

# Lot Line Adjustment

## Applicant Handbook

This packet will guide an applicant through the City's Lot Line Adjustment process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Preliminary Map Requirements
- 3) Approval Criteria
- 4) Application Form Preliminary Plat
- 5) Application Form Final Plat
- 6) Fee Agreement
- 7) Fee Schedule

Please use the following as a check list to guide you through the process. **The Steps in Bold are those that the applicant has a significant role in completing.** The other steps are those taken by the City the applicant should track through the process. The Process Steps section gives a more detailed description of these steps.

### Preliminary Lot Line Adjustment

- Step 1: Submit the Preliminary Application**
- Step 2: Application Acceptance
- Step 3: Notice of Decision
- Step 4: Appeal of an Administrative Decision (If Applicable)**

### Final Lot Line Adjustment, contingent on Preliminary Approval

- Step 5: Submit the Final Application**
- Step 6: Application Acceptance
- Step 7: Notice of Decision
- Step 8: Appeal of an Administrative Decision (If Applicable)**
- Step 9: City Administrator Signature**
- Step 10: Recording Partitions**
- Step 11: Reporting County Recording to the City**

# Lot Line Adjustment Step by Step

**Note: A lot line adjustment approval is required for any adjustment to a property line which does not create an additional lot of record nor make the existing lots in violation of the base zone minimum lot requirements.**

## **Preliminary Lot Line Adjustment**

1. Lot Line Adjustment Application submitted by applicant.
  - a. The applicant must submit the required documents with the application as listed in section 8-6.24.030 and 8-6.148.040 of the Community Development Code.
  - b. The fee for a lot line adjustment is \$125 and needs to be paid at the time of submittal.
2. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 7 calendar days to determine whether the application is complete.
  - b. Once the application is determined to be complete, the applicant will be notified via a letter and the 120 day clock for the application process will start.
  - c. If the application is denied, resubmitted applications will be subject to another 7 calendar day completeness check.
3. Notice of Decision
  - a. Written notice of decision of the City Administrator shall be provided to the applicant.
  - b. The decision is based on the approval criteria listed on the attached sheet.
4. Appeal Period
  - a. An administrative decision may be appealed to the Planning Commission by filing a petition for review within 14 calendar days after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition for review or at the direction of the City Council.
  - b. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a Planning Commission Public Hearing.
  - c. The Planning Commission will then make a decision.
  - d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.
  - e. The City Council shall hear any appeals to the Planning Commission decision.

## **Final Lot Line Adjustment**

1. Final Lot Line Adjustment application submitted by applicant.
  - a. The applicant must submit the required documents with the application as listed in section 8-6.24.030 and 8-6.184.080 of the Community Development Code.
2. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 7 calendar days to determine whether the application is complete.

## Lot Line Adjustment Step by Step

- b. Once the application is determined to be complete, the applicant will be notified via a letter and the 120 day clock for the application process will start.
- c. If the application is denied, resubmitted applications will be subject to another 7 calendar day completeness check.

### 3. Notice of Decision

- a. Written notice of decision of the City Administrator shall be provided to the applicant.
- b. The decision is based on the approval criteria listed on the attached sheet.

### 4. Appeal Period

- a. An administrative decision may be appealed to the Planning Commission by filing a petition for review within 14 calendar days after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition for review or at the direction of the City Council.
- b. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a Planning Commission Public Hearing.
- c. The Planning Commission will then make a decision.
- d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.
- e. The City Council shall hear any appeals to the Planning Commission decision.

### 5. City Administrator Signature

- a. Applicant to submit the original Mylar copy of the final plat to the City for required signatures of the City Officials.

### 6. Recording Lot Line Adjustments

- a. Upon the Planning Commission's approval and the Council's acceptance of any dedicated land to the City, the applicant shall record the lot line adjustment with Hood River County and submit the recordation number to the City to be incorporated into the record.

### 7. Reporting County Recording to the City

- a. The applicant shall submit a recorded reproducible copy of the final survey to the City within 15 days of recording, or notify the City Recorder of the county survey number.

