



City of Scio

Planning File No.:

PO Box 37
38957 NW 1st Avenue
Scio, OR 97374

PH: (503) 394-3342
FAX: (503) 394-2340
Website: <http://ci.scio.or.us>
cathy@sciooregon.gov

Property Line Adjustment Application

APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

Applicant Certification

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.

I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.

Signature: _____	Date: _____
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Reason for requesting Lot Line Adjustment: _____

PROPERTY INFORMATION

Property A:
Situs Address: _____ Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____
Current Zoning: _____
Total Area (sq ft. or acres): _____ Lot Dimensions: _____
Current Property Use: _____
Existing Structures: _____
Proposed Property Usage: _____
New Area (sq ft.): _____ Lot Dimensions: _____

Property B:
 Situs Address: _____ Nearest Cross Street: _____
 Assessor Map & Tax Lot Number(s): _____
 Current Zoning: _____
 Total Area (sq ft. or acres): _____ Lot Dimensions: _____
 Current Property Use: _____
 Existing Structures: _____
 Proposed Property Usage: _____
 New Area (sq ft.): _____ Lot Dimensions: _____

PROPOSED ADJUSTMENT OF LOTS:

Current Property Owner	Parcel #	Existing Tax Lot #	Existing Address	Existing Lot Size (sf)	Increase or Decrease in Lot Size	Proposed Lot Size (sf)
EXAMPLE						
City of Scio	Property A	10S01W18AA Tax Lot: 07600	38957 NW 1 st Avenue	5,000 sq. ft.	+2,500 sq. ft.	7,500 sq. ft.
Next Door Neighbor	Property B	10S01W18AA Tax Lot: 09000	38977 NW 1 st Avenue	10,000 sq. ft.	-2,500 sq. ft.	7,500 sq. ft.
	Property A					
	Property B					

Provide information on existing setbacks from the edge of the building to the property line. Show setbacks on the map of the proposed property line adjustment.

	Existing Setbacks Property Line to Building				New Setbacks after Property Line Adjustment			
	Front	Rear	Side 1	Side 2	Front	Rear	Side 1	Side 2
EXAMPLE	20'	22'	5'	13'	20'	22'	5'	8'
Property A								
Property B								

ENGINEER/DESIGNER/SURVEYOR CONTACTS

Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____
Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____

FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY

The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.

If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.

By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.

PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION

Owner 1	
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____ _____	Cell: _____
	Email: _____
Owner 2	
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____ _____	Cell: _____
	Email: _____

REQUIRED SUBMITTALS

- Signed Application
- A \$300.00 filing fee
- Site plan drawn to scale identifying all of the following:
 - a. The existing boundaries of the parcels subject to the property line adjustment, with the dimensions and size of each parcel.
 - b. The precise location of the area intended to be transferred from one parcel to the other, including the size and dimension of this area.
 - c. The location, width and purpose of any easements on the parcels.
 - d. The location the water and sewer supply lines serving the property.
 - e. The location of all buildings on both parcels and their setback from existing and proposed property lines.
 - f. The location of existing and proposed vehicular access to the parcels.
- Verification of ownership of each of the affected parcels. (e.g. Linn County Assessor's Record)
- A statement from each of the property owners indicating their agreement with the proposed change.
- A description of the area to be added to or reduced from each parcel.

APPROVAL CRITERIA

1. The lots being modified in size through the property line adjustment shall meet the minimum lot size, lot width, and street access requirements of the zone in which they are located.
2. If, prior to the application, the lot did not meet lot size or width requirements, the property line adjustment shall not result in greater nonconformity with the applicable standards. However, street access requirements shall be met on the resulting parcels.
3. The amended lot lines shall not encroach on the location of sewage disposal or water supply lines or easements.
4. The property line adjustment shall not create any additional lots.
5. The property line adjustment shall not create building encroachments into any specified setback area. In situations where there is an existing encroachment, the adjustment shall not result in a greater setback encroachment.
6. If, in the review of the property line adjustment request, the City staff or Planning Commission determines that the adjustment appears to be a preliminary step toward subsequent partitioning or subdivision of any or all of the affected lots, the applicant(s) shall prepare a preliminary plan showing how the property will subsequently be divided.
7. Verification of ownership for each property must be presented to the City staff.
8. The property owner of each lot affected by the property line adjustment must sign a statement of agreement with the proposed change.

APPROVAL PROCESS

1. Within 21 days of the receipt of a completed property line adjustment application, the City staff shall determine whether or not the application conforms to the standards as specified in Section 8.540.
2. A property line adjustment is considered a ministerial act and does not require that a notice be provided to any party except the landowners of the properties, and the applicant if different from the landowners.
3. The decision of the City staff on the property line adjustment is subject to Planning Commission review. Within 35 days of the staff decision, the Planning Commission shall review the application. The Planning Commission may affirm, deny, or modify the decision.
4. Notice of the approval or denial shall be provided to the landowners of the affected properties, and to the applicant if different from the landowners. Notice shall be provided within five (5) days of the Planning Commission's decision.

RECORDING LOT LINE ADJUSTMENTS

1. A meets and bounds description shall be prepared.
2. A survey must be completed and filed with the Linn County Surveyor.
3. A copy of the approved Property Line Adjustment must be recorded with the Linn County Clerk, and a copy of the recording must be submitted to the City within 30 days of its recording.

This information is only a summary. For additional information or clarification, please refer to the Scio Land Division Ordinance No. 562 or request clarification from city staff.

OFFICE USE ONLY
PROCESS SUMMARY TIMELINE

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____

FINAL PLAT

Date Received: _____	City Planner Review: _____
Corrections Requested? _____	
Review Complete on: _____	
Date Lot Line Adjustment Survey recorded with the Linn County Surveyor: _____	
Copy of the County Approved Lot Line Adjustment Survey filed in the City's Land use file: _____	