

## CUSTOMER CHECKLIST

### PROPERTY LINE ADJUSTMENT

The following must be submitted with a request for a property line adjustment. Check off each item as you include it in your application.

1. A to-scale plot plan (ie: 1"=100' or 1"=50') on 8/12 x 11 paper is included in this application. Met \_\_\_\_\_
  
2. The plot plan shows or includes the following:
  - a. The existing property lines and the proposed property lines. Met \_\_\_\_\_
  - b. The amount of land in square footage or acres being added or subtracted and the resulting parcel size. Met \_\_\_\_\_
  - c. Septic systems, and wells and their distance from the proposed property line and easements. Met \_\_\_\_\_
    - i. The property is served by a sewer district. Yes \_\_\_\_\_ No \_\_\_\_\_
    - ii. The property is served by a water district. Yes \_\_\_\_\_ No \_\_\_\_\_
  - d. The distance of all above ground structures to the proposed property line. Met \_\_\_\_\_
  - e. The approximate location of areas subject to inundation or storm water overflow, all areas covered by water, and the the location, width, and direction of flow of all water courses. Met \_\_\_\_\_
  - f. No new parcels are being created by the property line adjustment. Met \_\_\_\_\_
  - g. All buildings comply with the minimum structural setbacks. Met \_\_\_\_\_
  - h. Both parcels conform to the minimum lot size and lot width requirement of the underlying zoning district or if one (1) or both are currently non-conforming neither parcel will be smaller or narrower than the existing smallest parcel. Met \_\_\_\_\_
  - i. The flagpole must maintain a minimum of 25' in width. (if applicable) Met \_\_\_\_\_
  - j. The access to a public or private road is shown. Met \_\_\_\_\_
  
3. The property is within the \_\_\_\_\_ zoning district(s).
4. The minimal structural setbacks in the district(s) are:  
Front \_\_\_\_\_ feet Side \_\_\_\_\_ feet Rear \_\_\_\_\_ feet.
5. The owners of **both** properties that will be modified by the property line adjustment have signed the application form or a letter of authorization.  
Met \_\_\_\_\_
6. The required 100' fuelbreak is not affected by the adjustment.  
Yes, it is \_\_\_\_\_ No it's not \_\_\_\_\_ N/A \_\_\_\_\_  
(if the answer to the above question is yes, go to question 8 if the answer is no or N/A, go to question 11)
7. The fuelbreak easement or approved fuelbreak reduction is attached. Met \_\_\_\_\_

8. The property line adjustment is necessary to correct a building setback or existing nonconforming improvement. Yes \_\_\_\_\_ No \_\_\_\_\_
9. Both parcels are buildable as defined by the JC Land Development Ordinance. Met \_\_\_\_\_
10. The property line adjustment is necessary to obtain road frontage. Yes \_\_\_\_\_ No \_\_\_\_\_
11. The adjustment will not result in a parcel overlap a city limit, urban growth boundary, county, or State line. Met \_\_\_\_\_
12. This checklist Met \_\_\_\_\_
13. Application Met \_\_\_\_\_

**IF YOU NEED ASSISTANCE CALL PLANNER HELP LINE AT 774-6907**

# JACKSON COUNTY, OREGON

## TYPE 1 APPLICATION

(Please print in black ink, or type all information except where a signature is required)

OFFICE USE ONLY	
File N <sup>o</sup>	_____
Fee Pd	_____
Receipt N <sup>o</sup>	_____
App. Type:	_____
App. Received by	_____
Date Received	_____
Zoning Confirmed by Staff:	_____

Legal description of subject property:

Township\_\_\_\_ Range\_\_\_\_ Section\_\_\_\_ Tax Lot\_\_\_\_ Acreage\_\_\_\_  
 Township\_\_\_\_ Range\_\_\_\_ Section\_\_\_\_ Tax Lot\_\_\_\_ Acreage\_\_\_\_

Street Address of the Property: \_\_\_\_\_

What is the Zoning of the Subject Property? \_\_\_\_\_

**Is the purpose of this application to complete a Measure 49 Approval?**  YES  NO

*NOTE: Applications for review and approval of all development proposals may be initiated by the property owner, purchaser under a recorded land sale contract, condemner who has been granted immediate possession by a court of competent jurisdiction, agent duly authorized in writing, or a public agency.*

### PROPERTY OWNER:

At Time Application is Submitted

### APPLICANT:

If Other than Property Owner

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### AGENT:

