



## Property Line Adjustment - Submittal Information

### General Information

A property line adjustment procedure is used to relocate an existing common property line between two abutting properties (lots, parcels or tracts), or to consolidate multiple legal lots into a single legal lot. No additional lots or parcels may be created via a property line adjustment; the number of lots after the property line adjustment may not exceed the existing number of lots prior to such adjustment. Property line adjustments may only be submitted on parcels and lots of record. A partition or subdivision is required to create additional lot(s) or parcel(s).

### Review Criteria

The adjusted lots must meet the standards of Section 7.3.104 of the Dayton Municipal Code. The Property Line Adjustment may not result in any resulting lot property becoming out of conformance (or becoming further out of conformance) with development standards of the zoning code. Each resulting lot or parcel shall satisfy the dimensional standards of the applicable zoning district, unless a variance from these standards is approved. Any necessary variance or adjustments to zone code standards must be granted prior to or concurrently with the approval of a Property Line Adjustment.

**The actual property line is not moved or modified until new deed(s) to modify the title are recorded with the County in which the property is located** (deed to be based on a PLA survey filed with the County Surveyor).

### Submittal Requirements

- One (1) copy of the Property Line Adjustment application form with signatures of all property owners.
- One (1) copy of the title report for each lot or parcel involved, including copies of all recorded documents referenced in the title report.
- One (1) copy of the deed for each lot or parcel involved
- Electronic (pdf) copy of Preliminary Adjustment Site Plans that show all of the following:
  - Vicinity sketch showing location of the proposed PLA property.
  - Appropriate identification stating the drawings are a preliminary plans.
  - North arrow, scale (the preferred scale is 1 inch equals 20 feet) and date prepared.
  - Name and addresses of land owner, applicant, engineer, surveyor, planner, architect or other individuals responsible for the plan.
  - Tax Map and Tax Lot number and addresses of the subject property & surrounding properties.
  - Boundary lines and area of the subject properties, & gross area of property being adjusted.
  - Existing and proposed property lines, dimensions and resulting lot/parcel areas for proposed lots.
  - Existing structures on properties involved.
  - Existing easements and/or proposed easements on the property or affecting the property.
  - Setbacks to existing property lines and proposed property lines.
  - The location of existing streets and/or right-of-ways adjacent to the subject properties.
  - Existing improvements on the property.
- Narrative addressing all code criteria applicable to the application, including any improvements which may be required to streets, sidewalks, water, sewer or storm drain systems in order to provide service to any of the proposed adjusted lots.
- Application Fee made payable to the City of Dayton.

### **Application Completeness Process**

The City will review an application and make a decision on completeness within 21 days of submittal. Applicants have 180 days to submit missing information on incomplete applications.

### **Land Use Review**

Property Line Adjustments are reviewed in accordance with the Type 1 review procedures specified in Section 7.3.201 of Dayton's Municipal Code and typically take six to eight weeks to process.

### **Final PLA Review & Approval**

- A copy of the PLA survey completed pursuant to ORS Chapter 92 shall be submitted to the City prior to recordation of the PLA deeds (in addition to any review required by the County Surveyor), to demonstrate that the final adjustment is in substantial conformance with the PLA approval.
- Building permits will not be issued, and adjusted lots may not be sold, transferred or assigned until the modified PLA deed(s) are recorded and copies submitted to the City. The applicant is responsible for all recording fees.
- Property Line Adjustments are not valid until the final modification deeds is recorded with the County.

### **Completion**

Within one (1) year of the final decision approving the property line adjustment, the applicant shall record modified deeds. A survey record may be required pursuant to ORS Chapter 92.

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# Property Line Adjustment Application

416 Ferry St - PO Box 339  
 Dayton, OR 97114  
 Phone 503-864-2221  
 Fax 503-864-2956  
 www.daytonoregon.gov  
 cityofdayton@daytonoregon.gov

**For City of Dayton use:**

Date Application Received:	Received By:	File Number:
Public Hearing Date:	Fee Amount:	
Application Completed Date:	Application Approval Date:	

Please refer to section 7.3.104 - Property Line Adjustments of Dayton Municipal Code(DMC) for more information.

Name of Applicant: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

By signing below I certify that the information and documents are true and correct to best of my knowledge. I agree that it is my responsibility to comply with any conditions set forth in the approval, or any statutory requirements related to this request. I understand that I will be responsible to reimburse the City for any costs incurred on my behalf for planning, engineering, legal services, and city staff time over the base fee as related to my request.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parcel/Property # 1**

Site Address or Location: \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

Map & Tax Lot Number: \_\_\_\_\_ Square Footage or Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Property Owner (if different from Applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We the above signed Property Owner(s), consent to the property line adjustment as shown on the attached plan map.

**For Office Use**

Fee:	Deposit:	Amount Paid:	Date Paid:	Receipt #
Approved by: <input type="checkbox"/> City Manager <input type="checkbox"/> City Planner <input type="checkbox"/> Public Works Director <input type="checkbox"/> City Engineer <input type="checkbox"/> Fire District				
Applicant Notification Date:		Comments:		
Additional Services Amount Billed:		Paid:	<input type="checkbox"/> Planner	
<input type="checkbox"/> Engineer	<input type="checkbox"/> Staff Time	<input type="checkbox"/> Other		
Notes:				

**Parcel/Property # 2**

Site Address or Location: \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

Map & Tax Lot Number: \_\_\_\_\_ Square Footage or Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Property Owner (if different from Applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We the above signed Property Owner(s), consent to the property line adjustment as shown on the attached plan map.

**Consultants (please list all that apply):**     Planning     Engineering     Surveyor     Other: \_\_\_\_\_

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Planning     Engineering     Surveyor     Other: \_\_\_\_\_

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ADDITIONAL REQUIRED INFORMATION**

The City of Dayton and the Dayton Planning Commission will use the information provided by the applicant below to analyze the merits of the application. A decision to approve or deny the application is made based on how well the applicant meets the standards and criteria set forth in the Dayton Land Use and Development Code (Chapter 7 of the Dayton Municipal Code).

Summary of request: \_\_\_\_\_

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