

CUSTOMER CHECKLIST

PROPERTY LINE ADJUSTMENT

The following must be submitted with a request for a property line adjustment. Check off each item as you include it in your application.

1. A to-scale plot plan (ie: 1"=100' or 1"=50') on 8/12 x 11 paper is included in this application. Met _____

2. The plot plan shows or includes the following:
 - a. The existing property lines and the proposed property lines. Met _____
 - b. The amount of land in square footage or acres being added or subtracted and the resulting parcel size. Met _____
 - c. Septic systems, and wells and their distance from the proposed property line and easements. Met _____
 - i. The property is served by a sewer district. Yes _____ No _____
 - ii. The property is served by a water district. Yes _____ No _____
 - d. The distance of all above ground structures to the proposed property line. Met _____
 - e. The approximate location of areas subject to inundation or storm water overflow, all areas covered by water, and the the location, width, and direction of flow of all water courses. Met _____
 - f. No new parcels are being created by the property line adjustment. Met _____
 - g. All buildings comply with the minimum structural setbacks. Met _____
 - h. Both parcels conform to the minimum lot size and lot width requirement of the underlying zoning district or if one (1) or both are currently non-conforming neither parcel will be smaller or narrower than the existing smallest parcel. Met _____
 - i. The flagpole must maintain a minimum of 25' in width. (if applicable) Met _____
 - j. The access to a public or private road is shown. Met _____

3. The property is within the _____ zoning district(s).
4. The minimal structural setbacks in the district(s) are:
Front _____ feet Side _____ feet Rear _____ feet.
5. The owners of **both** properties that will be modified by the property line adjustment have signed the application form or a letter of authorization.
Met _____
6. The required 100' fuelbreak is not affected by the adjustment.
Yes, it is _____ No it's not _____ N/A _____
(if the answer to the above question is yes, go to question 8 if the answer is no or N/A, go to question 11)
7. The fuelbreak easement or approved fuelbreak reduction is attached. Met _____

8. The property line adjustment is necessary to correct a building setback or existing nonconforming improvement. Yes _____ No _____
9. Both parcels are buildable as defined by the JC Land Development Ordinance. Met _____
10. The property line adjustment is necessary to obtain road frontage. Yes _____ No _____
11. The adjustment will not result in a parcel overlap a city limit, urban growth boundary, county, or State line. Met _____
12. This checklist Met _____
13. Application Met _____

IF YOU NEED ASSISTANCE CALL PLANNER HELP LINE AT 774-6907

JACKSON COUNTY, OREGON

TYPE 1 APPLICATION

(Please print in black ink, or type all information except where a signature is required)

<u>OFFICE USE ONLY</u>	
File N ^o	_____
Fee Pd	_____
Receipt N ^o	_____
App. Type:	_____
App. Received by	_____
Date Received	_____
Zoning Confirmed by Staff:	_____

Legal description of subject property:

Township____ Range____ Section____ Tax Lot____ Acreage____
 Township____ Range____ Section____ Tax Lot____ Acreage____

Street Address of the Property: _____

What is the Zoning of the Subject Property? _____

Is the purpose of this application to complete a Measure 49 Approval? YES NO

NOTE: Applications for review and approval of all development proposals may be initiated by the property owner, purchaser under a recorded land sale contract, condemner who has been granted immediate possession by a court of competent jurisdiction, agent duly authorized in writing, or a public agency.

PROPERTY OWNER:

At Time Application is Submitted

Name: _____
 Mailing Address: _____
 City: _____
 State: _____ Zip: _____
 Daytime Phone: _____
 E-Mail Address: _____

AGENT:

If Other than Applicant

Name: _____
 Mailing Address: _____
 City: _____
 State: _____ Zip: _____
 Daytime Phone: _____
 E-Mail Address: _____

APPLICANT:

If Other than Property Owner

Name: _____
 Mailing Address: _____
 City: _____
 State: _____ Zip: _____
 Daytime Phone: _____
 E-Mail Address: _____

OTHER:

Specify: _____

Name: _____
 Mailing Address: _____
 City: _____
 State: _____ Zip: _____
 Daytime Phone: _____
 E-Mail Address: _____

IF AN AGENT, APPLICANT, OR "OTHER" IS ACTING ON BEHALF OF THE OWNER OR PURCHASER, A SIGNED STATEMENT OF OWNER AUTHORIZATION MUST BE SUBMITTED WITH THIS APPLICATION. THIS APPLICATION MUST BE ACCOMPANIED BY AN ACCURATE PLOT PLAN (MAP). SEE USER'S GUIDE FOR ASSISTANCE. THE BURDEN OF PROOF FOR APPROVAL OF AN APPLICATION RESTS WITH THE APPLICANT. YOU MUST PROVIDE DOCUMENTATION REGARDING THE PROPERTY AND APPLICATION CRITERIA IN SUFFICIENT DETAIL AND ACCURACY TO ENABLE THE DEPARTMENT TO FIND THAT YOUR APPLICATION COMPLIES WITH ALL APPLICABLE APPROVAL CRITERIA.