If Other than Applicant

### OTHER:

Specify: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**IF AN AGENT, APPLICANT, OR "OTHER" IS ACTING ON BEHALF OF THE OWNER OR PURCHASER, A SIGNED STATEMENT OF OWNER AUTHORIZATION MUST BE SUBMITTED WITH THIS APPLICATION. THIS APPLICATION MUST BE ACCOMPANIED BY AN ACCURATE PLOT PLAN (MAP). SEE USER'S GUIDE FOR ASSISTANCE. THE BURDEN OF PROOF FOR APPROVAL OF AN APPLICATION RESTS WITH THE APPLICANT. YOU MUST PROVIDE DOCUMENTATION REGARDING THE PROPERTY AND APPLICATION CRITERIA IN SUFFICIENT DETAIL AND ACCURACY TO ENABLE THE DEPARTMENT TO FIND THAT YOUR APPLICATION COMPLIES WITH ALL APPLICABLE APPROVAL CRITERIA.**

**APPLICANT SUPPORTING INFORMATION**

Describe your proposal: \_\_\_\_\_

\_\_\_\_\_

Are Plans Attached?  Yes  No

**THIS APPLICATION IS HEREBY SUBMITTED AND THE STATEMENTS AND INFORMATION HEREIN CONTAINED ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**APPLICANT(S):**

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

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

**AGENT:**

**OWNER or CONTRACT PURCHASER:**

Print Name: \_\_\_\_\_

*(See Attached Form)*

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

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

CASE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

INTAKE PLANNER \_\_\_\_\_

**PROPERTY LINE ADJUSTMENT**

**SUPPLEMENTAL INFORMATION**

**NON-RESOURCE LANDS**

The following evidence shows compliance with Section 3.4.2, 3.4.3 and 8.7.

1. A to-scale plot plan on 8 ½" x 11" paper is included in this application.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_
  
2. The plot plan shows or includes the following:
  - a. The existing property lines and the proposed property lines.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_
  - b. The amount of land in square footage or acres being added or subtracted and the resulting parcel size.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_

Legal Descriptions:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

Acreage **before** the adjustment \_\_\_\_\_

Acreage **after** the adjustment \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

Acreage **before** the adjustment \_\_\_\_\_

Acreage **after** the adjustment \_\_\_\_\_

- c. Septic systems, and wells and their distance from the proposed property line and easements.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
  - i. The parcel is served by sewer district. Yes \_\_\_\_\_ No \_\_\_\_\_
  - ii. The parcel is served by water district. Yes \_\_\_\_\_ No \_\_\_\_\_
- d. The location of **all** above ground structures.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
- e. The approximate location of areas subject to inundation or storm water overflow, all areas covered by water, and the location, width, and direction of flow of all water courses.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_

- f. No new parcels are being created by the property line adjustment.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
- g. All buildings comply with the minimum structural setbacks.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
- h. Both parcels conform to the minimum lot size and lot width requirement of the underlying zoning district or if one (1) or both are currently non-conforming neither parcel will be smaller or narrower than the existing smallest parcel.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ (see # 7)
- i. The flagpole must maintain a minimum of 25' in width.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
- j. The access to a public or private road is provided.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
3. If in separate ownership, the owners of **both** properties that will be modified by the property line adjustment have signed the application form or a letter of authorization. OR if in sole ownership, the owner of the properties has signed the application  
Met \_\_\_\_\_ Not Met \_\_\_\_\_
4. Both properties were lawfully created.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_
5. The property line adjustment will not reduce the prescribed fuelbreak setback?  
Yes \_\_\_\_\_ it will. No \_\_\_\_\_ it won't. N/A \_\_\_\_\_
6. If the answer to the above question is **yes**, the fuelbreak reduction or easement is attached.  
Met \_\_\_\_\_ case number \_\_\_\_\_ recording number \_\_\_\_\_
7. The property line adjustment is necessary to correct a building setback or existing nonconformity?  
Yes \_\_\_\_\_ No \_\_\_\_\_
8. The building or improvement will not be made more nonconforming by the adjustment. Additionally, conforming on-site characteristics (e.g., landscaping or access) will not be made nonconforming.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
9. The adjustment will not result in a parcel being made buildable that was not capable of being developed prior to the adjustment for reasons such as being too small or narrow.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_
10. The adjustment is necessary to acquire road frontage.  
Yes \_\_\_\_\_ No \_\_\_\_\_
11. The adjustment will not result in a parcel overlap a city limit, urban growth boundary, county, or State line.  
Met \_\_\_\_\_ Not Met \_\_\_\_\_ N/A \_\_\_\_\_