



PROPERTY LINE ADJUSTMENT INFORMATION SHEET

WHAT IS A PROPERTY LINE ADJUSTMENT?

A property line adjustment is the relocation of a common property line between two abutting lots of record, where an additional lot of record is not created. A property line adjustment is also commonly referred to as a lot line adjustment.

WHAT IS NEEDED FOR APPROVAL?

All property line adjustments are discretionary and may be permitted after evaluation according to criteria in the Gladstone Municipal Code (GMC). The city must make written findings to support the decision. The applicant is responsible for providing evidence to support a property line adjustment request, according to [Chapter 17.36](#) of the GMC.

WHAT ARE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on any application. A decision will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to the application as listed in the GMC. To address the necessary criteria, the information requested in the application form and required to be included on the plot plan should be as thorough as possible.

APPLICATION PROCESS

Property line adjustments are reviewed by the city administrator, or designee, whose initial decision may be appealed to the Planning Commission. The Planning Commission will hold a public hearing on appeal. Public comments received from property owners, agencies, and other interested parties may affect the decision on the application. Special conditions may be attached to an approval. The Planning Commission's decision may be appealed to the City Council, where an additional public hearing will be held. The City Council's decision may be appealed to the Oregon Land Use Board of Appeals. Review of property line adjustments take approximately 10 working days.

HOW DO I MAKE A PROPERTY LINE ADJUSTMENT APPLICATION?

- Complete a City of Gladstone Land Use Application. **The owners of both lots must sign the application form.**
- Provide a plot plan drawn to scale and including the elements identified on the attached checklist.
- Submit the application form, plot plan and application fee of to the City of Gladstone.
- Type I Property Line Adjustment Application fee is \$795.
- Type II Property Line Adjustment Application fee is \$1,050.



LOT LINE ADJUSTMENT LAND USE APPLICATION

Gladstone planning services are provided by 3J Consulting.
 Submit all land use applications and correspondence to: City of Gladstone
 Attn: Heather Austin 18505 Portland Ave. Gladstone, OR 97027
 Email: heather.austin@3j-consulting.com or permit.review@3j-consulting.com
 Phone: 503-946-9365 x206

A completed application includes the APPLICATION FOR A LOT LINE ADJUSTMENT APPLICATION and the items identified in the SUPPLEMENTAL APPLICATION below.

- ✓ Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- ✓ Incomplete applications will not be accepted for filing.
- ✓ All exhibits must be legible.

● FOR STAFF USE ONLY ●

File No: _____ Other Related Permit Applications: _____

Pre-app: Staff _____ Date _____ Staff Member: _____

Date Received _____ Fee _____ Zone: _____

Hearing Date _____ Comp. Plan: _____

● APPLICANT INFORMATION ●

PLEASE TYPE OR PRINT IN BLACK INK ONLY

SECTION I. APPLICANT/ PROPERTY OWNER

NAME OF APPLICANT _____
 LAST FIRST

MAILING ADDRESS _____ CITY _____ ST _____ ZIP _____

APPLICANT IS: LEGAL OWNER CONTRACT BUYER OPTION BUYER AGENT

NAME OF CONTACT PERON (if other than applicant) _____

MAILING ADDRESS OF CONTACT _____

PHONE NUMBERS OF: APPLICANT: WK _____ HM _____ CONTACT PERSON: Work _____ Home _____

SITE ADDRESS: _____ TOTAL LAND AREA: _____

LEGAL DESCRIPTION: T _____ R _____ SECTION _____ TAX LOT(S) _____

ADJACENT PROPERTIES INVOLVED IN LOT LINE ADJUSTMENT: T _____ R _____ SECTION _____ TAX LOT(S) _____

ADJACENT PROPERTIES UNDER SAME OWNERSHIP: T _____ R _____ SECTION _____ TAX LOT(S) _____

OTHER PERSONS (IF ANY) TO BE MAILED NOTICES REGARDING THIS APPLICATION:

NAME	ADDRESS	ZIP	RELATIONSHIP
------	---------	-----	--------------

NAME	ADDRESS	ZIP	RELATIONSHIP
------	---------	-----	--------------

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

OWNER'S SIGNATURE _____	OWNER'S NAME (Print) _____
-------------------------	----------------------------

OWNER'S SIGNATURE _____	OWNER'S NAME (Print) _____
-------------------------	----------------------------

APPLICANT'S SIGNATURE _____	APPLICANT'S NAME (Print) _____
-----------------------------	--------------------------------

SECTION II. DIMENSIONAL SPECIFICS

1. Project dimensions, size of properties involved _____

Area of Parcels involved	Existing (sq. ft.)	New Proposed (sq. ft.)	Difference (+ or -) (sq. ft.)
Parcel A			
Parcel B			
Parcel C			
Parcel D			

2. Is any grading proposed?..... Yes No

If yes, complete the following:	
a. Amount of cut	Cu.yds.
b. Amount of fill	Cu.yds

3. Parking:

Is any existing parking being removed? Yes No

If yes, how many spaces? _____

4. Does project include removal of trees or other vegetation? Yes No

If yes, indicate **number**, **type**, and **size** of trees _____

Or other **type** and **area** of vegetation _____

5. Present Use of Property

a. Are there existing structures on property..... Yes No

b. If yes, describe _____

c. Will any structures be demolished or removed? Yes No

d. If yes, describe _____

SECTION III. ATTACHMENT CHECKLIST

Please also include the items in the following **ATTACHMENT CHECKLIST**, which is provided for the convenience of applicants in gathering necessary application materials and is based on the requirements of **Municipal Code section 17.36.015**; (Please note additional filing requirements may be required depending on the proposed project.)

- Vicinity Map
- Application Filing fee
- Preliminary site plan with the following elements:
 1. Date the preliminary map was drawn
 2. North arrow
 3. Scale of drawing
 4. Township, Range, Section and Tax Lot numbers of the subject properties and any contiguous properties under the same ownership as the subject properties
 5. Complete names, addresses and telephone numbers of the owners of the subject properties
 6. Dimensions and area of the subject properties, both before and after the proposed adjustment. Show existing property lines as solid lines and proposed property lines as dashed lines.
 7. Locations, widths and names of adjacent streets
 8. Identification of existing uses of the subject property, including the location of all existing structures. Include structure setbacks from existing and proposed property lines.
 9. The location of existing utilities on the subject properties
 10. Zoning of the subject properties
 11. The location, including width, of existing and proposed easements, to which property they are conveyed and for what purpose(s). Include easements on the subject properties and offsite easements conveyed to the subject properties.
 12. The location of any existing onsite sewage disposal systems and wells
 13. The location and dimensions of driveways and off-street parking areas
 14. For properties developed with nonresidential uses, identify individual off-street parking and loading spaces, including dimensions, and the location and dimensions of landscaped areas