



Lot Line Adjustment Application

CITY OF MILL CITY
Application and Decision Making Procedures

Prior to filing an application, you may wish to discuss your proposal with city staff. If needed, they will arrange a pre-application meeting with the city planner to discuss your proposal.

1. APPLICATION FEES

Application fees are listed on the application form. Fees must be paid at the time the application is filed. The fully completed application form, required attachments and fees must be submitted before the city review begins.

2. STANDARDS REQUIRED FOR LOT LINE ADJUSTMENTS

- A. The lots being modified in size through the property line adjustment shall meet the minimum lot size, lot width, and lot frontage requirement of the zone in which they are located.
- B. Lot lines may not encroach on the location of sewage disposal or water supply lines or easements. There must be sufficient area and adequate location on both lots to meet subsurface sewage disposal requirements.
- C. The property line adjustment may not create any additional lots.
- D. The property line adjustment does not create building encroachments into any specified setback area. In situations where there is an existing encroachment, the adjustment shall not result in a greater setback encroachment.
- E. The property line adjustment does not eliminate vehicular access for any of the parcels.
- F. The property owner of each lot affected by the lot line adjustment must sign a statement of agreement with the proposed change.
- G. The County Surveyor must agree that a lot line adjustment is appropriate. In many instances, property lines may only be changed by a replat of a previous partition or subdivision.

3. REVIEW FOR COMPLETENESS

Upon submission of the application, the city planner will review the application for completeness. The city planner will determine, within 14 days from the date of submittal, if the applicant has provided all required information. If the application is incomplete, the city planner will notify the applicant of the items which need to be submitted. The application is not considered complete until certified complete by the city. The 120-day decision period will commence the day the application is certified complete.

4. STAFF REVIEW PROCEDURES

- A. Within twenty-one (21) days of the receipt of a completed property line adjustment application, the city planner shall determine whether or not the application is in conformance with all the standards specified in Section 16.36.040.
- B. A property line adjustment is considered a ministerial act and does not require that notice be provided to any party except the applicant and the landowner, if different from the applicant. A property line adjustment will be approved when the standards in Section 16.36.040 are met.

- C. The city planner will issue a written notice of decision. The Planning Commission will consider the planner's decision at its next regular meeting. The Planning Commission may either ratify the decision or may call for a public hearing to consider the application.

5. SURVEY REQUIREMENTS

If the application is approved, the applicant must file a new lot line survey with the County Surveyor. A copy of the recorded survey must be provided to the City of Mill City.

6. APPEALS

Appeal of the planning commission decision may be filed by any person filing a Notice of Appeal within ten days of the date the city mails a Notice of Decision to all interested parties. If an appeal is filed, the city council may either accept the appeal and schedule a public hearing, or it may deny the appeal based on the written record. City Council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

7. ISSUANCE OF BUILDING PERMITS

Building permits will be issued only after the appeals period has been completed. Building permits may be withheld until the applicant reimburses the City for any outstanding fees or legal, engineering or administrative costs incurred by the City in reviewing the proposal.

8. FOR MORE INFORMATION

Call or write to Mill City City Hall, 444 1st Avenue, P.O. Box 256, Mill City OR 97360.
Phone: 503.897.2302.
Email: info@ci.mill-city.or.us Website: www.ci.mill-city.or.us

REQUIRED ATTACHMENTS

1. Lot Line Adjustment Map: One reproducible master, drawn to scale, showing the proposed lot line adjustment. The map must include existing and proposed lot lines, all existing buildings, surrounding properties, neighboring streets and roads, the location of existing utilities and all details of any proposed development. More than one sheet can be submitted.
2. Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 250 feet of the perimeter of the parcel shall be shown on the vicinity map.
3. Property Owner Authorization: If the applicant is not the owner of the property, the application shall be accompanied by a statement certifying that the applicant has the authorization of the owner(s) to file the application.

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TYPE OF APPLICATION:	Application Fee	Deposit
<input type="checkbox"/> Pre Application Conference with Planner &/or City Engineer	\$ 200.00	None
<input type="checkbox"/> Lot Line Adjustment	\$ 250.00	None

I understand that the application fee paid for this land use proceeding is in accordance with the current City of Mill City Land Use Fees Resolution. If the City incurs additional costs for engineering, legal, planning consultation, inspection fees or other direct costs related to this proposal, which are beyond the initial filing fee or deposit, then the city may require an additional deposit or fee to cover costs incurred. The additional fee shall be payable to the City upon receipt of a bill showing the documented City costs. If the property owner or applicant does not pay the additional fees which are invoiced, the City may withhold issuance of building permits, certificates of occupancy, utility service connections or subdivision/partition plats until the fees are paid. I agree to reimburse the City for the additional costs the City of Mill City may incur in reviewing and processing this application.

SIGNATURE OF AUTHORIZED APPLICANT: _____
Property Owner or Authorized Agent

1. BRIEFLY DESCRIBE PROPOSAL:

2. APPLICANT:

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Work (____) __-____ Home: (____) _____-_____
 Fax (____) __-____ Email: __

- Owner of Record Authorized Agent or Representative

If applicant is not the property owner, fill out Section 3.

3. LEGAL OWNERS: WE, the following (Please print or type full name, address, city, state, and zip code),

Print Name: _____	Print Name: _____
Signature: _____	Signature: _____
Street Address: _____	Street Address: _____
City, State & Zip: _____	City, State & Zip: _____

being owners of record, contract purchasers, or authorized agent of owners of the subject property respectfully petition the City of Mill City for permission to develop the property in accordance with this application and hereby authorize the applicant and/or authorized agents to represent us during any land use proceedings before the City of Mill City.

 DO NOT WRITE BELOW THIS LINE

Application received by: ____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

4. **LOCATION:** Identify the exact location of the property (street address or, if not addressed, the County Assessor's tax lot number, and the closest intersecting streets):

Street Address: _____

Closest Intersecting Streets: _____

Assessor's Map & Tax Lot Number:

T9S R3E _____ Tax Lot(s): _____

T9S R3E _____ Tax Lot(s): _____

Size of Property: _____ acres or _____ square feet.

5. **LEGAL DESCRIPTION** (as it appears on the deed)

Lot No.: _____ Block No.: _____ Subdivision: _____

NOTE: If the application involves a fraction of a lot or a lot which is not within a platted subdivision, attach a full legal description in metes and bounds, marked "Exhibit A"

6. **ZONING:**

Existing Zoning: _____ Proposed Zoning: _____

Existing Plan Designation: _____ Proposed Plan Designation: _____

7. **CURRENT USE OF THE PROPERTY:**

8. **LOT LINE ADJUSTMENT - PARCEL INFORMATION:**

Provide the tax lot information, existing address and the change in lot size that are proposed for each parcel. Label each parcel on the proposed lot line adjustment map.

Parcel #	Existing Tax Lot #	Existing Address	Existing Lot Size (sf)	Increase or Decrease in Lot Size	Proposed Lot Size (sf)
Parcel 1					
Parcel 2					
Parcel 3					
Example	TL 6500	150 SE Grove	7,500 sf	+ 1,000 sf	8,500 sf

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9. PROPOSED USE OF PROPERTY:

10. DESCRIBE THE REASONS FOR THE REQUEST: (attach additional information if needed).

11. BUILDING ENCROACHMENTS:

Are there any buildings which encroach on the existing property lines? Yes. No.
If yes, explain or describe current situation and how it will be fixed.

12. PROPERTY OWNER CONCURRENCE: Have all the property owners of each lot affected by the lot line adjustment signed the application? If not, the other property owners must sign and submit a statement of agreement with the proposed change. Yes. No.