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# CITY OF HALSEY

## Lot Line Adjustment Application

File Number: \_\_\_\_\_

### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
_____	_____

**APPLICANT CERTIFICATION**

*I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and accurate to the best of my knowledge; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for requesting a Lot Line Adjustment \_\_\_\_\_

\_\_\_\_\_

### PROPERTY INFORMATION

Property A:

Situs Address: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_

Assessor Map & Tax Lot Number(s): \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Total Area (sq ft): \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Current Property Use: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Proposed Property Use: \_\_\_\_\_

3

New Area (sq ft): \_\_\_\_\_ New Lot Dimensions: \_\_\_\_\_

PROPERTY INFORMATION

Property B:

Situs Address: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_

Assessor Map & Tax Lot Number(s): \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Total Area (sq ft): \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Current Property Use: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Proposed Property Use: \_\_\_\_\_

New Area (sq ft): \_\_\_\_\_ New Lot Dimensions: \_\_\_\_\_

INFRASTRUCTURE

What street(s) will the lot(s) take access from? \_\_\_\_\_

PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Owner 1:	_____	Date:	_____
Name:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____
Owner 2:		Date:	
Name:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____
	_____		_____

If there are additional properties affected or modified by the proposed Lot Line Adjustment, please attach information, signatures and contact information to the application.

REQUIRED SUBMITTALS

- Completed, signed Application
- \$250 Deposit
- Site Plan drawn to scale identifying all existing and proposed lot lines and dimensions; location and dimensions of existing structures; location and dimensions of driveways and public and private streets within or abutting the subject lots; location of significant vegetation (Section 3.2.2.B-C); existing fences and walls; locations of easements; and any other information deemed necessary by the City Planner for ensuring compliance with city codes.

*The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, clerical expenses and staff time.. The City shall return any funds left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/applicant requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.*

OFFICE USE ONLY	
APPLICATION RECEIPT & PAYMENT	
Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed for completeness by: _____	Date: _____
Additional materials requested: _____	
Application Complete on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Met: _____	_____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	_____
Notice of Final Decision Mailed: _____	By: _____
_____	_____

## APPROVAL PROCESS

1. A property line adjustment is a modification to lot lines or parcel boundaries that does not result in the creation of new lots. It includes consolidation of lots. Property line adjustments are reviewed as a Type I procedure, as governed by Halsey Development Code Chapter 4.2.120 (see attached.)
2. A lot line adjustment approval shall be effective for a period of 1 year from the date of approval, during which time it must be recorded by the applicant(s)
3. The lot line adjustment approval shall lapse if:
  - The lot line adjustment is not recorded within the time limit
  - The lot line adjustment has been improperly recorded with Linn County without the satisfactory completion of all conditions attached to the approval
  - The final recording is a departure from the approved plan

## APPROVAL CRITERIA

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 (HDC Chapter 2) including lot areas and dimensions, setbacks and lot coverage requirements
3. Access: all lots and parcels comply with the standards or requirements of HDC Chapter 3.2—Access and Circulation
4. The property line adjustment does not create a building encroachment into any required setback area, or greater encroachment if encroachment already exists.
5. The property line adjustment does not eliminate street access for any of the parcels. Street access must conform to the standards of Chapter 3.3 –Access and Circulation.
6. The modified lot lines will not conflict with the location of utility lines, storm drainage facilities or easement
7. The property line adjustment shall not result in greater non-conformity with the standards of the code.

## RECORDING LOT LINE ADJUSTMENTS

1. Upon the City's approval of the proposed lot line adjustment, the applicant shall record the lot line adjustment with Linn County within 1 year of approval and submit a copy of the recorded survey map to the City, to be filed with the approved application
2. The applicant shall submit the copy of the recorded lot line adjustment survey map to the City within 15 days of recording and prior to the issuance of any building permits on the re-configured lots

## EXTENSION

The City may grant an extension of the approval period of up to one year, provided that:

1. The applicant(s) submit a written request before the expiration of the original approved plan
2. No changes are made on the original plan as approved by the City
3. There have been no changes in the applicable Code or plan provisions on which the approval was based. In the case where the lot line adjustment conflicts with a code change, the extension shall be denied.

***This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.***