

# BAKER CITY~COUNTY PLANNING DEPARTMENT



1995 Third Street, Suite 131  
Baker City, OR 97814  
Phone: (541) 523-8219  
Fax: (541) 523-5925



## Property Line Adjustment (PLA) Guidelines

*ORS 92.010 Definition: "Property Line Adjustment" means a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel.*

Following is a summary of the steps needed to adjust a property line:

1. Submit to the Planning Department:
  - a. **Application form** signed by all property owners and lien holders; and
  - b. **Preliminary plan** drawn to scale identifying all existing and proposed lot lines and dimensions; footprints and dimensions of existing structures (including accessory structures); location and dimensions of driveways and public and private streets within or abutting the subject lots; existing fences and walls; and
  - c. **Narrative** letter describing the intent of the proposed adjustment; and
  - d. **Processing fee.** Refer to the current Planning Department Fee Schedule for the amount.
2. If approved, a legal description and a survey map must be prepared (by an Oregon licensed surveyor) to reference the new property corner pins that must be set. *[In accordance with ORS 92.060, a property line adjustment must be surveyed and monumented and a survey must be filed with the County Surveyor. Exception: a survey or monument is not required for a property line adjustment when the abutting properties are each greater than 10 acres.]*
  - a. The original survey map must be filed with the County Surveyor (by the applicant's surveyor); and
  - b. A copy of the **legal description** will be needed as an Exhibit; and
  - c. A reduced size copy (8.5" x 11") of the survey **map** will be needed as an Exhibit. If a survey is not required (both properties greater than 10 acres), then the exhibit **map** from the Planning Decision, which clearly shows both parcels involved and the portion of each parcel conveyed to the other, may be used as an Exhibit.
3. A **Property Line Adjustment Deed** must then be prepared (typically by a Title Company or an Attorney). The deed shall contain:
  - a. The names of all property owners, identifying the Grantor and the Grantee;
  - b. A legal description of the property to be conveyed;
  - c. References to the deed record for each Parcel which identifies the Grantor/Grantee as the current owners of the property involved, giving them the authority to execute the proposed adjustment;
  - d. Signatures of all parties with proper acknowledgement.The deed shall clearly indicate that it is a "Property Line Adjustment Deed", and the language shall be similar to the following:

*Owner Name, herein "Grantor", is the owner of Parcel 2 (Baker County Deed Record XX-XX-XXX).  
Owner Name, herein "Grantee", is the owner of Parcel 1 (Baker County Deed Record XX-XX-XXX).  
Grantor conveys to Grantee the property described on the attached Exhibit A [legal description], and shown on the attached Exhibit B [survey map] as a property line adjustment. No new parcel is to be created as a result of this conveyance. The purpose of this instrument is to decrease the area of Parcel 2 and to increase the area of Parcel 1. Signatures of all parties, and final approval from the Planning Department, are endorsed on the attached Exhibit C [original application].  
[Signed and dated by Grantor, with a notarized certificate of acknowledgement]*
4. All Conditions of Approval in the Planning Decision must be completed prior to recording.
5. To finalize the Property Line Adjustment, the Property Line Adjustment Deed, legal description, survey/map, and original application, need to be **recorded** with the Baker County Clerk. Refer to the current Clerk's Office Fee Schedule for the recording fee amount.