



**Planning and Zoning**  
**Department of Transportation and Development**  
 Development Services Building  
 150 Beaver Creek Road | Oregon City, OR 97045  
 503-742-4500 | zoninginfo@clackamas.us  
 www.clackamas.us/planning

**STAFF USE ONLY**

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Staff Initials: \_\_\_\_\_ File Number: \_\_\_\_\_

Land use application for:

# PROPERTY LINE ADJUSTMENT

**Application Fee:**  
**\$315 for Type I or \$455 for Type II**

APPLICANT INFORMATION					
Applicant name:		Applicant email:		Applicant phone:	
Applicant mailing address:		City:		State:	ZIP:
Contact person name (if other than applicant):		Contact person email:		Contact person phone:	
Contact person mailing address:		City:		State:	ZIP:

SITE INFORMATION				
<b>LOT OF RECORD 1</b>	Site address:		Comprehensive Plan designation:	Zoning district:
	Map and tax lot #:			
	Township: _____ Range: _____ Section: _____ Tax Lots: _____			
	Township: _____ Range: _____ Section: _____ Tax Lots: _____			
Lot of Record 1's current land area:		Lot of Record 1's proposed land area after adjustment:		
<b>LOT OF RECORD 2</b>	Site address:		Comprehensive Plan designation:	Zoning district:
	Map and tax lot #:			
	Township: _____ Range: _____ Section: _____ Tax Lots: _____			
	Township: _____ Range: _____ Section: _____ Tax Lots: _____			
Lot of Record 2's current land area:		Lot of Record 2's proposed land area after adjustment:		

Printed names of all property owners:		Signatures of all property owners:	Date(s):
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***I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.***

Applicant signature:	Date:
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## A. Review applicable land use rules:

This application is subject to the provisions of [Section 1107, Property Line Adjustments](#) of the [Clackamas County Zoning and Development Ordinance](#) (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject properties' zoning district(s) and applicable development standards, as outlined in the ZDO.

## B. Turn in all of the following:

- Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete.
- Application fee:** The cost of this application is **\$315 if processed as a Type I application** or **\$455 if processed as a Type II** (see FAQs at the end of this application for more information). Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the [Credit Card Authorization Form](#) available from the Planning and Zoning website. Payment is due when the application is submitted.
- Tentative plan:** A tentative plan for the proposed property line adjustment must be provided. The plan must be drawn to scale of not less than one inch equals 20 feet and not more than one inch equals 200 feet and shall include the following information:
  - Lot line dimensions and size in square feet or acres of the two lots of record that are the subject of the application;
  - Identification of the area(s) proposed to be adjusted from one lot of record to the other;
  - North arrow;
  - Adjacent roads (noting whether public or private), including road names and road rights-of-way or easement widths;
  - Locations and dimensions of existing and proposed driveways;
  - Location of wells or name of water district;
  - Location of on-site wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells) or name of sanitary sewer district;
  - Easements, including widths and types, labeled as existing or proposed, specifically noting whom they serve; and
  - Existing structures and the distance from each structure to existing and proposed lot lines.

### C. Answer the following questions:

1. With the proposed property line adjustment, will each lot of record comply with the minimum and, if applicable, the maximum lot size standards of the applicable zoning district?

YES

- NO, but an exception applies pursuant to ZDO 1107.03(A). The exception is identified in the box below:

2. A property line adjustment is subject to the minimum setback standards of the applicable zoning district, except that if a lawfully established nonconforming setback exists, the property line adjustment may be approved if it does not further reduce the setback.

Will the property line adjustment result in a setback depth for a structure that is less than the minimum setback standards for any applicable zoning district?

- NO, all existing and proposed structures will continue to meet the minimum setback standards for their zoning district.
- YES, the adjustment will result in a setback depth for (an) existing or proposed structure(s) that is less than the minimum standards for their zoning district, **as shown on the tentative plan**. The structure(s) was/were lawfully established in their current location, as demonstrated in attached evidence (e.g. building permits, tax records, dated photographs, dated aerial images, signed affidavits, and previous land use approvals).

3. Do you understand and accept that, prior to Planning Director approval of the final property line adjustment record of survey map required pursuant to ZDO Subsection 1107.06, setbacks from the proposed property line to all existing structures on the subject property must be verified by a site plan prepared and stamped by an Oregon registered professional land surveyor, and that if no structures exist, the surveyor may submit a stamped letter so stating?

NO

YES

4. Is the property line adjustment between lots of record separated by a Comprehensive Plan boundary that *also* separates an Urban, Unincorporated Community or Rural Plan designation from an Agriculture or Forest Plan designation?

NO

YES, but the adjustment will result in an *increase* in the size of the lot of record with the Agriculture or Forest Plan designation.

5. A property line adjustment is **prohibited** between lots of record separated by the Portland Metropolitan Urban Growth Boundary or the unincorporated community boundary of Government Camp, Rhododendron, Wemme/Welches, Wildwood/Timberline, or Zigzag Village.

