



Land Use Planning Division
 1600 SE 190th Ave, Ste 116
 Portland OR 97233
 Ph: 503-988-3043 Fax: 503-988-3389
 multco.us/landuse

**Property Line
 Adjustment
 Application**

APPLICANT

Name _____ Message Phone # _____
 Mailing Address _____
 City _____ State _____ Zip Code _____ Fax # _____
 e-mail _____ Cell Phone # _____

TRACT 1 Property Address _____
 Map # _____ Tax Lot _____ Property I.D# R _____ (6 #s)
 Alternate Account Number R _____ (9 #s)
 Property Owner(s) Name (Print) _____
 Property Owner #1 Property Owner #2
 Mailing Address: _____
 City _____ State _____ Zip Code _____ Phone# _____

- I/We, the undersigned property owner(s), consent to the adjustment of the boundary of our property as shown on the Tentative Plan Map.
- By signing this form, the property owner(s) is granting permission for Planning Staff to conduct site visits on the property.

 Property Owner Signature #1 Property Owner Signature #2

TRACT 2 Property Address _____
 Map # _____ Tax Lot _____ Property I.D. # R _____ (6 #s)
 Alternate Account Number # R _____ (9 #s)
 Property Owner(s) Name (Print) _____
 Property Owner #1 Property Owner #2
 Mailing Address: _____
 City _____ State _____ Zip Code _____ Phone# _____

- I/We, the undersigned property owner(s), consent to the adjustment of the boundary of our property as shown on the Tentative Plan Map.
- By signing this form, the property owner(s) is granting permission for Planning Staff to conduct site visits on the property.

 Property Owner Signature #1 Property Owner Signature #2

For Staff Use

CASE NUMBER

DATE SUBMITTED

ZONING

Base Zone

Overlay Zones

 Related Case #s

Open UR/ZV Case #

PLEASE NOTE

All outstanding taxes are due to the County Assessment Office Prior to Recording of new deeds and surveys. Please contact the Assessor at 503.988.3326 for additional information.

(Over)

Applicant Checklist for PLA Application

- **Tentative Plan Map** – Use a suitable sized sheet of paper to show the information listed below.
 - Drawn to scale – Engineer’s (uses tenths) or Architect’s scale
 - Indicates scale on plan
 - North Arrow
 - Name and present right-of-way width(s) of abutting street(s)
 - All property boundaries and dimensions prior to adjustment (solid line)
 - Proposed new property line (dashed line) and dimensions
 - Location of existing buildings and distances to property lines after adjustment
 - Location of septic drainfield, replacement field and septic tank
 - Location of well head
 - Location of fences, driveways and other improvements/easements
 - Identify the properties as Tract 1 and Tract 2 to match ownership on Page 1
 - Date of drawing (within 1 year of submittal)

- All property owners have signed the application form.

- Current deeds are attached for Tract 1 and Tract 2.

- Evidence is attached showing that each property is a Lot of Record (check all that apply):
 - The deeds that first created Tract 1 and/or Tract 2 have been included; or
 - A copy of a land use decision or building permit for Tract 1 and/or Tract 2 is included; or
 - Tract 1 and/or Tract 2 is in the same configuration as shown on the 1962 zoning maps.

Note: Staff will attach a copy of the zoning map if that box is checked.

- An On-Site Sewage Disposal Certification Form signed by The City of Portland’s Sanitarian is attached for each property.

- The Tentative Plan shows that each property fronts onto a public street or will front onto a public street when the property line adjustment is completed.
 - If no, an alternative access application has been submitted in addition to property line adjustment.

- If the driveway is being moved or modified as part of the project, the following additional items have been addressed:
 - Fire District Access Review signed by the district.
 - The Right of Way Section of Transportation agrees to the proposed location of the new driveway.

- There are no code compliance issues on either Tract.
 - A Voluntary Compliance Agreement is needed or exists .
 - This property line adjustment will solve all code issues.