

**PROPERTY LINE ADJUSTMENT APPLICATION
POLK COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION, COUNTY COURTHOUSE, DALLAS, OREGON**

Checked By: _____

Received By: _____

Submitted: _____

FEE: \$ _____

Application No.: _____

Fee Paid \$ _____

Receipt #: _____

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

APPLICANT(S)/OWNER(S) (PARCEL 1)

OWNER(S) (PARCEL 2)

Name _____

Name _____

Address _____

Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Phone: Home _____ Work _____

Phone: Home _____ Work _____

REQUEST: (For example, "To transfer three (3) acres from Parcel 1 to Parcel 2, as shown on the attached Assessor's Map.")

Parcel 1: Tax lot(s) _____; Township _____; Range _____; Section(s) _____

Plan Designation _____ Zone _____

Location or Address _____

Current Acreage _____ Resulting Acreage _____

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

Parcel 2: Tax lot(s) _____; Township _____; Range _____; Section(s) _____

Plan Designation _____ Zone _____

Location or Address _____

Current Acreage _____ Resulting Acreage _____

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

A property line adjustment requires an application to and approval from the Planning Director. A survey of the adjusted property line may be required pursuant to Oregon law. A resulting property description is recommended that describes both resulting properties. The following information is required at the time you submit your application. An incomplete application may not receive approval.

1. A description, and any necessary additional evidence, that demonstrates how the proposed property line adjustment would comply with the applicable review and decision criteria in the Polk County Subdivision and Partition Ordinance (PCSO) Section 91.960 and the Polk County Zoning Ordinance (PCZO).

2. A plot plan of the property on a County Assessor's map. These maps and aerial photos are available from the Community Development Department. Indicate the following on your plot plan:

___ One map showing existing configuration of subject parcels and a second map depicting proposed configuration of subject parcels. These maps shall include approximate acreage of parcels.

___ Acreage to be transferred

___ Access to all parcels (existing and proposed access points)

___ Location of all existing and proposed buildings and structures

___ Location of all septic systems

___ Existing County Road, public right-of-way or other means of legal access

3. Copy of the current deed for each property. Deed copies may be obtained at the Polk County Clerk's Office.

4. A current print-out from the Polk County Assessor's Office for each tax lot subject to the proposed land use action.

I certify that this application and its related documents are accurate to the best of my knowledge. I understand that the signature on this application authorizes representatives of the Polk County Community Development Department to enter upon the subject property to gather information pertinent to this request. If the application is signed by an agent, the owner's written authorization must be attached.

Signatures of Owners and/or Authorized Agent

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.