

**CITY OF MADRAS
COMMUNITY DEVELOPMENT DEPARTMENT**

LOT LINE ADJUSTMENT APPLICATION

(To be accompanied by a map showing the existing property lines and a map showing the adjusted line, and Letter of Authorization, if applicable.)

OFFICE USE ONLY	
FILE # _____	FEE
\$ _____	
ZONING _____	RECEIPT
# _____	
DATE RECEIVED _____	

Legal Description of Subject Property:

	Township	Range	Section	Tax Lot
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Street address of the properties: _____

“I have examined all statements and information contained herein, and all attached exhibits, and to the best of my knowledge and belief, they are true and correct. I authorize the City of Madras staff, Hearing’s Officers and Planning Commissioners to enter property for inspection of the site in conjunction with this land use application.”

APPLICANT:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

PROPERTY OWNER (if different from Applicant)

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

MAPS

A map is required to be submitted with this application, showing the following information:

1. Existing property lines for the subject properties, and any structures, ditches, or easements located on the property; and
2. Location of the proposed lot line adjustment.
3. North point, scale, date of map, property identification by township, range, section and tax lot numbers;
4. Names and addresses of property owner(s) (including mortgage holders if any), surveyor, and applicant if different from property owner.

Return Application To: City of Madras
 Community Development Department
 125 SW 'E' Street
 Madras, Oregon 97741

Phone: 541-475-3388

Fax: 541-475-3959

Property Line Adjustment & Final Plat Review Process

Step 1: File a PLA application

- File a Property Line Adjustment application to Community Development including map showing the information as noted in the application form (see pg. 2)
- Pay review fees \$942.00 (FY 23-2024 as of 12/12/23).

Step 2: Obtain land use approval from the City

- City staff will issue notice to adjacent property and agencies for comments.
- City staff will issue a notice of decision within 45-90 days.

Step 3: Appeal period

- 15 days from the day the decision is issued.

Step 4: Comply with Condition of Approval

- Applicant to review the conditions of approval as noted in the land use decision (steps 3 & 4 can occur concurrently).
- Example of some of the conditions of approval include:
 - Comply with the applicable requirements of ORS Chapter 92 prior to recording new deeds with the new legal descriptions for each property.
 - The applicant's licensed surveyor shall confirm that there are no existing easements that will affect the proposed property line adjustment prior to recording new deeds with the new legal descriptions for each property.
 - The applicant shall contact the County Surveyor for surveying requirements once the property line adjustment has been approved by the Community Development Director.
 - The adjusted property line must be surveyed and monumented by an Oregon licensed surveyor in accordance with the procedures of ORS 92, and a survey, complying with ORS 209.250 must be filed with the County Surveyor. However, a survey and monumentation are not required when all parcels will be greater than 10 acres or when the property line adjustment involves the sale or grant by a public agency or public body of excess property resulting from the acquisition of land by the state, a political subdivision or special district for highways, county roads, city streets or other right-of-way purposes property, as described in Section 702.3(A)(6).
 - A survey, if required, must be filed with the County Surveyor within one year of the date of final approval of an application for a property line adjustment. If a survey is not required, a final map shall be submitted within one year of the date of final approval. The survey or map shall be signed by the County Surveyor, Planning Director, and County Assessor.
 - Within one year of the date of final approval of an application for a property line adjustment a deed or other instrument of conveyance must be recorded with the County Clerk. The deed or instrument shall contain the names of the parties, the description of the adjusted property line, references to original recorded documents, signatures of all parties with proper acknowledgement, and a reference to the planning application casefile number. If the deed or instrument describes only the area being conveyed from one parcel to the other, a statement shall be

included that the conveyance is part of a property line adjustment, and the described property is not a separate parcel.

- Prior to filing the final survey or map and recording the instruments of conveyance and any required easements, copies of these documents shall be submitted to the Planning Director for review to determine whether all conditions of approval have been met.

Step 5: Final Plat Review Application

- File a Final Plat Review application to Community Development (attached).
- Paper copy of the revised plat.
- Pay review fees:
 - Subdivision Plat \$853.00 (FY 23-2024 as of 12/12/23).
 - Partition and Lot Line adjustment Plat \$558.00 (FY 23-2024 as of 12/12/23)

Step 6: City of Review of Plat

- Community Development to review that the Condition of Approval (CoA) are met as stated in the land use decision.
- Public Works Director to review that the Condition of Approval (CoA) are met as stated in the land use decision.

Step 7: Public Work Final Inspection

- Schedule a call with Public Works staff for final walkthrough.
- Public Work will generate a punch list ...

Step 7: Improvement Agreement (for public infrastructure not completed)

- City Attorney to draft an improvement agreement (if requested)
- Applicant to sign and notarize the improvement agreement.
- Applicant to return the wet copy of the signed and notarized improvement agreement to Public Works staff.
- Public Works director to sign the improvement agreement.
- Public Works director to fill in the effective date (i.e., the recording date).
- Public Works director to fill in Jefferson County recording information once the plat is recorded.
- A copy to be send out to the parties prior to recording.

Step 8: Warranty Agreement (for built public infrastructure)

- Applicant to submit a warranty bond for one year with the City following acceptance of the improvements. Said bond must be in the amount of ten percent (10%) of the value of the improvements as determined by the Public Works Director.
- City Attorney to draft a warranty agreement.
- Applicant to sign the warranty agreement.
- Public Works director to sign and enter the effective dates in the warranty agreement.
- Public Works director to fill in the date the improvements are accepted as well.
- A copy to be send out to the parties prior to recording.

Step 9: Plat (parallel with steps 6 & 7)

- Applicant to bring mylars to the city for signatures.

- Public Works director to sign the plat once public improvements are accepted. Applicant to contact Public Works when ready for the final walkthrough to accept the improvements and verify that the punch list has been complete.
- Community Development to sign the plat once verified all the other conditions have been met.
- Applicant to provide a copy of the plat recoding receipt to city staff.