## Preliminary Map Requirements Applicant Handbook

### Partition or Lot Line Adjustment

8-6.184.040

1. The preliminary partition map and necessary data or narrative shall include the name and address of the following:
  2.
    - a. The owner(s) of the subject property;
    - b. The owner(s)' authorized agent; and
    - c. The land surveyor and engineer;
  2. The map scale, north arrow, and date;
  3. Sufficient description to define the location and boundaries of the proposed area to be partitioned or adjusted;
  4. The scale shall be an engineering scale;
  5. The location, width, and names of streets or other public ways and easements within and adjacent to the proposed partition;
  6. Other important features to include:
    - a. The location of all permanent buildings on and within 25 feet of all property lines;
    - b. The location and width of all drainage ways and/or floodplain areas;
    - c. Any identified wetlands or riparian areas;
    - d. Any trees or groupings of trees having a 6-inch caliper or greater at 4 feet above ground level;
    - e. All slopes greater than 15 percent; and
    - f. The location of existing utilities and utility easements;
  7. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
  8. Any deed restrictions that apply to the existing lot; and
  9. Where it is evident that the subject property can be further partitioned, the applicant must show that the land partition will not preclude the efficient division of land in the future.

# Lot Line Adjustment (Preliminary)

## Applicant Handbook

### Approval Criteria

8-6.184.060

The Administrator shall approve a request for a lot line adjustment when the following criteria are satisfied.

- A. A maximum of two adjacent lots are involved in the lot line adjustment.
- B. An additional lot is not created by the lot line adjustment, and neither lot is reduced below the minimum lot size for the applicable zoning district.
- C. By reducing the lot size, the lot or structures on the lot will not be in violation of the site development or regulations for the applicable zoning district.
- D. Both lots shall have a minimum street frontage of 15 feet or an access easement to a street with a minimum width of 15 feet.
- E. It conforms with all state regulations set forth in ORS Chapter 92, Subdivision and Partitions.
- F. Proposed lots which are greater than twice the minimum lot size shall be of such a configuration to facilitate the future repartitioning of such lot in accordance with the requirements of the zoning district and this title.

CASCADE  
LOCKS

**PRELIMINARY LOT LINE ADJUSTMENT  
APPLICATION**

City of Cascade Locks  
P.O. Box 308  
Cascade Locks, Oregon 97014  
Phone: 541-374-8484  
Fax: 541-374-8752

**I. BACKGROUND INFORMATION**

**Applicant**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant Standing (Fee Owner, Contract Purchaser, etc.): \_\_\_\_\_

**Property Owner (if different)**

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

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

**Property Information**

**First** Property Address: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_

Property Size: \_\_\_\_\_ Proposed Property Size: \_\_\_\_\_ Zone: \_\_\_\_\_

Existing Use/Structures: \_\_\_\_\_

**Second** Property Address: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_

Property Size: \_\_\_\_\_ Proposed Property Size: \_\_\_\_\_ Zone: \_\_\_\_\_

Existing Use/Structures: \_\_\_\_\_

Application Proposal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**II. APPLICATION REQUIREMENTS**

- (A) \_\_\_ Completed and signed application form.
- (B) \_\_\_ Written response to the approval criteria. It is the applications responsibility to show how the lot line adjustment meets the approval criteria.
- (C) \_\_\_ ONE copy and ONE PDF version of the preliminary lot line adjustment map drawn to scale. The map must include the information required under Sections 8-6.184.040 of the Community Development Code. These requirements are described on the attached Preliminary Plat Requirements and City staff is also available to assist applicants. If any required information cannot be reasonably articulated through the map that information may be included in the application through a narrative.
- (D) \_\_\_ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (F) *NA* A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) \_\_\_ A signed fee agreement and payment for filing fee.

