



**Welcome** to Multnomah County Land Use and Transportation Planning. Our planning staff is here to assist you in understanding the rules for developing your property and to help you tailor your project to meet them. As part of that effort, we have developed a series of handouts to explain the development standards and processes that you will need to follow. This handout explains what a Property Line Adjustment is and how you go about completing one.

### What is a Property Line Adjustment?

A property line adjustment is the relocation of a common property line between two abutting Lots of Record. It is typically done to correct building encroachments or to match up a property line with a fence or driveway. A property line adjustment cannot be used to:

- Vacate a lot line;
- Create additional parcels; or
- Move more than one property line at a time.

#### Please See These Additional Handouts

- Lot of Record
- Type II Application Process

### How do I start a Property Line Adjustment?

First make sure that what you want to do qualifies. Requirements differ depending upon whether your property is zoned as resource land (EFU or CFU) or non-resource land (MUA-20, RR, RC, OR, OCI). Check with land use planning staff to verify the zoning for your property.

#### For Non-Resource Lands (MUA-20, RR, RC, OR, OCI)

The Land Use Planning office may grant a property line adjustment between two contiguous Lots of Record upon the finding that the following approval criteria are met.

- (1) No additional lot or parcel is created; and
- (2) One of the following situations occurs:
  - (a) The lot or parcel proposed to be reduced in area is larger than the minimum lot size prior to the adjustment and remains at or above the minimum lot size after the adjustment, or
  - (b) The lot or parcel proposed to be enlarged in area is less than twice the minimum lot size prior to the adjustment and remains less than twice the minimum lot size after the adjustment.
- (3) Owners of both properties involved in the property line adjustment consent in writing to the proposed adjustment and record a conveyance or conveyances conforming to the approved property line adjustment; and
- (4) The adjusted property line satisfies the following minimum yard and front lot line length requirements.

#### Minimum Lot Sizes

EFU	80 Acres
CFU	80 Acres
MUA-20	20 Acres
RR	5 Acres
RC	2 Acres
OR	1 Acre
OCI	1 Acre

#### Yard Requirements:

Front	Side	Street Side	Rear
30 ft	10 ft	30 ft	30 ft

Minimum Front Lot Line Length: 50ft

- (5) If the adjusted property line eliminates street frontage for a parcel, then evidence must be provided to the County establishing that access to the property is safe and convenient for pedestrians and for passenger and emergency vehicles. This typically requires sign-off from the local fire district and evidence of a recorded access easement.

#### Resource Lands (EFU or CFU)

If your property is zoned EFU then the following requirements apply in addition to those listed above:

- (1) All dwellings that were situated on the same lot prior to the adjustment remain together on the reconfigured lot; and



(2) The reconfigured lot areas will each be a minimum of 80 acres or retain the same lot area that existed prior to the exchange.

If your property is zoned CFU then the following additional requirements apply:

- (1) The adjustment will not result in a property that can qualify for a dwelling if it could not previously qualify; and
- (2) The resulting lot configuration is at least as appropriate for continuation of commercial forest practices in the area.

Properties in this zone do not have to meet a 50 ft front lot width requirement. Adjusted property lines must respect primary and secondary fire breaks where they have been required as part of a land use decision. Otherwise, the adjusted line must meet a 30 ft building setback or maintain the current non-conforming setback if the distance between the existing property line and structures is less than 30 ft.

### **Application Package**

An application for a Property Line Adjustment (PLA) must include:

- A signed PLA Application Form;
- Tentative Plan Map (See Application Checklist for Required Information);
- Other Application Materials listed on Checklist; and
- Filing Fee (please refer to the County's current fee schedule)

### **Property Line Adjustment Process**

Property Line Adjustments are processed by staff as Type II decisions. A typical review can take 3 to 4 months from start to finish. After the decision, you will need to hire a licensed surveyor to survey the properties, set property markers and craft new legal descriptions. The following steps are required to complete a property line adjustment:

1. File Application, Materials & Fee;
2. Obtain County's Decision;
3. Wait for 14 Day Appeal Period to End;
4. Hire a Licensed Surveyor to Survey the Two Properties, Set New Property Pins, Draft New Legal Descriptions for the Area to be Transferred and for Both Modified Parcels;
5. Make an Appointment to Submit the Survey, New Legal Descriptions and Survey Plan Check Fee to your Case Planner for initial consistency check (contact the County Survey Office for plan check fee);
6. The County Survey Office will review the survey and legal descriptions for technical accuracy. This can take 1 to 2 weeks. They will contact you if revisions are needed.
7. Complete any Corrections to Survey and Legal Descriptions required by the County Surveyor; -
8. File Mylar with the County's Survey Department;
9. Pay all outstanding property taxes due to the County on either property;
10. Have Deeds Drawn Up with Approved Legal Descriptions and Signed by all applicable Parties;
  - a. Three deeds will be needed
    - i. Deed Transferring the area from one property owner to the other;
    - ii. Deed Describing the new Tract 1
    - iii. Deed Describing the new Tract 2.
11. Make an Appointment with your Case Planner to review the Deeds and Stamp the Legal Descriptions.
12. Take the Approved Deeds to the County's Assessment & Taxation Records Management Office for their review and approval. They are located at 501 SE Hawthorne Blvd, Room 128, Portland. Phone # 503.988.3326.
13. File All Three (3) Deeds with the County Recorder.