjustment, one is as large as or larger than the minimum lot or parcel size for the applicable district (Section 605-1.1B3) **OR**
- For properties entirely outside the boundary of a city, both abutting properties are smaller than the minimum lot or parcel size for the applicable district **before and after** the property line adjustment (Section 605-1.1B4)

3. If access to any of the properties is moved or changed because of the proposed property line adjustment(s), please describe the new access and how the access standards of Section 501 will be met. _____

4. Identify the properties involved in each Property Line Adjustment requested and their size both **before and after** the property line adjustment. Use an additional sheet if necessary. **Please note there is a separate fee for each Property Line Adjustment.**

Property Line Adjustment #1

Property #1 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Property #2 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Exhibit 1 is attached showing this adjustment

Property Line Adjustment #2

Property #1 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Property #2 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Exhibit 2 is attached showing this adjustment

Property Line Adjustment #3

Property #1 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Property #2 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Exhibit 3 is attached showing this adjustment

5. Acknowledgement and Signature:

I, _____, acknowledge that my signature affirms that the information submitted above, along with all attachments, is true and accurately reflects the Property Line Adjustment(s).

Signature

Date

Please note: The only person who needs to complete the “Acknowledgement and Signature” is the person who actually completed the application.