



## COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING & PLANNING 541-917-7550

# Property Line Adjustment

## Checklist and Review Criteria

### INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (*subject to change every July 1*). Staff will contact you for payment after submittal.
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Email all materials to [cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net). Please call 541-917-7550 if you need assistance.
- Depending on the complexity of the project, paper copies of the application may be required.
- Before submitting your application, please check the following list to verify all essential information is included. An incomplete application will delay the review process.

### PROPERTY LINE ADJUSTMENT SUBMITTAL CHECKLIST

**PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES.**

**REVIEW CRITERIA RESPONSES.**

On a separate sheet of paper, prepare a detailed written response using factual statements (called findings of fact) to explain how the proposed property line adjustment complies with each of the following review criteria. Each criterion must have at least one finding of fact and conclusion statement. The Community Development Director will approve, approve with conditions, or deny the application for a property line adjustment based on the following criteria [Albany Development Code (ADC) Section 11.120]:

1. The property line adjustment does not create a new lot or a land-locked parcel.
2. The adjusted properties are not reduced below the minimum dimensions of the zoning district and do not otherwise violate standards of this Code, or the adopted building codes.
3. The adjusted properties are in compliance with any adopted transportation, public facilities, or neighborhood plan.
4. The adjusted properties comply with any previous requirements or conditions imposed by a review body.

**SITE PLAN**, including the following information listed below.

- The scale, north point, and date of the map.
- The County Assessor's tax map and lot number identifying each parcel involved in the adjustment.
- The location, width, and purpose of any easements and driveway access to public right-of-way, existing or proposed.
- The area of each parcel, before and after the property line adjustment.
- The property lines and dimensions of each existing parcel.
- Locations of existing and proposed utility services and stubs, including water, sanitary sewer, drainage, power, gas, and telephone.
- Locations, widths, and names of adjacent rights-of-way.
- Shade in the area to be transferred and show to which property it will be added.
- All existing structures and their distances from all existing and proposed parcel boundaries.

**GENERAL INFORMATION ABOUT THE SITE AND PROPOSAL.**

Submit one sheet with the following information (or submit this page):

[cd.cityofalbany.net](http://cd.cityofalbany.net)



**Property A**

Name of property owner: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Assessor’s Parcel Map No: \_\_\_\_\_ Tax Lot No: \_\_\_\_\_

Current square footage of the parcel: \_\_\_\_\_

This property is zoned: \_\_\_\_\_

**Property B**

Name of property owner: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Assessor’s Parcel Map No: \_\_\_\_\_ Tax Lot No: \_\_\_\_\_

Current square footage of the parcel: \_\_\_\_\_

This property is zoned: \_\_\_\_\_

The area to be transferred from Property \_\_\_\_\_ to Property \_\_\_\_\_ is \_\_\_\_\_ sq. ft.

**Property C**

Name of property owner: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Assessor’s Parcel Map No: \_\_\_\_\_ Tax Lot No: \_\_\_\_\_

Current square footage of the parcel: \_\_\_\_\_

This property is zoned: \_\_\_\_\_

The area to be transferred from Property \_\_\_\_\_ to Property \_\_\_\_\_ is \_\_\_\_\_ sq. ft.

The square footage of Property A after the transfer will be \_\_\_\_\_ sq. ft.

The square footage of Property B after the transfer will be \_\_\_\_\_ sq. ft.

The square footage of Property C after the transfer will be \_\_\_\_\_ sq. ft.

**Note:** Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City’s land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

**AFTER TENTATIVE APPROVAL, PLEASE SUBMIT THE FOLLOWING:**

- a. Final Map. Submit a final map prepared as described in ORS 92.190 for approval before the effective date or before the transfer of property is recorded.
- b. Legal descriptions. Submit a legal description (metes and bounds) of the area being transferred, and a revised legal description of Parcels/Lots A and B that reflects the transfer. These will be attached to deeds and recorded with the appropriate county recorder.

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**PROPERTY LINE ADJUSTMENT - PURPOSE AND PROCEDURE**

**Purpose (ADC 11.100).** A property line adjustment means the relocation of a common property line between two abutting properties. It occurs when property lines separating two or three properties are moved to add and remove land from the properties. A property line adjustment does not result in the creation of a new lot.

**Procedure (ADC 11.110).** Property line adjustments are reviewed through the Type I procedure, with the Director acting as review body.