



CITY OF PHILOMATH
 980 Applegate Street
 PO Box 400
 Philomath, OR 97370
 541-929-6148; 541-929-3044 FAX
 www.ci.philomath.or.us

Fee: \$205

APPLICATION FOR A LOT LINE ADJUSTMENT

PROPERTY 1 – Property Owner or Contract Purchaser:

Name: _____ Contact Phone: _____
 Mailing Address: _____
 E-mail: _____
 Site Address: _____ Tax Map: _____ Tax Lot(s) _____
 Square Footage to be transferred to Property 2: _____
 Current Square Footage: _____ Resulting Square Footage: _____
 Zone: _____ Existing Structures: _____
 Is this a lot in subdivision? Yes No Is this a parcel in a partition: Yes No

PROPERTY 2 – Property Owner or Contract Purchaser:

Name: _____ Contact Phone: _____
 Mailing Address: _____
 E-mail: _____
 Site Address: _____ Tax Map: _____ Tax Lot(s) _____
 Square Footage to be transferred to Property 2: _____
 Current Square Footage: _____ Resulting Square Footage: _____
 Zone: _____ Existing Structures: _____
 Is this a lot in subdivision? Yes No Is this a parcel in a partition: Yes No

Other to notify (i.e., land surveyor, etc.)

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



REQUIRED APPLICATION INFORMATION

An application for a lot line adjustment must demonstrate that the request complies with the review criteria in Chapter 18.115.120 of the Philomath Municipal Code. Copies of the applicable sections of the Municipal Code are available at the City Manager's office. The information listed below must be submitted with the application and will be used to determine if the application complies with the requirements for a lot line adjustment.

1. A map that illustrates the proposed lot line adjustment. A survey is not required in order to apply. The map shall be prepared on a sheet that is between 8 1/2 x 11 inches or 11 x 17 inches in size. The scale shall be one inch equals some multiple of 10 feet. The map shall show:
 - Date, north arrow, and scale.
 - The entire boundary of all properties involved.
 - The location of existing property lines and the proposed new lot lines.
 - The location and size of buildings and driveways and the setbacks of existing buildings to existing and proposed lot lines. The location of existing fences and walls.
 - The location, width and purpose of easements.
 - The location of significant vegetation as defined in Chapter 18.70.020 (B&C) of the Philomath Municipal Code.
2. A copy of the deed(s) covering the properties.

REVIEW CRITERIA

The proposed lot line adjustment must comply with the following criteria in order to be approved:

1. No additional parcel or lot is created by the lot line adjustment, however the number of lots or parcels may be reduced.
2. Lot standards. All lots and parcels comply with the applicable lot standards of the land use district in which they are located including lot area and dimensions.
3. Access. All lots and parcels comply with the standards or requirements of Chapter 18.65 – Access and Circulation.
4. Setbacks. The resulting lots, parcels, tracts, and building locations comply with the standards of the land use district in which they are located.

REQUIRED MINIMUM CONDITIONS OF APPROVAL

The Conditions of Approval listed below will apply to all lot line adjustment approvals. Additional conditions may be imposed.

- 1. Deeds, with legal descriptions that reflect the lot line adjustment, for all adjusted lots shall be recorded with the Benton County Recorder’s Office.
- 2. A Certified Boundary Survey map that reflects the approved lot line adjustment shall be filed with Benton County. Prior to the filing of the survey map, the map shall be reviewed and signed by the City Planning Official.
- 3. Copies of the recorded deeds and filed survey map shall be provided to the City Planning Official after recording.

SIGNATURE(S)

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

Property 1 Owner or Contract Purchaser:

_____	_____
	Date
_____	_____
	Date

Property 2 Owner or Contract Purchaser:

_____	_____
	Date
_____	_____
	Date

-----For Office Use Only-----

Date Application Received: _____ Receipt Number: _____ By: _____ File Number Assigned: _____

Date Application Deemed Complete: _____