



Lot Line Adjustment/Abandonment Checklist

For additional information regarding processes, fees, restrictions, etc., contact:

Planning **(P)** at 503-722-3789 or ocplanning@orccity.org and

Public Works - Development Services **(DS)** at 971-204-4601 or ocpublicworks@orccity.org.

- ☐ 1. **A completed Lot Line Adjustment/Abandonment Application** with all Property Owner Signatures (P)
- ☐ 2. **Narrative** (P/DS)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
- ☐ 3. **Boundary Survey** (P/DS)
To be prepared by an Oregon Professional Land Surveyor (including Surveyor's name and address) and must include:
 - The map scale and true north point
 - The location, width and names of all existing or platted streets, other public ways and easement within the proposed partition
 - Municipal boundaries and section lines.
 - The general outline and location of permanent buildings,
 - Utilities: powerlines, telephone lines, gas lines, water lines
 - Important features: pedestrian/bicycle accessways, watercourses, railroad lines
- ☐ 4. **Legal Description(s)** of the Parent Parcel(s) and the resulting Parcels to be created (DS)
- ☐ 5. **Current Preliminary Title Report or Trio** for the Subject Property(ies) (P)
- ☐ 6. **Documentation** indicating there are no liens favoring the City for the subject site (P)
- ☐ 7. **Receipt from the County Assessor's Office** indicating that all taxes for the parcels involved are paid in full for the preceding tax year (P)
- ☐ 8. **Additional Information or Reports** if required by Planning staff (P)
- ☐ 9. **Required Application Fees** – to be paid upon receipt of invoice from staff (P)

***Incomplete applications will experience delays in processing
until all necessary information is provided.***