



MEDFORD PLANNING

PROPERTY LINE ADJUSTMENT APPLICATION – Type I

Property Line Adjustment

Lot Consolidation

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

2. AGENT INFORMATION (Owner's consent required)

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

3. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

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4. SECOND PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

5. THIRD PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

6. PROJECT DESCRIPTION

Zoning: _____

General Land Use Plan _____

(GLUP) Map Designation(s): _____

Assessor's Map & _____

Tax Lot(s): _____

Total Existing _____ Total Existing Net _____

Gross Acreage: _____ Acreage: _____

Adjusted Net Area _____ Adjusted Net Area _____

Lot 1: _____ Lot 2: _____

Adjusted Net Area _____ Adjusted Net Area _____

Lot 3: _____ Lot 4: _____

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7. REQUIRED SUBMITTALS (Single Sided – Documents Letter Size – Plans 11 x 17)

- This Application Form (completed and signed)
- Findings of Fact addressing approval criteria (page 4)
- Site Plan drawn to scale with content required in MLDC 10.158(C)(1) (pages 4 – 5)
- Title report for each property per MLDC 10.158(C)(2) (page 5)
- Original Property Deeds in current configuration
- Deeds which include a statement that identifies the associated conveyance of property as a PROPERTY LINE ADJUSTMENT. Property descriptions attached to the deeds shall either describe the resultant properties or otherwise specify that the conveyed land shall be consolidated with the property of the grantee.
- Assessor’s map with site indicated
- Written Consent of Owner for each property (page 6)

8. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- Submit the package (one paper copy and electronic submittal required)
 - Electronic submittal options:
 - Send via email to planning@cityofmedford.org
 - Submit on a flash drive or other USB storage device (will not be returned)
 - Paper submittal options (one paper copy required):
 - Physical address: 200 S. Ivy Street, Medford, OR 97501
 - Mailing address: 411 W. 8th Street, Medford OR 97501
- Fees
 - \$1,200
 - Fees are due at time of application submittal
 - Checks shall be made payable to *City of Medford*

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

Signature _____ Applicant Agent Owner

**All submittals
must be single
sided**

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10.158 PROPERTY LINE ADJUSTMENT

(A) Property Line Adjustment Purpose.

The purpose of property line adjustments is to relocate or eliminate a common property line between abutting properties.

(B) Property Line Adjustment Approval Criteria.

A property line adjustment shall be approved if it complies with the following:

- (1) All properties were lawfully created;*
- (2) No new lots or parcels of land will result from the adjustment;*
- (3) The adjustment will not result in a unit of land that overlaps the city limit line, urban growth boundary, or zoning districts;*
- (4) The adjusted property configurations shall not create a substandard condition relative to the applicable standards of the Code. When one or more properties are less than the minimum required area or width, none of the resulting units of land shall be made smaller in area or narrower in width than the original smallest existing unit of land.*

(C) Property Line Adjustment Application Form.

Property line adjustments shall be submitted to the Planning Department on application forms supplied by the Planning Department. The Planning Director or designee may waive the submittal of any of the materials or information that is deemed to be excessive, repetitive, or unnecessary. The application for property line adjustment shall require the following information:

- (1) A site plan drawn to scale by a land surveyor registered in the State of Oregon showing the following:*
 - (a) Existing and proposed property lines, including dimensions and square footage, for all properties involved;*
 - (b) Assessor's map and tax lot identification for subject properties;*
 - (c) Location of existing wells, septic systems, sanitary sewer, storm drain laterals, and water service;*
 - (d) Location, name, and purpose of all existing and proposed easements; If the property line adjustment will result in any portion of a utility service, lateral, driveway, or water service being located on a different parcel than the structure served by them, an easement granting continued use of the improvement will be required;*
 - (e) The name of public and private streets that abut or lie within the subject area;*
 - (f) Accurate location, height, ground floor area, and use of all structures on the subject properties including the distance from all proposed property lines. If the units of land are vacant, a written statement certifying the same shall be provided;*

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- (g) Names of subject property owners as shown on the accompanying deeds;*
- (h) Signature of person preparing the map, attesting to the accuracy of information contained thereon;*
- (i) If items above are not shown on site plan, a statement is required stating the specific items do not exist on the property;*
- (2) A report from a title company prepared within 30 days listing the vested owners, easements, encumbrances, and other matters of record for each property;*
- (3) The owners of all properties that will be modified by the property line adjustment must sign the application form or a letter of authorization.*

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WRITTEN CONSENT OF OWNER

I/We, _____, the property owner(s) of
Tax Lot(s) _____ on Jackson County
Assessor Map _____, hereby consent to the filing of an
application for _____ on said property, and will
allow _____ to represent me
before the City of Medford approving authority.

Signed: _____
Print
Name: _____

Date: _____

Signed: _____
Print
Name: _____

Date: _____

Signed: _____
Print
Name: _____

Date: _____

Signed: _____
Print
Name: _____

Date: _____