APPLICANT SUPPORTING INFORMATION

Describe your proposal: _____

Are Plans Attached? Yes No

THIS APPLICATION IS HEREBY SUBMITTED AND THE STATEMENTS AND INFORMATION HEREIN CONTAINED ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT(S):

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

AGENT:

OWNER or CONTRACT PURCHASER:

Print Name: _____

(See Attached Form)

Signature: _____

Date: _____

CASE NUMBER _____

DATE _____

INTAKE PLANNER _____

PROPERTY LINE ADJUSTMENT

SUPPLEMENTAL INFORMATION

NON-RESOURCE LANDS

The following evidence shows compliance with Section 3.4.2, 3.4.3 and 8.7.

1. A to-scale plot plan on 8 ½" x 11" paper is included in this application.
Met _____ Not Met _____

2. The plot plan shows or includes the following:
 - a. The existing property lines and the proposed property lines.
Met _____ Not Met _____
 - b. The amount of land in square footage or acres being added or subtracted and the resulting parcel size.
Met _____ Not Met _____

Legal Descriptions:

Township _____ Range _____ Section _____ Tax Lot _____ Zone _____

Acreage **before** the adjustment _____

Acreage **after** the adjustment _____

Township _____ Range _____ Section _____ Tax Lot _____ Zone _____

Acreage **before** the adjustment _____

Acreage **after** the adjustment _____

- c. Septic systems, and wells and their distance from the proposed property line and easements.
Met _____ Not Met _____ N/A _____
 - i. The parcel is served by sewer district. Yes _____ No _____
 - ii. The parcel is served by water district. Yes _____ No _____
- d. The location of **all** above ground structures.
Met _____ Not Met _____ N/A _____
- e. The approximate location of areas subject to inundation or storm water overflow, all areas covered by water, and the location, width, and direction of flow of all water courses.
Met _____ Not Met _____ N/A _____

- f. No new parcels are being created by the property line adjustment.
Met _____ Not Met _____ N/A _____
 - g. All buildings comply with the minimum structural setbacks.
Met _____ Not Met _____ N/A _____
 - h. Both parcels conform to the minimum lot size and lot width requirement of the underlying zoning district or if one (1) or both are currently non-conforming neither parcel will be smaller or narrower than the existing smallest parcel.
Met _____ Not Met _____ (see # 7)
 - i. The flagpole must maintain a minimum of 25' in width.
Met _____ Not Met _____ N/A _____
 - j. The access to a public or private road is provided.
Met _____ Not Met _____ N/A _____
3. If in separate ownership, the owners of **both** properties that will be modified by the property line adjustment have signed the application form or a letter of authorization. OR if in sole ownership, the owner of the properties has signed the application
Met _____ Not Met _____
 4. Both properties were lawfully created.
Met _____ Not Met _____
 5. The property line adjustment will not reduce the prescribed fuelbreak setback?
Yes _____ it will. No _____ it won't. N/A _____
 6. **If** the answer to the above question is **yes**, the fuelbreak reduction or easement is attached.
Met _____ case number _____ recording number _____
 7. The property line adjustment is necessary to correct a building setback or existing nonconformity?
Yes _____ No _____
 8. The building or improvement will not be made more nonconforming by the adjustment. Additionally, conforming on-site characteristics (e.g., landscaping or access) will not be made nonconforming.
Met _____ Not Met _____ N/A _____
 9. The adjustment will not result in a parcel being made buildable that was not capable of being developed prior to the adjustment for reasons such as being too small or narrow.
Met _____ Not Met _____ N/A _____
 10. The adjustment is necessary to acquire road frontage.
Yes _____ No _____
 11. The adjustment will not result in a parcel overlap a city limit, urban growth boundary, county, or State line.
Met _____ Not Met _____ N/A _____