



# PROPERTY LINE ADJUSTMENT OR ABANDONMENT APPLICATION

**File Number:** \_\_\_\_\_

**Applicant(s):**

**Applicant(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicant(s) Name Printed: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property A Owner(s):**

Property Address: \_\_\_\_\_

Benton County Map and Tax Lot Number: \_\_\_\_\_

**Property Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Property Owner(s) Name Printed: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property B Owner(s):**

Property Address: \_\_\_\_\_

Benton County Map and Tax Lot Number: \_\_\_\_\_

**Property Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Property Owner(s) Name Printed: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*All signatures represented must have the full legal capacity and hereby authorize the filing of this application and certify that the information and exhibits herewith are correct and indicate the party's willingness to comply with all code requirements.*

**Submittal Requirements:**

The following information is required to be submitted:

- This Completed Application Form
- A Survey Prepared by a licensed surveyor which includes property lines, structures, water and sewer services, storm pipes, and location of a septic system.
- Title Reports for Each Property
- Deed Descriptions

**1. Size**

Identify the zoning and size of the properties subsequent to the Lot Line Adjustment.

Lot Line Adjustment  Lot Line Abandonment

Zoning Designation:  GRA  GRB  C  M

**Property A:**

**Property B:**

Area Prior to Adjustment \_\_\_\_\_

Area Prior to Adjustment \_\_\_\_\_

Area After Adjustment \_\_\_\_\_

Area After Adjustment \_\_\_\_\_

Total Area Adjusted \_\_\_\_\_

Total Area Adjusted \_\_\_\_\_

Does the proposal include property within a previously platted subdivision?  Yes  No

*If so, please attach the lot size calculations to demonstrate the average lot size within the subdivision and the proposal would not create lot size less than 80% of the minimum.*

Subdivision Name: \_\_\_\_\_ File Number: \_\_\_\_\_

Average Lot Size: \_\_\_\_\_

Minimum Lot Size Allowed (80% of minimum): \_\_\_\_\_ Minimum Lot Size Proposed: \_\_\_\_\_

<i>Planning Staff Only</i>			
Lot Size Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

**2. Lot Dimensions**

*Identify the lot width and depth of proposed lots. Lot width is measured between the midpoints of the two principal opposite side lot lines and generally at approximately right angles to the lot depth. Lot depth is measured from the midpoint of the front lot line to the midpoint of the opposite, usually rear lot line and generally at approximately right angles to the lot width. The minimum lot dimensions may be found in Chapter 5 of the City of Monroe Land Use Code.*

**Lot A**

Lot Width: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

**Lot B**

Lot Width: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

<i>Planning Staff Only</i>			
Lot Dimensions Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

### 3. Setbacks

Identify the building setbacks (distance between the proposed foundation/support and the property line) for all structures onsite. The minimum distances may be found in dimensional standards of your zoning designation in Chapter 5 of the City of Monroe Land Use Code. Note that Section 5.117 of the Monroe Land Use Code require that all drainageways and watercourses have a minimum setback of 20 feet from the center of the drainageway. Please write N/A if the setback referenced is not affected by the proposal.

#### Lot A

Identify the closest point between the structures identified below and the proposed property line subsequent to the lot line adjustment/abandonment.

##### Dwelling

Closest Left Setback: \_\_\_\_\_ Closest Right Setback: \_\_\_\_\_  
Closest Garage Setback: \_\_\_\_\_ Closest Rear Setback: \_\_\_\_\_  
Closest Front Setback: \_\_\_\_\_ Closest Rear Porch Setback: \_\_\_\_\_  
Closest Front Porch Setback: \_\_\_\_\_ Closest Projection into Setback: \_\_\_\_\_

##### Accessory Structure(s)

Closest Left Setback: \_\_\_\_\_ Closest Right Setback: \_\_\_\_\_  
Closest Garage Setback: \_\_\_\_\_ Closest Rear Setback: \_\_\_\_\_  
Closest Front Setback: \_\_\_\_\_ Closest Rear Porch Setback: \_\_\_\_\_  
Closest Front Porch Setback: \_\_\_\_\_ Closest Projection into Setback: \_\_\_\_\_

#### Lot B

Identify the closest point between the structures identified below and the proposed property line subsequent to the lot line adjustment/abandonment.

##### Dwelling

Closest Left Setback: \_\_\_\_\_ Closest Right Setback: \_\_\_\_\_  
Closest Garage Setback: \_\_\_\_\_ Closest Rear Setback: \_\_\_\_\_  
Closest Front Setback: \_\_\_\_\_ Closest Rear Porch Setback: \_\_\_\_\_  
Closest Front Porch Setback: \_\_\_\_\_ Closest Projection into Setback: \_\_\_\_\_

##### Accessory Structure(s)

Closest Left Setback: \_\_\_\_\_ Closest Right Setback: \_\_\_\_\_  
Closest Garage Setback: \_\_\_\_\_ Closest Rear Setback: \_\_\_\_\_  
Closest Front Setback: \_\_\_\_\_ Closest Rear Porch Setback: \_\_\_\_\_  
Closest Front Porch Setback: \_\_\_\_\_ Closest Projection into Setback: \_\_\_\_\_

<i>Planning Staff Only</i>	
Building Setback Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Initial _____

#### 4. Lot Coverage

GRA & GRB Zones: 40% Maximum Lot Coverage  
Other Zones Subject to Planning Review

