

MUTUAL CONSENT PROPERTY LINE ADJUSTMENT FORM
POLK COUNTY COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

COMPLETED BY STAFF	
Received By: _____	Fee: _____
Date Submitted: _____	Fee Paid: _____
Application #: _____	Receipt #: _____

The following sections shall be completed by applicant. Please type or clearly print all information below.

I. APPLICANT(S)/OWNER(S) (PROPERTY 1)

Name _____
 Address _____
 City _____ State _____ Zip _____
 Daytime Phone _____

II. OWNER(S) (PROPERTY 2)

Name _____
 Address _____
 City _____ State _____ Zip _____
 Daytime Phone _____

III. PROPERTY

Property 1: Location or Address _____ Tax Acct. No. _____
 Township _____; Range _____; Section(s) _____ Tax Lot(s) _____
 Comp. Plan Designation _____ Zone _____
 Current Acreage _____ Resulting Acreage _____

***Document showing legally created property: _____ Date: _____**

Previous action(s) involving the subject property, (For example, conditional use, variance, etc.):

Property 2: Location or Address _____ Tax Acct. No. _____
 Township _____; Range _____; Section(s) _____ Tax Lot(s) _____
 Comp. Plan Designation _____ Zone _____
 Current Acreage _____ Resulting Acreage _____

***Document showing legally created property: _____ Date: _____**

Previous action(s) involving the subject property, (For example, conditional use, variance, etc.):

***This application must show that each property was lawfully created by providing one of the following:**

- 1) Subdivision name, lot, block and date, or
- 2) Partition plat number and parcel number and date, or
- 3) Deed reference describing property prior to May 15, 1974 and date, or
- 4) Decision document showing Polk County Recognition of property, and date

IV. REQUEST SUMMARY (Example: "To transfer three (3) acres from Property 1 to Property 2, as shown on the attached map.")

V. APPLICATION CHECKLIST

The information described below is required at the time you submit your application. *Please mark the items below to ensure your submittal is complete.*

- A. In order to qualify as a mutual consent property line adjustment, the proposed adjustment must comply with one of the subsections listed under Polk County Subdivision Ordinance (PCSO) Section 91.960(1). A planner will provide you with a copy of PCSO 91.960(1), or it may be downloaded from the Polk County website. Please note the subsection under PCSO 91.960(1) that describes the proposed adjustment:
- B. One map that shows the existing configuration of the subject properties. This map should show all existing buildings, structures, driveways, septic systems, and access locations. This map should include approximate property line dimensions and acreage of properties.
- C. One map that shows the proposed configuration of the subject properties. This map should show all existing buildings, structures, driveways, septic systems, and access locations. This map should include approximate property line dimensions and acreage of properties.
- D. Evidence to demonstrate how the subject property was lawfully established under PCSO 91.950. This should include a copy of the land use action that created the lot or parcel; such as a subdivision plat, partition plat, or property line adjustment; or if prior to May 15, 1974, a deed that describes the property. Please also provide your current deed with legal description. Copies may be obtained at the Polk County Clerk's Office.

I certify that this form is accurate to the best of my knowledge. I understand and consent to the proposed property line adjustment as described in this form, and all property owners or their agent have signed this form. I understand that authorization of a Mutual Consent Property Line Adjustment by Polk County will require the land owner to convey ownership as identified herein to complete the property line adjustment. The property owner shall submit the conveyance document to the County Clerk with the applicable recording fees. I understand that no additional properties or separate ownerships are authorized by this application. NOTE: Pursuant to Oregon Revised Statutes (ORS) 92.060, an adjusted property line shall be surveyed and monumented and a survey shall be filed with the County Surveyor.

DATED this _____ day of _____, 20____.

_____	_____
_____	_____
_____	_____

Signatures of Owner(s) and/or Authorized Agent

******* This section will be completed by an official from the Polk County Planning Division *******

The Polk County Planning Division has reviewed the proposed property line adjustment and finds that it meets one or more of the criteria for exclusions as provided in Section 91.960(1) of the Polk County Subdivision Ordinance. Any signature below does not endorse statements presented within this application regarding creation dates for properties.

Signed: _____ **Date:** _____ **Title:** _____