



**PLANNING DEPARTMENT**

**PROPERTY LINE ADJUSTMENT APPLICATION**

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) \_\_\_\_\_

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**PROPERTY LINE ADJUSTMENT APPLICATION**

**4. OWNER/CONTRACT PURCHASER OF RECORD INFORMATION (Attach 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): \_\_\_\_\_

List any land use application file numbers associated with this property:

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**7. REQUIRED SUBMITTALS**

- Application Form (signed)
- Site Plan drawn to scale (3 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.

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*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.*

- 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 \$75
  - 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:*

- Lot Coverage
- Lot Frontage
- Lot Width
- Lot Depth
- Structural Setbacks
- Minimum Lot Area
- Maximum Lot Area
- Easements
- Zoning

*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 the deeds and map, which may then be recorded.*

\_\_\_\_\_  
Owner 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner 2

\_\_\_\_\_  
Date