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 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).  Met________

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)

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: 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: OTHER:

If Other than Applicant 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: _________________________________

Note: Additional information may be submitted on 8½ x 11 inch white paper.
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_________