Do you propose such a property line adjustment?

NO

YES

## D. Answer the following, if in the AG/F, EFU, or TBR District

If the property line adjustment is in the AG/F, EFU, or TBR District, answer all of the following questions. Attach additional pages, if necessary.

1. Will the property line adjustment separate a temporary dwelling for care, relative farm help dwelling, home occupation, or processing facility from the lot of record on which the primary dwelling or other primary use exists?

(Note: Such an adjustment is **prohibited** pursuant to ZDO 1107.04(B).)

NO                       YES

2. Will the property line adjustment reconfigure a lot of record with an approved homestead, nonfarm use, nonforest use, farm management plan, or forest management plan?

NO (*answer Questions 3 and 4*)

YES (*skip to Question 5*)

3. Will the property line adjustment reduce a lot of record that is currently *larger* than 80 acres to less than 80 acres?

(Note: Such an adjustment is **prohibited** pursuant to ZDO 1107.04(C)(1).)

NO                       YES

4. Is the property line adjustment for a lot of record that is currently *smaller* than 80 acres?

NO

YES, but the property line adjustment will not reduce the size of a lot of record by more than five percent *and* the lot of record to be reduced has not already been reduced by a previous property line adjustment made pursuant to 1107.04(C)(2)(a).

***Answer choices continued on next page...***

**Question 4 answer choices continued...**

- YES, but both lots of record that are the subject of this application are in the EFU District and the resulting configuration (size) is at least as appropriate for the continuation of the existing commercial agricultural enterprise on each lot of record, as compared to the original configuration, for the following reasons:

- YES, but both lots of record that are the subject of this application are in the EFU District and the adjustment complies with the provisions for siting a dwelling not in conjunction with a farm use as required by Oregon Administrative Rules (OAR) 660-033-100(7) and ZDO [Section 401, Exclusive Farm Use District](#) and a copy of the relevant land use approval is attached.

5. If the property line adjustment is for a lot of record with an approved homestead, nonfarm use, or nonforest use, affirm one or more of the following, as applicable:
- Both lots of record have an approved homestead, nonfarm use, or nonforest use.
  - The adjustment does not result in an increase in the size of the homestead, nonfarm use, or nonforest use lot of record.
  - Both lots of record are in the EFU District and the adjustment complies with the provisions for siting a dwelling not in conjunction with a farm use as required by OAR 660-033-100(7) and ZDO [Section 401, Exclusive Farm Use District](#).

## FAQs

### When is a Property Line Adjustment permit required?

The County's Zoning and Development Ordinance (ZDO) allows relocation of a common property line between two abutting lots of record under specified conditions. The property line relocation must be requested using this application form for a Property Line Adjustment permit, unless the property line is an existing platted lot line in a subdivision, in which case the adjustment must be requested using a different application form for a Replat.

### What is the permit application process?

Property Line Adjustment permits are subject to a "Type I" land use application process, as provided for in [Section 1307](#) of the ZDO, unless filed pursuant to Subsection 1107.04(C)(2)(b) or (c), or 1107.04(D)(3), in which case it is subject to a "Type II" process. Public notice of Type I applications and decisions is not provided. A written decision on a Type I application is made by the Planning and Zoning staff, and there is no County-level process to appeal that decision. Type II decisions include notice to owners of nearby land, the Community Planning Organization (if active), service providers (sewer, water, fire, etc.), and affected government agencies. The Planning Director's decision on a Type II application can be appealed to the County Land Use Hearings Officer. If the Type I or Type II application is approved, the applicant must comply with any conditions of approval identified in the decision.

### What is needed for the County to approve a land use permit?

Property line adjustments *may* be permitted after an evaluation by the County of applicable standards of the ZDO. The applicant is responsible for providing evidence that their proposal does or can meet those standards. In order to address the standards, the information requested in this application should be as thorough and complete as possible. A permit will only be approved or denied after a complete application is received and reviewed. The County approves an application only if it finds that the proposal meets the standards or can meet the standards with conditions.

### If approved, how long would the Property Line Adjustment permit be valid?

The permit would be valid for two years from the date of the final decision. During this two-year period, all applicable conditions must be met, or the approval will become void.

### How long will it take the County to make a decision about an application?

The County makes every effort to issue a decision on a Type I land use application within 20 days, and for a Type II application within 45 days, of when we deem the application to be complete. State law generally requires a final County decision on a Type II land use permit application in an urban area within 120 days of the application being deemed complete, and within 150 days for a land use permit in a rural area, although there are some exceptions.

### Who can help answer additional questions?

For questions about the County's land use permit requirements and this application form, contact Planning and Zoning at **503-742-4500** or [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us). You can also find information online at the Planning and Zoning website: [www.clackamas.us/planning](http://www.clackamas.us/planning).

*Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or [drenhard@clackamas.us](mailto:drenhard@clackamas.us).*

**503-742-4545:** ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?

翻译或口译? | Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?