**III. SIGNATURES**

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

\_\_\_\_\_  
Applicant/Owner Date

\_\_\_\_\_  
Applicant/Owner Date

<b>FOR OFFICE USE ONLY</b>		
File Number: _____		
Submittal Date: _____	Fee: _____	Received by: _____
Application Type: _____	Completeness: _____	120th Day: _____

City of Cascade Locks  
P.O. Box 308  
Cascade Locks, Oregon 97014  
Phone: 541-374-8484  
Fax: 541-374-8752

# LOT LINE ADJUSTMENT APPLICATION FINAL PLAT

## I. BACKGROUND INFORMATION

### Applicant

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant Standing (Fee Owner, Contract Purchaser, etc.): \_\_\_\_\_

### Property Owner (if different)

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

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

### Property Information

**First** Property Address: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_

**Second** Property Address: \_\_\_\_\_

Township; Range; Section; Tax Lot: \_\_\_\_\_

Date of Preliminary Plat approval: \_\_\_\_\_

Application Proposal: \_\_\_\_\_

\_\_\_\_\_

**II. APPLICATION REQUIREMENTS**

- (A) \_\_\_ Completed and signed application form.
- (B) \_\_\_ ONE copy of the final lot line adjustment map drawn to scale. The map must include the information required under Sections 8-6.184.080 of the Community Development Code. These requirements are described on the attached Final Map Requirements and City staff is also available to assist applicants. If any required information cannot be reasonably articulated through the map that information should be included in the application through a narrative.
- (C) \_\_\_ The county assessor's map showing the property
- (D) \_\_\_ Copy of the latest deed, sales contract, or title report indicating property ownership and a document containing a legal description of the land to be partitioned.
- (F) *N/A* A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) \_\_\_ A signed fee agreement and payment for filing fee.

**III. SIGNATURES**

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

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

Submittal Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Received by: \_\_\_\_\_

Application Type: \_\_\_\_\_ Completeness: \_\_\_\_\_ 120th Day: \_\_\_\_\_

**NOTICE TO APPLICANT  
REIMBURSEMENT TO CITY OF CASCADE LOCKS  
FOR ADMINISTRATIVE FEES**

**TO: APPLICANT**

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY  
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), \_\_\_\_\_,  
hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an additional deposit required is \$ 2,000.00, but those actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**APPLICANT(S):** \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER(S):** \_\_\_\_\_  
(If Different Than Above) \_\_\_\_\_  
\_\_\_\_\_

# Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest basic fee of the application necessary, plus 20% of the other basic fees involved.

## For All Developments:

Pre-Application Conference	\$225	
Site Plan Review	\$625	
<i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>		
Public Work Type A Permit	\$250	
<i>Plan review &amp; inspection by Public Works</i>		
Zoning/Building Review Plan		
A. Accessory Structure, minor review	\$50	
B. House or Mobile Home	\$100	
C. Multi-Family Dwellings	\$100 + \$25 per unit	
D. Commercial, Industrial, Other Projects	\$200	

## Additional Fees for Multi-Family Developments:

Planned Unit Development	\$1,400	
<i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>		
Subdivision	\$1,200	
<i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>		
Public Work Type B Permit	\$500	
<i>Plan review &amp; inspection by Public Works</i>		

## Other Possible Charges:

Conditional Use	\$625	
<i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>		
Lot Line Adjustment	\$125	
Variance	\$450	
<i>Staff time &amp; 4 hours planning consultant</i>		
Partitions	\$500	
<i>Staff time, 4 hours planning consultant &amp; 1 hours engineer</i>		
Signs	\$75 + \$2 per sq foot	
Temporary Permit	\$300	
<i>A temporary permit will not be allowed until a building permit is purchased through the County</i>		

## Appeal Process:

Appeal	\$450	
Administrative Review	\$75	
<i>Staff time &amp; 1 hour planning consultant</i>		

## Miscellaneous Fees:

Amendment to Urban Growth Boundary	\$1,000	
<i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>		
Comprehensive Plan Amendment	\$1,000	
<i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>		
Wetland/Riparian Permit	\$400	
<i>Staff time &amp; 4 hours planning consultant</i>		
Right of Way Permit	\$50	
<i>Plan review &amp; inspection by Public Works</i>		
Vacations	\$600	
<i>Staff time &amp; 4 hours planning consultant</i>		
Annexation	\$1,000	
<i>Staff, 8 hours planning consultant &amp; 1 hour engineer</i>		
Zone Change	\$625	
<i>Staff time, 8 hours planning consultant &amp; 1 hour engineer</i>		