

BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street | Suite 131 | Baker City, OR | 97814
Phone: (541) 523-8219 | Fax: (541) 523-8340



APPLICATION FOR A PROPERTY LINE ADJUSTMENT

App. No. PLA - -	City Planning: 101-131-3-40-4104
Received by: _____	Date Received: _____
Fee Collected: \$ _____	Date Paid: _____
Date Sent for Interdepartmental Review: _____	

APPLICANT(S) INFORMATION

PRINT ON 8.5 X 14 PAPER

MAKE CHECKS PAYABLE TO: BAKER COUNTY PLANNING

Applicant(s) _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

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 scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

PARCEL #1 INFORMATION *(Parcel Increased)*

Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Township _____ Range _____ Section _____ Tax Lot _____ Ref. No. _____ Zoning: _____

Township _____ Range _____ Section _____ Tax Lot _____ Ref. No. _____ Zoning: _____

BEFORE adjustment: Parcel size: ± _____ acres Substandard parcel

Number of acres ADDED ± _____ acres AFTER adjustment: Parcel size: ± _____ acres

PARCEL #2 INFORMATION *(Parcel Decreased)*

Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Township _____ Range _____ Section _____ Tax Lot _____ Ref. No. _____ Zoning: _____

Township _____ Range _____ Section _____ Tax Lot _____ Ref. No. _____ Zoning: _____

BEFORE adjustment: Parcel size: ± _____ acres Substandard parcel

Number of acres SUBTRACTED ± _____ acres AFTER adjustment: Parcel size: ± _____ acres

STATEMENT OF UNDERSTANDING *(Applicant please read and initial each line)*

_____ Unless waived by ordinance, the adjusted property line must be surveyed in accordance with ORS 92.060(8), and a survey map must be prepared by an Oregon Registered Professional Land Surveyor and filed with the County Surveyor for Baker County within one year of approval.

_____ A property line adjustment deed, this form, and a map of the proposed boundary adjustments must be recorded with the County Clerk within one year from the date of approval, unless the applicant applies for and receives an extension prior to expiration of the approval. The description of the property line adjustment shall conform to the survey map filed with the County Surveyor, if a survey map is required.

_____ The property line adjustment deed shall contain the names of the parties, the description of the adjusted line, reference to original recorded documents and signatures of all parties with proper acknowledgement.

_____ The permit issued for this request, if approved, may be subject to special conditions of approval that must be met prior to recording the property line adjustment deed.

APPLICANT/PROPERTY OWNER'S SIGNATURE AND CONSENT AGREEMENT

By signing below, I/we agree to abide by the requirements of the *Baker City Comprehensive Plan*, the *Baker City Development Code*, *Oregon Revised Statutes*, and *Oregon Administrative Rules* as they apply to this request. I/we further agree to comply with the conditions of approval contained in the permit.

Applicant Signature: _____ Date: _____

PARCEL 1 (Parcel Increased)

Property Owner Signature(s): _____ Date: _____

_____ Date: _____

PARCEL 2 (Parcel Decreased)

Property Owner Signature(s): _____ Date: _____

_____ Date: _____

SUBMITTAL REQUIREMENTS

1. Original APPLICATION FORM signed by all parties. Multiple forms may be used if necessary.
2. PRELIMINARY LOT LINE MAP or PRELIMINARY MAP OF SURVEY showing the proposed line to be adjusted, and all structures present on both properties, including distance from current and proposed property lines.
3. A Property Line Adjustment DEED must then be prepared (typically by a Title Company or an Attorney). In accordance with ORS 92.190, a property line adjustment deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgement.

CERTIFICATION THAT PROPERTY TAXES ARE PAID IN FULL FOR EACH PARCEL

I hereby certify that all taxes for the properties identified in Sections A and B of this application, and that are the subject of this request, have been paid in full as required by Section 4.3.210 of the Baker City Development Code.

Baker County Treasurer Signature: _____ Date: _____

PLANNING DEPARTMENT REVIEW

* DO NOT RECORD IF NOT APPROVED *

- This request for a property line adjustment has been reviewed and **IS/IS NOT** * APPROVED.
- A separate permit entitled Baker County Planning Report and Decision for Property Line Adjustment PLA - _____ - _____ was issued on _____ (date). A copy of the permit may be seen in the file located in the Baker County Planning Department.
- The adjusted property line **IS/IS NOT** required to be surveyed in accordance with ORS 92.060(8). A survey map must be prepared by an **Oregon Registered Professional Land Surveyor** and filed with the County Surveyor for Baker County within one year of approval.

Baker City Planning Official Signature: _____ Date: _____

**THIS DOCUMENT IS NOT RECORDABLE UNTIL
IT IS SIGNED BY BOTH THE PLANNING OFFICIAL
AND THE BAKER COUNTY TREASURER**

