

File No.: _____

Fee: _____

Date Submitted: _____

CITY OF HOOD RIVER BOUNDARY LINE ADJUSTMENT APPLICATION

Submit the completed application form with three (3) complete paper copies including full- and reduced sized plans, one electronic copy (original .pdf) and appropriate fees to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031. Additional paper copies may be required as determined by staff. If you have any questions, please contact the Planning Department at (541) 387-5210.

APPLICANT: (attach a copy of title or purchase contract if applicable*)

Name: _____

Address: _____
(physical) _____

(mailing) _____

(email) _____

Telephone: _____ Cell Phone: _____

Signature: _____

SUBJECT PROPERTY OWNER:
(if different than applicant)

ADJACENT PROPERTY OWNER:

Name: _____

Name: _____

Address: _____
(mailing) _____

Address: _____
(mailing) _____

Telephone: _____

Telephone: _____

Signature: _____

Signature: _____

****Authorization of parcel owner(s) required.***

PARCEL INFORMATION:

1. SUBJECT PROPERTY:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Current Zoning: _____ Parcel Size: _____

Property Location (address or cross streets): _____

2. ADJACENT PROPERTY:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Current Zoning: _____ Parcel Size: _____

Property Location (address or cross streets): _____

CHAPTER 16.08 - GENERAL PROCEDURAL REQUIREMENTS FOR ALL LAND DIVISIONS, REPLATS, PLAT VACATIONS, AND LOT LINE ADJUSTMENTS

Legislative History: Ord. 1816 (2001); Ord. 1888 (2005); Ord. 1951 (2008)

16.08.070 Lot Line Adjustments. For lot line adjustments, and the modification of lot boundaries, when no new lots are created, the application submission and approvals process is as follows:

A. **Submission Requirements.** All applications for lot line adjustment shall be made on forms provided by the City and shall include information required for a Ministerial action, as governed by Title 17. The application shall include

1. A preliminary lot line map identifying all existing and proposed lot lines and dimensions;
2. Footprints and dimensions of existing structures (including accessory structures);
3. Location and dimensions of driveways and public and private streets within or abutting the subject lots;
4. Location of streams, wetlands, steep slopes, and other significant natural features;
5. Location of existing fences and walls; and
6. Any other information deemed necessary by the Planning Director for ensuring compliance with City codes.

B. **Approval Process.**

1. **Decision-making process:** Lot line adjustments shall be reviewed by means of a Ministerial action, as governed by Title 17, using approval criteria contained in subsection C, below.
2. **Time Limit on Approval:** The lot line adjustment approval shall be effective for a period of two (2) years from the date of approval, during which time it must be recorded.
3. **Lapsing of Approval:** The lot line adjustment approval shall lapse if
 - a. The lot line adjustment is not recorded within the time limit in subsection 2;
 - b. The lot line adjustment has been improperly recorded with the County without the satisfactory completion of all conditions attached to the approval; or
 - c. The final recording is a departure from the approved plan.

C. **Approval Criteria.** The Planning Director shall approve or deny a request for a lot line adjustment in writing based on findings that all of the following criteria are satisfied:

1. **Number of Parcels:** 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 zone (Title 17) including lot area and dimensions.
3. **Access:** All lots and parcels comply with applicable access and circulation standards or requirements; and
4. **Setbacks:** The resulting lots, parcels, tracts, and building locations comply with the standards of the land use zone (Title 17).

5. **Exemptions from Dedications and Improvements:** A lot line adjustment is not considered a development action for purposes of determining whether right-of-way dedication or improvement is required.

D. Recording Lot Line Adjustments.

1. **Recording:** Upon the City's approval of the proposed lot line adjustment, the applicant shall submit a copy of the recorded survey map to the City, to be filed with the approved application.
2. **Time limit:** The applicant shall submit the copy of the recorded lot line adjustment survey map to the City within fifteen (15) days of recording and prior to the issuance of any building permits on the reconfigured lots.

E. Extension. The City shall, upon written request by the applicant and payment of the required fee, grant an extension of the approval period not to exceed one (1) year provided that:

1. No changes are made on the original plan as approved by the City;
2. The applicant can show intent of recording the approved lot line adjustment within the one (1) year extension period; and
3. The extension request is made before expiration of the original approved plan.