



# CURRY COUNTY COMMUNITY DEVELOPMENT

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\_\_\_\_\_ **FILE #**

\_\_\_\_\_ **FEE**

## **PARCEL LINE ADJUSTMENT APPLICATION FORM**

*Applicant: Please print or type all information except where a signature is required. Please review the attached instructions for information on application procedure.*

### **I. Lot Line Adjustment**

#### **FROM PARCEL (Grantor)**

Map #: \_\_\_\_\_ TaxLot: \_\_\_\_\_ Zoning \_\_\_\_\_ Acreage: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone & e-mail address: \_\_\_\_\_

#### **TO PARCEL (Grantee)**

Map #: \_\_\_\_\_ Tax Lot: \_\_\_\_\_ Zoning \_\_\_\_\_ Acreage: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone & e-mail address: \_\_\_\_\_

### **II. Applicant**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone & e-mail address: \_\_\_\_\_

### **III. Agent (if applicable)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone & e-mail address: \_\_\_\_\_

**IV. Signatures of all recorded owner of each parcel involved in this application are required.**

If a person(s) other than the owner of the above referenced property is filing this application, or acting as authorized agent in behalf of the owner, a notarized affidavit of authorization or power of attorney from the owner must be submitted with this form.

*ORS 92.017 states: A lot or parcel lawfully created shall remain a discrete lot or parcel, unless the lot or parcel lines are changed or vacated or the lot or parcel is further divided, as provided by law.*

**Signatures for Lot Line Adjustment**

**GRANTOR (granting parcel)**

\_\_\_\_\_  
Signature(s) --GRANTOR Date

\_\_\_\_\_  
Signature(s)--GRANTOR Date

\_\_\_\_\_  
Signature(s)--GRANTOR Date

**GRANTEE (receiving parcel)**

\_\_\_\_\_  
Signature(s) --GRANTEE Date

\_\_\_\_\_  
Signature(s)--GRANTEE Date

\_\_\_\_\_  
Signature(s)--GRANTEE Date

**NOTE:** *A lot line adjustment does not create a separate parcel. A lot line adjustment is not permitted if it reduces the area of a lot below the minimum lot size allowed by the zoning classification.*

## **LOT LINE ADJUSTMENT PROCEDURE**

If you want to change the boundary between adjacent parcels a lot line adjustment application must be filed with this office for review. This does not create an additional parcel, it only realigns boundaries between existing parcels. You can not decrease any parcel below the minimum lot size allowed in the particular zone involved. Also setback requirements and access must be maintained in the proposal. These applications are handled administratively by a meeting with staff on the fourth Wednesday of each month.

### **WHAT IS THE BASIC PROCEDURE?**

The following items are required in submitting a lot line adjustment application.

1. **COMPLETED APPLICATION FORM.**

Ownership data must be just as it appears on your most recent deed. Anyone whose name is on the deeds of the parcels involved must sign the application. If an individual is acting as agent for an owner, they must provide a notarized affidavit of authorization or power of attorney from the owner.

2. **MAPS**

The applicant must provide, with the application form, three copies of a map of survey done by a registered land surveyor. A large (18' X 20") assessor map, showing the subject property, must also be provided. This map can be obtained from the Assessor's office in the Courthouse building.

3. **EXISTING DEVELOPMENT**

If there is existing development on the parcels, the applicant must consult with the County Sanitarian and comply with any requirements of that division. All existing development must be indicated on one of the submitted surveyor's map. It is the applicant's responsibility to ensure that sanitation and building setbacks are maintained from any proposed adjustment of property lines.

4. **LEGAL DESCRIPTIONS**

The applicant must provide the following metes and bounds described legal descriptions:

- a) Current deeds with legal descriptions of each parcel associated with the proposed adjustment as they presently exist; and
- b) Legal descriptions of each parcel associated with the proposed adjustment as they are proposed; and
- c) Legal description of piece to be conveyed.

These items and the required fee must be submitted to this office. Approximately one month will be needed to send the required legal notice and allow for responses. Once a decision has been reached a letter will be sent to the applicant listing any conditions, if approved, and the steps to complete the process, (i.e. file the map with the County Surveyor, pay any delinquent taxes, provide 3 copies of the files map to our office and record new deed with the Clerk's office).