

CITY OF YAMHILL
LOT LINE ADJUSTMENT APPLICATION
PLANNING DEPARTMENT
CITY HALL
YAMHILL, OREGON 97148
(503) 662-3511

Docket Number: _____
Hearing Date: _____
Staff Member: _____
Present Zone: _____

PARCEL 1	PARCEL 1
APPLICANT IS	TITLE HOLDER OF THE PROPERTY
Legal Owner ()	Name: _____
Contract Buyer ()	
Option Holder ()	Address: _____
Agent ()	

LEGAL DESCRIPTION OF THE PROPERTY PARCEL 1

Location of Property: _____ Size: _____ X _____ Tax Lot: _____

Lot: _____ Block: _____ Sub-Division: _____ Total Area: _____

Total Area Involved: _____ Current Zoning: R-1 _____; R-2 _____; R-3 _____

PARCEL 2	PARCEL 2
APPLICANT IS	TITLE HOLDER OF THE PROPERTY
Legal Owner ()	Name: _____
Contract Buyer ()	
Option Holder ()	Address: _____
Agent ()	

LEGAL DESCRIPTION OF THE PROPERTY PARCEL 2

Location of Property: _____ Size: _____ X _____ Tax Lot: _____

Lot: _____ Block: _____ Sub-Division: _____ Total Area: _____

Total Area Involved: _____ Current Zoning: R-1 _____; R-2 _____; R-3 _____

NAMES

Surveyor and Address (if applicable): _____ Phone: _____

Engineer and Address (if applicable): _____ Phone: _____

REQUEST

A) What is requested: (for example - Move 10 feet from Parcel 1 and add to Parcel 2.)

B) Reason for adjustment:

APPLICANT'S CERTIFICATION

No title search or survey will be made by the City of Yamhill before this application is processed. It is the responsibility of the applicant for any permits to determine whether he has the legal right to use the property in question for the intended purpose. No permission for such use, either express or implied, is given by the City of Yamhill by the issuance of any permit.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NOTE: Attach detailed, accurate site plans (minimum of Two copies are required). Other statements, plans, photos, data, etc., which would help to substantiate and clarify your request may also be submitted. Attach responses to all questions prior to submission to the City.

Applicant's Signature - Parcel 1

Date of Application

Applicant's Signature - Parcel 2

Date of Application

APPLICATION

APPLICATION:

A complete Application includes the following items:

- 1.) The Application Form filled out as completely and accurately as possible. Give as thorough an explanation as possible. If additional explanation or materials would assist or support the request, attach these and include them with the Application Form.
- 2.) Two copies of a Preliminary Map. The map should be drawn on reproducible paper and the following information should be included:
 - A.) The date, north-point, scale, and a good and sufficient description to define the location and boundaries of the parcels.
 - B.) Existing and proposed lot lines with estimated dimensions of adjusted parcels.
 - C.) Lot identification. All lots should be numbered in consecutive order.
 - D.) The size of each lot in acres, or square feet, after the adjustment.
 - E.) Existing and proposed access roads, easements, and public rights-of-way and their dimensions.
 - F.) Name, address, and telephone number of the property owner(s), the owner's representative(s), applicant(s), and surveyor.
 - G.) Identification of the drawing as a lot-line adjustment map.
 - H.) Tax Lot Number(s), and zone information.
 - I.) Location of all existing structures, sewer & water connections, and distance of improvements to proposed lot lines.
 - J.) Such additional information as required.
- 3.) Copy of most recent Deed or Contract for each parcel involved.
- 4.)

Application Fee	<u>\$ 350.00</u>	
Professional Review Fee	<u>\$ 1,000.00</u>	* If Applicable
Initial City Fee at Application	<u>\$ 350.00</u>	
- 5.) Make certain the Application is signed by the Legal Owner(s) of the affected property. (Proof of title may be required.)

SUBMISSION OF APPLICATION:

A completed application shall be filed with the City Recorder.

A minimum fee of \$350.00, for the Preliminary Plan, shall be charged for plan review upon filing of the application. Such fees shall be non-refundable. The applicant is advised that he will be subject to Professional Service Charges of Yamhill Municipal Code Section 10.128.230.

The City Recorder shall review the plans and application and determine whether the proposal is compatible with the City of Yamhill Comprehensive Plan and all other applicable regulations.

APPROVAL STANDARDS:

- 1.) All parcel sizes, property line setbacks, and other dimension attributes resulting from a lot-line adjustment shall conform to the provisions of the Zoning Code. Conditions that existed legally prior

- to the Application that do not conform to the Ordinance provisions shall be allowed to continue.
- 2.) Lot line adjustments shall conform to the Comprehensive Plan and Official Zone Map, and any criteria of the existing zone.
 - 3.) A lot-line adjustment shall not result in the creation of a new lot, or plat of an existing subdivision line, is not considered a replat.
 - 4.) All lots resulting in a lot line adjustment shall have legal access to a public road pursuant to the Yamhill Municipal Code, Zoning Title.

SURVEY REQUIREMENTS:

A lot-line adjusted by relocation of a common boundary shall be surveyed and monumented except under the following circumstances:

- 1.) Where both parcels affected are greater than 120 acres; or
- 2.) Where the location of a common boundary of lots in a subdivision, or partition, when the adjusted property line is a distance of equal width along the common boundary.

PROFESSIONAL EXPENSES:

10.128.230 Professional Expenses. In addition to any other fees prescribed by the City Council, there is imposed upon an Applicant before the Planning Commission or City Council, an additional fee for the professional review of the application. Said fee shall not exceed \$1,000.00 unless approved by majority vote of the Planning Commission or City Council. Said fee shall not exceed actual cost to City for professional services of planners, engineers, attorneys, or other professionals whose assistance is sought by the Planning Commission and/or City Council.

The City shall not bill for the first four (4) hours of the professional review performed by City Staff and the first four (4) hours of the professional review performed by the City Planner. Unless specifically included within the application fee, all services by the City Engineer and the City Attorney shall be covered under Professional Expenses. The City shall have the authority to impose the above said fee only in those cases where additional professional review, beyond four (4) hours, engineering review, and/or legal review, is required on the application. Prior to imposing said fee or beginning professional review of such projects, the City Recorder shall notify the Applicant that his application is subject to the Professional Review Fee and that the Applicant shall be liable for said fees. Such notifications may be made by printing said notification on the land use application to come before the Planning Commission and/or City Council. The City, after notification to Applicant of the professional review fee, shall provide the Applicant a period of not less than seven days in which to withdraw his application without being responsible for said fee. The City, at the request of the applicant may provide to the applicant an estimate of the Professional Review Fee however, such estimates shall not be binding in any way upon the City. An estimated Professional Review Fee may be charged at the time of initial or subsequent hearing if the governmental body has good cause to believe a fee will be required.

The Professional Review Fee shall be collected from the applicant before final approval of the application. If estimated professional review fees have been collected by the City, and the Professional Review Fee charged to the City by a professional is less than the amount rendered by the Applicant, the City Recorder shall refund to the Applicant the balance of the fee paid beyond the professional fees actually charged the City. Likewise, if the estimated professional review fees paid by the applicant are insufficient to cover the amount assessed the City by the designated professionals, then the City Recorder will have the authority, prior to the Planning Commission or City Council acting upon the application, of collecting additional fees. (Ord. 350, §15.22, 1984)