



City of Veneta
 88184 8th Street
 P.O. Box 458
 Veneta, Oregon 97487
 Phone: (541) 935-2191
 Fax: (541) 935-1838

PROPERTY LINE ADJUSTMENT APPLICATION

Receipt # _____
 Submission Date _____
 Planning File # _____

Planning Authorization _____

A property line adjustment is the relocation of a common property line between two abutting properties. An adjusted property line created by the relocation of a common boundary shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records. The survey, complying with ORS 209.250, must be submitted to the City for review prior to being recorded with Lane County. The applicant is responsible for paying all surveying and recording costs.

_____ Application Fee..... \$550

PROPERTY 1

Print Property Owner Name: _____
 Mailing Address: _____ Phone: _____
 City/State/Zip: _____
 Contract Purchaser: _____
 Lessee: _____
 Title Holder: _____

Water Supply
 City _____ Well _____
Sewage
 City _____ Septic _____

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lot(s)	Existing Area	Proposed Area	Zone

PROPERTY 2

Print Property Owner Name: _____
 Mailing Address: _____ Phone: _____
 City/State/Zip: _____
 Contract Purchaser: _____
 Lessee: _____
 Title Holder: _____

Water Supply
 City _____ Well _____
Sewage
 City _____ Septic _____

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lot(s)	Existing Area	Proposed Area	Zone

Subzone (if applicable): _____

Required Submittals:

- A completed application Form (signed)
- Property Line Adjustment map (6 copies) – Drawn to scale, including ALL applicable provisions of the Veneta Land Division Ordinance for Property Line Adjustment below:
 - o The scale, north point, and date of the map
 - o The assessor’s tax map and lot numbers indentifying each property involved in the adjustment.
 - o The location, width, and purpose of any easements, private wells, septic systems, and driveway access to public right-of-way, existing and proposed.
 - o The area of each property, before and after the property line adjustment.
 - o The proposed property lines and dimensions of each property.
 - o Existing structures, all utility lines, including septic systems and wells with dimensions and distances from new property lines.
- One copy of the property line adjustment map provided in PDF format.
- Evidence that the existing properties are legal, buildable lots or parcels.
- Current title reports for all parcels of land.

Approval Criteria:

- The property line adjustment does not create any new lots or parcels.
- All properties involved continue to have adequate access to public streets.
- The properties involved meet the minimum lot size and configuration requirements for the zoning district and do not otherwise violate city standards.
- The properties involved comply with any previous requirements or conditions imposed by a review body.
- There are no conflicts with existing public utility easements.
- Setbacks and lot coverage shall not be reduced below the minimum for the zone in which the property is located.

I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Property Owner 1 Signature: _____

Property Owner 2 Signature _____

A request for a property line adjustment shall be accompanying by a form prescribed by the City that provides a legal description of a legal description of the lots to be adjusted as they currently exist and a legal description as they are proposed to be adjusted. This form shall be signed by all property owners of the lots to be adjusted. An adjusted property line created by the relocation of a common boundary shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records. No property line adjustment shall be approved by the City if it results in inadequate legal access to the re-configured parcels.

PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan, Land Development Ordinance, and Land Division Ordinance. Ordinances are available on the City website, www.ci.veneta.or.us.

