

ARTICLE 4.6 – LOT LINE ADJUSTMENT

SECTION 4.6.001 – REVIEW PROCEDURE

Application for review of Lot Line Adjustments shall be subject to the Community Development Department/Planning Division Review Procedure.

SECTION 4.6.002 – REVIEW CRITERIA

The Lot Line Adjustment may be approved only if the reviewing authority shall find that it satisfies the following criteria:

- A. The proposed Lot Line Adjustment is in conformance with all applicable provisions of this Code, other City Codes and Ordinances, and Oregon Law.
- B. The proposed Lot Line Adjustment will not conflict with legally established easements or access within or adjacent to the proposed Lot Line Adjustment.
- C. The lot line will be laid out to properly relate to adjoining or nearby lot or parcel lines, utilities, streets, or other existing or planned facilities.
- D. The resulting lots will conform to the lot size and shape provisions of this Code, except as provided in Subsection G below.
- E. The result of the proposed Lot Line Adjustment will not produce nonconforming structures or uses, except as provided in Subsection G below.
- F. No new units of land will be created. Applicants are advised to contact the Union County Assessor's Office to determine the procedure to consolidate lands received after a Lot Line Adjustment with existing lands. If consolidation is not feasible, the City may accept a deed restriction prohibiting the sale of the adjusted lands separately from the original lands.
- G. Lot Line Adjustments of a Nonconforming Lot of Record, as defined in Section 3.16.011 of this Code, may result in a parcel(s) remaining nonconforming provided that:
 1. The intent of the Lot Line Adjustment is to resolve conflicts between the surveyed property line location and developed site improvements where a prescriptive right may exist; or
 2. The result of the Lot Line Adjustment is to create parcels that are less nonconforming.
- H. For commercial and/or industrial lots with existing areas of two and one half (2 ½) acres or more; and residential lots with existing areas of one half (½) acres or more, zoning approval shall not be granted until the City approves a Master plan for the entire site which shows how the entire property will be ultimately divided and served with streets and utilities that meet applicable City standards. All development proposed shall comply with the approved Master Plan, unless a new Master Plan is approved by the City.

The approved Master Plan shall be filed with the County Clerk and all development proposed shall comply with the approved Master Plan. The Master Plan shall be considered null and void only when a new Master Plan is approved by the City and filed with the County Clerk.

SECTION 4.6.003 – PROCESSING

In processing of a Lot Line Adjustment, the following procedures shall be followed:

- A. Initiation - Application for Lot Line Adjustment approval shall be initiated by the owner and/or the owner's authorized representative as provided in Section 4.6.004(A), for which Lot Line Adjustment approval is sought.
- B. Filing - Application for Lot Line Adjustment approval shall be filed on forms provided by the Community Development Director/Planner and shall set forth in detail all the information requested. Twenty (20) copies of the drawing(s) shall be submitted to the Community Development Department/Planning Division along with the application and appropriate filing fee.
- C. Filing Fee - There shall be a filing fee set by the City Council, by Resolution, to defray the costs incidental to the review process.
- D. Review by the Community Development Department/Planning Division - Prior to an application being scheduled for an administrative approval or any agenda, the Community Development Director/Planner shall have thirty (30) days in order to determine if an application is complete.
- E. Review of the Lot Line Adjustment Plat by Other Departments - Upon deeming an application complete, the Community Development Director/Planner shall furnish one (1) copy of the Plat and supplemental materials to members of the Development Review Committee for their review and comment. These designated agencies may review the Plat and return their recommendations in writing to the Community Development Director/Planner prior to the scheduled review date.

SECTION 4.6.004 – SUBMITTAL REQUIREMENTS

The following information shall be shown on the preliminary Lot Line Adjustment drawing:

- A. The map shall be drawn with an engineer's scale that will be commensurate with its purpose, but no more than one-inch equals one hundred feet (1" = 100'), and shall show the north arrow, date of map preparation and date of survey.
- B. When a survey map is required by the Oregon Revised Statutes, the map shall be drawn on good quality tracing medium with a size of eighteen inches by twenty-four inches (18" x 24") or twenty-four inches by thirty-six inches (24" x 36").
- C. When required by the Oregon Revised Statutes, a survey shall be performed identifying all existing and proposed locations of lot lines and dimensions thereof, in addition to the external boundaries of the properties being adjusted, and the location of all permanent reference monuments, either found or set.
- D. Outline the location of existing buildings and fences to remain on the property and address, if available.
- E. The location and names of all adjacent streets and the location of all existing and proposed easements; and all existing and proposed utilities.
- F. Approximate square feet of each parcel.
- G. Jurisdictional or political boundaries.

H. Locations of any existing water wells, approximate location of any septic tanks and leach field on each parcel.

C

I. All bodies of water such as rivers, streams, lakes, irrigation facilities.

J. The names, addresses and phone numbers of the owners of the subject properties and the person preparing the plat.

K. A vicinity map shall be required.

L. Boundary lines of adjacent properties and the names of owners of record.

M. The property location (subdivision, section, township and range).

N. If a surveyor is required due to ORS requirements, the surveyor's name, address, phone number, and registration number.