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# CITY OF HALSEY

## Lot Line Adjustment Application

File Number: \_\_\_\_\_

### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
<b>APPLICANT CERTIFICATION</b>	
<i>I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and accurate to the best of my knowledge; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.</i>	
Signature: _____	Date: _____

Reason for requesting a Lot Line Adjustment \_\_\_\_\_

\_\_\_\_\_

### PROPERTY INFORMATION

Property A:	
Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Total Area (sq ft): _____	Lot Dimensions: _____
Current Property Use: _____	
Existing Structures: _____	
Proposed Property Use: _____	
New Area (sq ft): _____	New Lot Dimensions: _____

PROPERTY INFORMATION

Property B:  
Situs Address: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_  
Assessor Map & Tax Lot Number(s): \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Total Area (sq ft): \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_  
Current Property Use: \_\_\_\_\_  
Existing Structures: \_\_\_\_\_  
Proposed Property Use: \_\_\_\_\_  
New Area (sq ft): \_\_\_\_\_ New Lot Dimensions: \_\_\_\_\_

INFRASTRUCTURE

What street(s) will the lot(s) take access from? \_\_\_\_\_

PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Owner 1:	_____	Date:	_____
Name:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____
Owner 2:	_____	Date:	_____
Name:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____

If there are additional properties affected or modified by the proposed Lot Line Adjustment, please attach information, signatures and contact information to the application.

REQUIRED SUBMITTALS

- Completed, signed Application
- \$250 Filing Fee
- Site Plan drawn to scale identifying all existing and proposed lot lines and dimensions; location and dimensions of existing structures; location and dimensions of driveways and public and private streets within or abutting the subject lots; location of significant vegetation (Section 3.2.2.B-C); existing fences and walls; locations of easements; and any other information deemed necessary by the City Planner for ensuring compliance with city codes.

**Multiple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single \$1000 deposit. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, plus and additional 25% Administrative Fee to cover clerical expenses and staff time. The City shall return any Monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.**

OFFICE USE ONLY	
APPLICATION RECEIPT & PAYMENT	
Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed for completeness by: _____	Date: _____
Additional materials requested: _____	
Application Complete on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Met: _____	
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Notice of Final Decision Mailed: _____	By: _____

## APPROVAL PROCESS

1. Lot line adjustments are reviewed as a Type I procedure, as governed by Halsey Development Code Chapter 4.1.3 (see attached.)
2. A lot line adjustment approval shall be effective for a period of 1 year from the date of approval, during which time it must be recorded by the applicant(s)
3. The lot line adjustment approval shall lapse if:
  - The lot line adjustment is not recorded within the time limit
  - The lot line adjustment has been improperly recorded with Linn County without the satisfactory completion of all conditions attached to the approval
  - The final recording is a departure from the approved plan

## APPROVAL CRITERIA

1. No additional parcel or lot is created by the lot line adjustment, however the number of lots or parcels may be reduced
2. Lot Standards: all lots and parcels comply with the applicable lot standards of the land use district (HDC Chapter 2) including lot areas and dimensions
3. Access: all lots and parcels comply with the standards or requirements of HDC Chapter 3.1—Access and Circulation
4. Setbacks: the resulting lots, parcels, tracts, and building locations comply with the standards of the land use district (HDC Chapter 2)

## RECORDING LOT LINE ADJUSTMENTS

1. Upon the City's approval of the proposed lot line adjustment, the applicant shall record the lot line adjustment with Linn County within 1 year of approval and submit a copy of the recorded survey map to the City, to be filed with the approved application
2. The applicant shall submit the copy of the recorded lot line adjustment survey map to the City within 15 days of recording and prior to the issuance of any building permits on the re-configured lots

## EXTENSION

The City may grant an extension of the approval period of up to one year, provided that:

1. The applicant(s) submit a written request before the expiration of the original approved plan
2. No changes are made on the original plan as approved by the City
3. The applicant can show intent of recording the approved lot line adjustment within the one year extension period
4. There have been no changes in the applicable Code or plan provisions on which the approval was based. In the case where the lot line adjustment conflicts with a code change, the extension shall be denied.

***This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.***