Lot A

- 1. Square footage of all existing building footprints: \_\_\_\_\_
- 2. Square footage of all proposed building footprints: \_\_\_\_\_
- 3. Total square footage of property subsequent to the lot line adjustment/abandonment..... \_\_\_\_\_

Lot B

- 1. Square footage of all existing building footprints: \_\_\_\_\_
- 2. Square footage of all proposed building footprints: \_\_\_\_\_
- 3. Total square footage of property subsequent to the lot line adjustment/abandonment..... \_\_\_\_\_

Planning Staff Only			
Lot Coverage Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

#### 5. Frontage

*Each lot is required to have a minimum of 12 feet of street frontage. Frontage means that portion of a parcel of property which abuts a dedicated public street or highway or an approved private way.*

Proposed Frontage for Lot A: \_\_\_\_\_ Proposed Frontage for Lot B: \_\_\_\_\_

Not Applicable, a flag lot configuration is proposed

Planning Staff Only			
Frontage Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

#### 6. Flag Lot

*"Flag lot" means a lot or parcel that has a narrow frontage on a public right-of-way and a narrow accessway which serves the main body of the lot used for building*

Not Applicable, a flag lot configuration is not proposed

*The pole must connect to a public street.*

Does the pole portion connect to a public street?  Yes  No

*The pole must be at least 12 feet wide for its entire length (one unit).*

Is the pole portion a minimum of 12 feet in width?  Yes  No Width: \_\_\_\_\_

*The pole must be part of the flag lot and must be under the same ownership as the flag portion of the lot.*

Is the pole portion of the lot under the same ownership as the remaining portion of the lot?  Yes  No

*A joint accessway shall be provided unless the existing topography of the site or the dwelling unit is located on the property to prevent a joint accessway. A perpetual reciprocal access easement and maintenance agreement shall be recorded for the joint accessway, in a format acceptable to the city attorney.*

Is a joint accessway proposed?  Yes  No

If so, please describe the dimensions and location of the easement and provide a draft with the application.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Joint accessways shall have a minimum pavement width of 16 feet for service up to two units or 20 feet to service three or more units. A fire access corridor of at least 20 feet shall be provided to all parcels with a minimum pavement width of 16 feet to service two units or 20 feet to service three or more units. At least 6 inches of shoulder on each side of the access corridor shall be provided in order that construction work does not infringe on adjacent properties. A narrower pavement width may be approved by the Monroe Rural Fire District and the City Planning Official. The approval may require that additional fire suppression devices be provided to assure an adequate level of fire and life safety. No obstruction, including trees, fences, landscaping or structures, shall be located within the access corridor.

Number of Units Utilizing the Accessway? \_\_\_\_\_

Width of Pavement Proposed? \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Planning Staff Only*

Flag Lot Approved?  Yes  No  Not Applicable Initial \_\_\_\_\_

### 7. Plat Restrictions

Identify the size and location of all restrictions on your proposed plan. Plats may be obtained from Benton County GIS Map or from the Benton County Community Development.

Easements (PUE, SSE, etc.): \_\_\_\_\_

Non-Vehicular Access Strip (NVA): \_\_\_\_\_

Other Restrictions: \_\_\_\_\_

Not Applicable

*Planning Staff Only*

Plat Restrictions Approved?  Yes  No  Not Required Initial \_\_\_\_\_

### 8. Utilities

Please indicate the location of all water, sanitary sewer, and stormwater facilities (including drainage ways) on the survey.

Does the proposal include:

1. Stormwater Facility or piping?  Yes  No

If yes, is it affected by proposal?  Yes  No

If yes, please explain \_\_\_\_\_

2. Water Service?  Yes  No

If yes, is it affected by proposal?  Yes  No

If yes, please explain \_\_\_\_\_

3. Sewer Service?  Yes  No

If yes, is it affected by proposal?  Yes  No

If yes, please explain \_\_\_\_\_

Note that an easement is required if the proposal would result in a utility being located on another property.

*Planning Staff Only*

Utilities Approved?  Yes  No  Not Applicable Initial \_\_\_\_\_

## City Decision

Planning Official's Approval?     Yes     No    Date: \_\_\_\_\_    Signature: \_\_\_\_\_

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Please note that approval of this Property line Adjustment does not affect any existing easements or encumbrances which may be located on the subject properties.

**APPROVAL PROCESS:**

1. The property to be adjusted shall be surveyed and monumented in accordance with applicable Sections of ORS Chapter 92.
2. The current deed holders or their assigns shall sign the revised deeds for the approved legal descriptions. These deeds shall be recorded at the Benton County Clerk's Office by the applicant.
3. Upon approval, the original survey map shall be signed by the City Planning Official. A signed copy shall be returned to the applicant and a signed copy maintained on file with the City. The original survey shall be forwarded to the Benton County Surveyor for recording by the Applicant.
4. If required conditions of approval are not met, the survey map shall not be signed and it shall be returned to the applicant with a letter stating the reasons for denial. The Applicant may modify the map for compliance with the required conditions or may file an Appeal to the Planning Commission within 15 days of decision in conformance with Section 3.700 of the Monroe Land Use Code.
5. Copies of all recorded conveyances and filed surveys shall be provided to the City for inclusion in the Record File of the Application, in accordance with Section 2.150 of the Monroe Land use Code.
6. The applicant shall provide the City of Monroe a CAD file of the final survey. The preferred file type is an AutoCAD\*.dwg. If AutoCAD is not the CAD system used, a \*.dxf format will be sufficient.