



WASHINGTON COUNTY

Department of Land Use & Transportation
Development Review/Current Planning
155 N First Ave., Suite 350, MS13
Hillsboro, OR 97124
Phone: 503-846-8761
lutdev@washingtoncountyor.gov
www.washingtoncountyor.gov

**Application Instructions for:
Property Line Adjustment – Outside Urban Growth Boundary (UGB)**

A **Property Line Adjustment** is the relocation or consolidation of a common boundary line between two or more abutting properties where no additional lot or parcel is created. (CDC Section 610)

1. Submit the following

- A. The completed **Property Line Adjustment Application** included in this packet, with date and original signature of **ALL** property owners.
- B. Two copies of an accurate **site plan** of the properties, drawn to scale. For each property line adjustment, the plan shall show:
 - a. All existing and proposed property lines;
 - b. All existing and proposed structures and their distance from proposed property lines;
 - c. All existing and proposed easements;
 - d. Flood plain and/or drainage hazard areas, other areas subject to flooding or ponding, water quality sensitive areas, vegetative corridors and riparian areas;
 - e. Existing and proposed lot/parcel sizes;
 - f. Dimensions and location of existing and proposed access to all lots/parcels;
 - g. Location of any wells and distances from existing and proposed property lines;
 - h. Location of any septic systems and distances from existing and proposed property lines as well as distance from houses and any wells.
- C. The completed **Property Line Adjustment Supplement Information** form included in this packet.
- D. One copy of Washington County’s **Official Tax Map** that contains the subject properties. Available either from Current Planning or online at <https://wcfgis1.co.washington.or.us/Html5Viewer/index.html?viewer=Intermap>.
- E. The completed **Health Dept Coordination** form included in this packet. Applicable if any of the subject parcels or lots are smaller than two (2) acres either BEFORE OR AFTER the proposed line changes.

2. Pay Fees: Please refer to the current copy of the Current Planning fee schedule and remit required payment when submitting the application. Checks payable to: **Washington County. NOTE: A separate fee is paid for EACH property line adjustment.**

Fee for Property Line Adjustment 1: _____

Fee for Property Line Adjustment 2: _____

If you have any questions regarding the Washington County Community Development Code standards or application requirements for Property Line Adjustments, please contact Current Planning at 503-846-5263.

PROCEDURES FOR PROPERTY LINE ADJUSTMENTS

1. **COMPLETE AND SUBMIT THE PROPERTY LINE ADJUSTMENT APPLICATION.** Current Planning reviews the Property Line Adjustment Application to ensure it meets the Community Development Code standards and issues a Notice of Decision.

WITHIN FOUR (4) YEARS OF THE LAND USE APPROVAL OF THE PROPERTY LINE ADJUSTMENT APPLICATION, THE PROPERTY OWNER(S) MUST COMPLETE THE FOLLOWING TASKS:

2. **RECORD THE DEEDS.** New deeds must be recorded with the Washington County Department of Assessment and Taxation, 503-846-8752. **If new deeds aren't recorded with the new property lines, the property line adjustment does not occur.**
3. **RECORD THE RECORD OF SURVEY MAP.** A survey performed by a professional land surveyor complying with ORS Ch. 92 must be filed with the Washington County Surveyor, 503-846-8723.

REVIEW STANDARDS

The standards regulating property line adjustments **outside** the Urban Growth Boundary (UGB) are contained in Washington County's Community Development Code, Section 610.

All property line adjustments must be found to comply with applicable code provisions including:

- No new lots or parcels may be created.
- All properties shall retain adequate access.
- The boundary adjustment may not result in a boundary line that violates the setback standards of the applicable land use district unless a variance to the setback is approved.
- In the EFC district, no lot or parcel shall be reconfigured to qualify for a dwelling based on acreage standards.
- Lots or parcels created via Measure 37/49 have additional review standards.

IMPORTANT INFORMATION

FILING AND RECORDING:

To complete the property line adjustment, a Record of Survey complying with ORS Ch. 92 must be filed with the County Surveyor **AND** deeds must be recorded with the Washington County Department of Assessment and Taxation. **Deeds must be recorded within FOUR (4) years of the approval date shown on the land use approval, or the approval will expire. To consolidate properties, the deed must specifically state that the described properties are to be consolidated.** Contact Assessment & Taxation (503-846-8752) for recording information.

PLEASE NOTE: There may be tax implications as a result of your application (e.g., tax deferral or nonprofit exemption). We recommend that you contact Assessment & Taxation Appraisal (503-846-8826) **before** you submit your Property Line Adjustment application to determine if there will be a problem completing the property line adjustment and/or tax implications as a result of your application.

ADDITIONAL INFORMATION:

- In order to map the property line adjustments, all property taxes must be paid in full on all properties.
- When preparing the deeds for the property line adjustment, the names should match existing deeds.
- If there is a mortgage, you may wish to notify the mortgage holder. They may require a loan modification or release.
- Contact Assessment & Taxation Cartography (503-846-8871) for assistance.



