



Property Line Adjustment Application

Dallas Planning Department

Development Code Type 1 Review

Official Use Only:
 File No.: _____
 Date: _____
 Fee: _____ PAID

A PROPERTY LINE ADJUSTMENT is the modification of lot boundaries where no additional parcels or lots are created, or when boundary lines are removed to consolidate multiple lots into a single lot. Requirements for property line adjustments may be found in the Dallas Development Code (DDC) Section 4.3.140. To request a property line adjustment, please complete this application form, include necessary attachments (listed on page 3 of this form) and submit it along with required fees to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

Section 1 – Applicant Information

Name(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information

Parcel A, Address/Lot No. _____

Property Owner(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Parcel B, Address/Lot No. _____

Property Owner(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 3 – Project Description

Please describe your project: _____

Site Address: _____ Total Land Area: _____

Assessor Map/Taxlot No. _____ Zoning: _____

Present Use of Property: _____

Size of Parcels Before and After Adjustment:

	Size of Parcel BEFORE Adjustment	Size of Parcel AFTER Adjustment
Parcel A (assigned in Section 2)		
Parcel B (assigned in Section 2)		

Section 4 – Site Plan

The application shall include a site plan drawn to scale on 8.5" x 11" or 11" x 17" paper. The site plan must include the following:

- The dimensions and areas of the lots before and after the proposed property line adjustment.
- Footprints and dimensions of existing structures (including accessory structures); location and dimensions of driveways and public and private streets within or abutting the subject lots; location of public and private utility easements; location of sensitive lands (e.g., flood hazard, geological hazard); existing fences and walls; and any other information deemed necessary by the City Planning Official for ensuring compliance with City codes.

Section 5 – Signatures Required

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:

PROPERTY OWNER(S)

Parcel A - Property Owner's Signature: _____ Date: _____

Parcel B - Property Owner's Signature: _____ Date: _____

APPLICANT(S)

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Section 6 – Review and Approval

Official Use Only:

Approved Denied Reason for Denial: _____

Address Modification Required: Yes No

If yes, Add Remove _____
(Address)

Staff Signature: _____ Date: _____

Section 7 –Recording Property Line Adjustments

The applicant shall record the property line adjustment with Polk County within sixty(60) days of approval prior to the expiration of approval on _____.
(Expiration Date)

The applicant shall submit a copy of the recorded property line adjustment survey map to the City within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.



Property Line Adjustment

Application Checklist

AN APPLICATION FOR PROPERTY LINE ADJUSTMENT SHALL CONTAIN THE FOLLOWING:

- COMPLETED APPLICATION FORM
- RECORDED DEEDS - A copy of the recorded deeds for the existing units of land.
- SITE PLAN
- APPLICATION FEE - The application fee must be paid at the time of filing your application.

All application information items must be submitted unless waived by the Planning Official. When an application is submitted, the City will notify you in writing within thirty (30) days as to whether the application is complete or what information is required to make the application complete.

APPLICATION REVIEW PROCESS:

The City processes a property line adjustment as a Type I land use action in accordance with the procedures found in DDC Section 4.1.010 (Type I Procedure). The City Planning Official reviews the request and makes a decision to approve or deny the request based on the criteria found in DDC 4.3.140.C and the facts contained in the application. The City Planning Official's decision is the final decision of the City. The decision is final on the date it is made.

RECORDING PROPERTY LINE ADJUSTMENTS:

1. RECORDING - Upon the City's approval of the proposed property line adjustment, the applicant shall record the property line adjustment with Polk County within sixty (60) days of approval (or the decision expires), and submit a copy of the recorded survey map to the City, to be filed with the approved application.
2. TIME LIMIT - The applicant shall submit a copy of the recorded property line adjustment survey map to the City within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.

Time Extension: The City shall, upon written request by the applicant, grant a written extension of the approval period not to exceed one year provided that:

- No changes are made to the original property line adjustment as approved by the City;
- The applicant can show intent of recording the approved plan within the one-year extension period;
- There have been no changes in the applicable Code or plan provisions on which the approval was based. In the case where the property line adjustment conflicts with a code change, the extension shall be denied; and
- The extension request is made before expiration of the original approved plan.

A copy of the Dallas Development Code is available online at www.dallasor.gov.

