

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

Section 91.960(1) of the Polk County Subdivision Ordinance allows for property line adjustments to be excluded from Planning Division review and approval, provided that a mutual consent statement is signed by all owners of record for properties to be adjusted.

Date Submitted: _____
Received By: _____
Checked By: _____
Fee Paid: _____ **FEE:** _____
Application No.: _____ **Receipt #** _____

Please type or print all information below. An incomplete application will not be accepted.

| OWNER(S) (PARCEL 1) | | OWNER(S) (PARCEL 2) | |
|----------------------------|-------|----------------------------|-------|
| Name | _____ | Name | _____ |
| Address | _____ | Address | _____ |
| City | _____ | City | _____ |
| State | _____ | State | _____ |
| Zip | _____ | Zip | _____ |
| Phone: Home | _____ | Phone: Home | _____ |
| Work | _____ | Work | _____ |

Property 1: Township _____; Range _____; Section (s) _____ Taxlot(s) _____

Location or Address _____

Plan Designation _____ Zone _____

Current Acreage _____ Resulting Acreage _____

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

Previous action(s) involving the subject property (For example, conditional use to establish a home occupation, file #88-16, etc.) _____

Property 2: Township _____; Range _____; Section (s) _____ Taxlot(s) _____

Location or Address _____

Plan Designation _____ Zone _____

Current Acreage _____ Resulting Acreage _____

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

Previous action(s) involving the subject property (For example, conditional use to establish a home occupation, file #88-16, etc.) _____

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- * 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

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

For a property line adjustment to be excluded from Planning Division review and approval, the adjustment must meet one or more of the exclusion criteria listed below. Please mark an "X" next to all the conditions that apply to the proposed adjustment:

_____ All zones, and the total area to be adjusted is less than 10 percent of the current size of the smallest affected parcel, no parcel is being reduced below the minimum parcel size, and resulting parcels contain enough area to comply with required setbacks. [PCSO 91.960(1)(a)]

_____ The adjustment would correct a legally built structure located on or over the property line. [PCSO 91.960(1)(b)]

_____ All affected properties are zoned for farm or forest use (EFU, TC, FF and FFO), and all affected properties are as large or larger than the minimum parcel size and would remain as large or larger than the minimum parcel size after the adjustment. [PCSO 91.960(1)(c)]

Please include one **map showing existing configuration** of subject properties and a second **map depicting proposed configuration** of subject properties. These maps shall include approximate property line dimensions and acreage of properties (see example on page 3).

Please include the documents showing how each property was legally created.

I certify that this form is accurate to the best of my knowledge. I understand and consent to the proposed boundary adjustment as described in this form (all property owners or their agent must sign). 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 is to be completed by 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 Code. Any signature below does not endorse statements presented within this application regarding creation dates for properties.

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