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**Property Line Adjustment
 Application – Outside Urban
 Growth Boundary (UGB)**

PROCEDURE/CATEGORY TYPE: _____

CPO: _____ **COMMUNITY PLAN:**

 Rural/Natural Resource

EXISTING LAND USE DISTRICTS:

ASSESSOR MAP:	TAX LOT NUMBER(S):
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Contiguous property under identical ownership will be reviewed as part of this application and may be subject to conditions of approval. List assessor map and tax lot numbers of all contiguous property under identical ownership:

SITE #1 ADDRESS: _____

SITE #1 CURRENT SIZE: _____

SITE #2 ADDRESS: _____

SITE #2 CURRENT SIZE: _____

SITE #3 ADDRESS: _____

SITE #3 CURRENT SIZE: _____

SITE #4 ADDRESS: _____

SITE #4 CURRENT SIZE: _____

CASEFILE #: _____
 (to be assigned by Washington County)

APPLICANT:

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

APPLICANT’S REPRESENTATIVE: NOTE: The Applicant’s Representative will be the primary contact for the County.

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Property 1 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Property 2 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL ADDRESS: _____

Property 3 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Property 4 OWNER(S):

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

EXISTING USE OF SITES: _____

PROPOSED DEVELOPMENT ACTION: Property Line Adjustment

We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This also authorizes the designated Applicant's Representative (if applicable) to act on behalf of the Applicant for the processing of the request.

X
 OWNER CONTRACT PURCHASER APPLICANT DATE
Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT DATE
Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT DATE
Print Name: _____

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 OWNER CONTRACT PURCHASER APPLICANT DATE
Print Name: _____

X
 OWNER CONTRACT PURCHASER APPLICANT DATE
Print Name: _____

PLEASE NOTE:

- This application must be signed by ALL the owners or ALL the Contract Purchasers of the subject property.
- If this application is signed by the Contract Purchaser(s), the Contract Purchaser is also certifying that the Contract Vendor has been notified.
- No approval will be effective until the appeal period has expired.
- Corporations require proof of signature authority for that entity according to their Articles of Incorporation or as registered with the State of Oregon Corporation Division at <http://www.filinginoregon.com>.

**PROPERTY LINE ADJUSTMENT OUTSIDE URBAN GROWTH BOUNDARY (UGB)
SUPPLEMENTAL INFORMATION FORM**

1. If the property is in the **EFU, AF-20, AF-10, AF-5, RR-5, R-Com, R-IND** or **MAE** district, it may be adjusted through a **Type I** procedure provided one of the following situations applies. Please check the applicable situation:

- Both properties meet or exceed the minimum lot or parcel size for the applicable district (Section 610-1.1B1) **OR**
- Equal land areas are exchanged (Section 610-1.1B2) **OR**
- Court decree, certain setback violation corrections, Federal project, sight distance correction or right-of-way/power line/body of water alignment (Section 610-1.1B3) **OR**
- For properties entirely outside the boundary of a city, one or both of the abutting properties are smaller than the minimum lot or parcel size for the applicable district **before** the property line adjustment and, **after the adjustment**, one is as large as or larger than the minimum lot or parcel size for the applicable district (Section 610-1.1B4) **OR**
- For properties are entirely outside the boundary of a city, both abutting properties are smaller than the minimum lot or parcel size for the applicable district **before and after** the property line adjustment (Section 610-1.1B5).

2. If the property is in the **EFC** district, it may be adjusted through a **Type I** procedure provided the following applies. Please check the box if applicable.

- Equal land areas are exchanged (Section 610-1.1A1).

3. If the property is in the **EFC** district, it may be adjusted through a **Type II** procedure provided **ALL THREE (3) of the following apply**:

- The adjustment shall not decrease the size of a lot or parcel that, before the relocation or elimination of the common property line, is smaller than the minimum lot or parcel size for the applicable district and contains an existing dwelling or is approved for the construction of a dwelling, if the abutting vacant tract would be increased to a size as large as or larger than the minimum tract size required to qualify the vacant tract for a dwelling (Section 610-1.1C4) **AND**
- The adjustment shall not decrease the size of a lot or parcel that contains an existing dwelling or is approved for construction of a dwelling to a size smaller than the minimum lot or parcel size, if the abutting vacant tract would be increased to a size as large as or larger than the minimum tract size required to qualify the vacant tract for a dwelling (Section 610-1.1C5) **AND**
- The adjustment shall not allow an area of land used to qualify a tract for a dwelling based on an acreage standard to be used to qualify another tract for a dwelling if the land use approval would be based on an acreage standard. (Section 610-1.1C6)

AND ONE of the following THREE (3) options applies:

- Both properties meet or exceed the minimum lot or parcel size for the applicable district (Section 610-1.1C1) **OR**
- One or both of the abutting properties are smaller than the minimum lot or parcel size **before** the adjustment, and **after the adjustment**, at least one property is as large or larger than the minimum lot or parcel size for the applicable district (Section 610-1.1C2) **OR**
- Both abutting properties are smaller than the minimum lot or parcel size for the applicable district **before and after** the property line adjustment (Section 610-1.1C3)

