



PROPERTY LINE ADJUSTMENT APPLICATION – Type I

Property owners wishing to change the property lines between properties, herein after referred to as Property Line Adjustment (ORS92.010(11)), shall submit the following materials, information, and fees to the Medford Planning Department.

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____
Address _____ City _____
State _____ Zip Code _____
Email _____
Telephone (Business) _____ (Residence) _____

2. AGENT INFORMATION (Owner Consent Required)

Name _____
Address _____ City _____
State _____ Zip Code _____
Email _____
Telephone (Business) _____ (Residence) _____

3. LEASE-HOLDER INFORMATION (Owner Consent Required)

Name _____
Address _____ City _____
State _____ Zip Code _____
Email _____
Telephone (Business) _____ (Residence) _____

PROPERTY LINE ADJUSTMENT APPLICATION – Type I

4. OWNER/CONTRACT PURCHASER OF RECORD INFORMATION (Attach separate sheet if more than one)

Name _____
Address _____ City _____
State _____ Zip Code _____
Email _____
Telephone (Business) _____ (Residence) _____

5. SECOND OWNER/CONTRACT PURCHASER OF RECORD (Attached separate sheet if more than one)

Name _____
Address _____ City _____
State _____ Zip Code _____
Email _____
Telephone (Business): _____ (Residence) _____

6. PROPERTY DESCRIPTION

Zoning District: _____
General Land Use Plan Map Designation: _____ Acreage: _____
Township: _____ Range: _____ Section: _____ Tax lot(s): _____

7. PROJECT DESCRIPTION

PROPERTY LINE ADJUSTMENT APPLICATION – Type I

8. REQUIRED SUBMITTALS

- Application Form (signed)
- Site Plan drawn to scale (4 copies)
 - o Existing & proposed lot lines, including dimensions & square footage, for all properties involved;
 - o Assessor’s map & tax lot identification for subject properties;
 - o Location of existing wells, septic systems, sanitary sewer, storm drain laterals, & water services;
 - o Location & name of all existing & proposed easements, and public & private streets that abut or lie within the subject area;
 - o Accurate location, height, ground floor area, and use of all structures on the subject properties. If the lots are vacant, a written statement certifying the same shall be provided;
 - o Names of abutting property owners as shown on the accompanying deeds;
 - o Signature of person preparing the map, attesting to the accuracy of information contained thereon.

It should be noted that a property line adjustment is to be subject to monumentation and the requisite recordation of a survey consistent with ORS Chapter 92.060(7) and 209.250.

- Original Property Deeds in current configuration
- Deeds which include a statement that identifies the associated conveyance of property as a PROPERTY LINE ADJUSTMENT. Property descriptions attached to the deeds shall either describe the resultant properties or otherwise specify that the conveyed land shall be consolidated with the property of the grantee.
- Title report (or other report from a title company that lists the vested owner and easement encumbrances for each property).
- Fee
 - o \$1,200
 - o Checks made payable to *City of Medford*

City Staff reviews proposed Property Line Adjustments to determine compliance with Site Development Standards of the Land Development Code as follows:

- | | | |
|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Lot Legality | <input type="checkbox"/> Lot Depth | <input type="checkbox"/> Easements |
| <input type="checkbox"/> Lot Coverage | <input type="checkbox"/> Structural Setbacks | <input type="checkbox"/> Zoning |
| <input type="checkbox"/> Lot Frontage | <input type="checkbox"/> Minimum Lot Area | |
| <input type="checkbox"/> Lot Width | <input type="checkbox"/> Maximum Lot Area | |

When it is determined that the proposed Property Line Adjustment does not create or cause noncompliance with the above Code standards, or exacerbate any existing nonconformity, the approval endorsement of the Planning Department shall be affixed to the deeds and map, which may then be recorded.

Owner 1

Date

Owner 2

Date