



Scappoose Planning Department
33568 E. Columbia Ave. Scappoose, OR 97056
Phone: 503-543-7184 Fax: 503-543-7182
www.scappoose.gov

PROPERTY LINE ADJUSTMENT

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable code section prior to submitting an application.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.

TRACKING INFORMATION (For Office Use Only)

Application Submittal:

☐ 3 Hard Copies

☐ Electronic Submittal

☐ Fee

File # _____ Date Submitted with payment: _____ Receipt #: _____

SITE LOCATION & DESCRIPTION

Property 1:

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Size of Parcel _____ ☐ acres ☐ sq. ft.

Property 2:

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Size of Parcel _____ ☐ acres ☐ sq. ft.

SUMMARY OF REQUEST

Briefly explain the request and reason for the proposed adjustment or consolidation. **NOTE:** A site plan must be submitted in addition. See Submittal Requirements for details.

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PROPERTY LINE ADJUSTMENT (CONTINUED)

OWNERSHIP AND APPLICANT INFORMATION (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

Property 1:

Property Owner(s): Name(s) _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No *(If Yes, please list tax map and tax lots)* _____

Property Owner(s) Signature(s) _____ Date: _____

Property 2:

Property Owner(s): Name(s) _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No *(If Yes, please list tax map and tax lots)* _____

Property Owner(s) Signature(s) _____ Date: _____

Applicant: Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

Applicant's Representative: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

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**PROPERTY LINE ADJUSTMENT
(CONTINUED)**

ADDITIONAL PROJECT TEAM MEMBERS

Civil Engineer: Contact Name _____
Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____

Architect: Contact Name _____
Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____
Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____
Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____

APPROVAL CRITERIA AND REVIEW STANDARDS (PROPERTY LINE ADJUSTMENT)

The approval criteria and review standards for a **Property Line Adjustment** application are listed in Section 17.152.090 of the Scappoose Development Code (SDC) as follows:

17.152.090 Property Line Adjustments

A. An application for a property line adjustment shall meet the following criteria:

1. An additional parcel is not created by the property line adjustment, and the existing parcel as reduced in size by the adjustments is not reduced below the minimum lot size established by the zoning district. Where an existing lot of record does not satisfy the minimum area requirement for the zone, a property line adjustment may be permitted provided the adjustment does not increase the degree of nonconformity;
2. By reducing the lot size, the lot or structure(s) on the lot will not be in violation of the site development or zoning district regulations for that district; and
3. The resulting parcels are in conformity with the dimensional standards of the zoning district. Where an existing lot of record does not satisfy the dimensional requirements for the zone, a property line adjustment may be permitted provided the adjustment does not increase the degree of nonconformity.

[....]

C. The tentative plan or property line adjustment map shall be as accurate as possible to ensure proper review by affected agencies.

D. Upon acceptance of a complete application, the planner shall transmit copies of the preliminary land partition application or property line adjustment map to affected city staff and other government agencies and utilities in accordance with Chapter 17.164.

E. The planner shall review the proposal for compliance with the provisions of this title and coordinate the review conducted by affected agencies and applicable districts for compliance with applicable regulations.

F. Except as provided in ORS 92.040, the review of the tentative plan of property line adjustment does not guarantee the applicant that the final application for a land partition or property line adjustment will be approved nor that additional information or revisions will not be required by the city.

17.152.110 Final Application Submission Requirements

A. All final applications for major and minor land partitions and property line adjustments shall be provided the planner and shall be accompanied by a reproducible copy of the partition plat or the final property line adjustment survey map prepared by a land surveyor licensed to practice in Oregon, and necessary data or narrative.

B. The partition plat or property line adjustment survey map and data or narrative shall be drawn to the minimum standards set forth by the Oregon Revised Statutes and by Columbia County and shall include:

1. The final partition map shall be drawn on an eighteen inch by twenty-four inch mylar sheet. The final property line adjustment map must be eighteen inches by twenty-four inches and may be on vellum or mylar;
2. The scale of the map shall be an engineering scale approved by the county surveyor;
3.
 - a. Name of owner(s) of the subject parcel,
 - b. Name of the owner(s) authorized agent (if applicable), and
 - c. Name, address and phone number of the land surveyor;

4. The assessor's map and lot number and a copy of the deed, sales contract or document containing a legal description of the land to be partitioned;
5. The map scale, north arrow and date;
6. Dimensions and legal descriptions of the parent parcel and all proposed parcels;
7. Boundary lines and names of adjacent partitions and subdivisions, and the tract lines abutting the site;
8. The locations, width and names of streets or other public ways and easements within an adjacent to the proposed partition;
9. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
10. Any deed restrictions that apply to existing or proposed lots; and
11. Signature blocks for city approval and acceptance of public easements and rights-of-way.

17.152.260 Recording of Partitions and Property Line Adjustments.

A. Within ten days of the planner's approval of the partition or property line adjustment and the city manager's acceptance of any dedicated land to the city, the applicant shall record the partition plat or property line adjustment survey map with Columbia County and submit the recordation numbers to the city, to be incorporated into the record.

B. The applicant shall submit a recorded plain paper copy of the final partition plat of property line adjustment survey map to the city within fifteen days of recording.

SUBMITTAL REQUIREMENTS CHECKLIST (PROPERTY LINE ADJUSTMENT)

Submittal Recommendations:

☐ Applicants are advised to schedule a pre-application meeting with Planning staff to discuss request prior to submittal of application. **Incomplete Applications will not be accepted. No loose pages will be accepted, all documents must be bound with page numbers.**

Application Submittal Requirements:

The following is a summary of the application submittal requirements that must be received by the City. **Incomplete Applications will not be accepted. No loose pages will be accepted, all documents must be bound with page numbers.**

☐ **Application Form, (Completed, and Signed):** the original completed, signed application which must include a “wet ink” signature from the property owner or owner’s authorized agent. This will be the 1st page of your submittal documents.

☐ **Application fees:** the appropriate application fee **PAYABLE TO CITY OF SCAPPOOSE**. Please consult the fee schedule for current fees.

☐ **Narrative and Response to Approval Criteria:** A written narrative describing the project and addressing compliance with the criteria in 17.152.090 the Scappoose Development Code (SDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc.

Scappoose Municipal Code Chapter 17.152.090 of the Land Use Development Code

Please provide three copies of the preliminary property line adjustment map, including:

- ☐ The map scale, north arrow, and date. The scale shall be an engineering scale sufficient to show the details of the plan and related data.
- ☐ The name, address and phone number of the land surveyor.
- ☐ The location, width and names of streets or other public ways and easements within and adjacent to the proposed property line adjustment.
- ☐ The location of all permanent structures on and within twenty-five feet of all property lines, with setback distances from all permanent (and/or proposed) structures to property lines labeled.
- ☐ The location and width of all water courses.
- ☐ Any trees with a diameter of six inches or greater at four feet above ground level.
- ☐ All slopes greater than fifteen percent.
- ☐ The location of existing utilities and utility easements.

For your information: Within ten days of the planner’s approval of the property line adjustment, the applicant shall record the property line adjustment survey map with Columbia County and submit the recordation numbers to the city, to be incorporated into the record. The applicant shall submit a recorded plain paper copy of the final property line adjustment survey map to the city within fifteen days of recording.