4. Describe the purpose of the proposed property line adjustments(s):
5. If access to any of the properties is moved or changed because of the proposed property line adjustment(s), please describe the new access and how the access standards of Section 501 will be met.
6. Were any of the lots or parcels involved in this application created pursuant to a Measure 37/49 claim? No Yes **If “yes”, please note the following:**
- Adjusted parcels or lots cannot be larger than the size authorized in the Measure 37/49 Land Use Casefile.
 - Siting criteria for the dwellings authorized by the Measure 37/49 Land Use Case continue to apply and dwellings must be located in the approved Casefile location and remain on the same property owned by the claimants which made the claim eligible for Measure 37.49 development rights after any property adjustments.
7. Identify the properties involved in each Property Line Adjustment requested and their size both **before and after** the property line adjustment. Use an additional sheet if necessary. **Please note there is a separate fee for each Property Line Adjustment.**

Property Line Adjustment 1

Property #1 Tax Map: _____ Lot: _____ Owner: _____
 Size Before Adjustment: _____ Size After Adjustment: _____
 Property #2 Tax Map: _____ Lot: _____ Owner: _____
 Size Before Adjustment: _____ Size After Adjustment: _____
 Exhibit 1 is attached showing this adjustment

Property Line Adjustment 2

Property #1 Tax Map: _____ Lot: _____ Owner: _____
 Size Before Adjustment: _____ Size After Adjustment: _____
 Property #2 Tax Map: _____ Lot: _____ Owner: _____
 Size Before Adjustment: _____ Size After Adjustment: _____
 Exhibit 2 is attached showing this adjustment

Property Line Adjustment 3

Property #1 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Property #2 Tax Map: _____ Lot: _____ Owner: _____

Size Before Adjustment: _____ Size After Adjustment: _____

Exhibit 3 is attached showing this adjustment

8. Acknowledgement and Signature:

I, _____, acknowledge that my signature affirms that the information submitted above, along with all attachments, is true and accurately reflects the Property Line Adjustment(s).

Signature

Date

Please note: The only person who needs to complete the “Acknowledgement and Signature” is the person who actually completed the application.



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APPLICANT

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

ASSESSOR MAP

TAX LOT

Health Dept Coordination for Rural Lots Less than 2 Acres in Size

Applicants for Property Line Adjustments involving sites smaller than two (2) acres either before or after the properties are adjusted must submit documentation from the Environmental Health Division of Health & Human Services [Section 610-1.1A.(2)].

Instructions

1. Submit the site plan and this form to **Washington County Environmental Health (503-846-8722)** for review, comment and signature.
2. With the Property Line Adjustment application, submit this completed and signed form along with any associated documents received from Environmental Health.

Site Map Guidelines: Using the Sample Plot Plan provided by Environmental Health, identify all items listed below, both **before** the property lines are adjusted **and after** the property lines are adjusted:

- All property lines and easements
- Existing and proposed home(s), additions and outbuilding locations
- Existing and proposed driveway locations
- All wells or springs within 200 feet of property lines, including neighboring properties
- Existing septic tank, drain field and replacement area for drain field
- All temporary and permanent water runoff areas identified (i.e., ponds, ditches, streams, swales, etc.)
- North arrow

ENVIRONMENTAL HEALTH USE ONLY BELOW THIS LINE

Please initial applicable item(s). Identify any specific considerations, sign and date. Applicant returns completed form to Current Planning along with the Property Line Adjustment application.

- The Minimum Separation Distances required in OAR 341-071-0220 will be met **after** the property line adjustment is approved.
- The site less than two (2) acres **may** be able to accommodate a subsurface sewage disposal system and/or replacement system.
- Additional requirements and/or comments:

Signature, Senior Environmental Health Specialist

Date



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APPLICANT

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

ASSESSOR MAP

TAX LOT

Watermaster Coordination for Rural Lots Less than 2 Acres in Size

Applicants for Property Line Adjustments involving sites smaller than two (2) acres either before or after the properties are adjusted must submit documentation from the Watermaster [Section 610-1.1A.(2)].

Instructions

1. Submit the site plan and this form to the **District 18 Watermaster** (503-846-7780) for review, comment and signature.
2. With the Property Line Adjustment application, submit this completed and signed form along with any associated documents received from Environmental Health.

Site Map Guidelines: Identify all items listed below, both **before** the property lines are adjusted **and after** the property lines are adjusted:

- All property lines and easements
- Existing and proposed home(s), additions and outbuilding locations
- Existing and proposed driveway locations
- All wells or springs within 200 feet of property lines, including neighboring properties
- Existing septic tank, drain field and replacement area for drain field
- All temporary and permanent water runoff areas identified (i.e., ponds, ditches, streams, swales, etc.)
- North arrow

WATERMASTER USE ONLY BELOW THIS LINE

Please initial applicable item(s). Identify any specific considerations, sign and date. Applicant returns completed form to Current Planning along with the Property Line Adjustment application.

- The site less than two (2) acres **may** be able to accommodate public water or an onsite water source.
- Additional requirements and/or comments:

Signature, District 18 Watermaster

Date