



## COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division  
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# Property Line Adjustment

## Checklist & Review Criteria

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### INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (*subject to change every July 1* Staff will contact you for payment after submittal).
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Email all materials to [eplans@cityofalbany.net](mailto:eplans@cityofalbany.net). Please call 541-917-7550 if you need assistance.
- Depending on the complexity of the project, paper copies of the application may be required.
- Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

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### PROPERTY LINE ADJUSTMENT SUBMITTAL CHECKLIST

- PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES**
- REVIEW CRITERIA RESPONSES**

On a separate sheet of paper, prepare a detailed written response using factual statements (called findings of fact) to explain how the proposed property line adjustment complies with each of the following review criteria. Each criterion must have at least one finding of fact and conclusion statement. The Director will approve, approve with conditions, or deny the application for a property line adjustment based on the following criteria [ADC Section 11.120]:

1. The property line adjustment does not create a new lot or a land-locked parcel.
2. The adjusted properties are not reduced below the minimum dimensions of the zoning district and do not otherwise violate standards of this Code, or the adopted building codes.
3. The adjusted properties are in compliance with any adopted transportation, public facilities, or neighborhood plan.
4. The adjusted properties comply with any previous requirements or conditions imposed by a review body.

- URBAN CONVERSION PLAN.** If this request results in any parcels or lots which are divisible again in the future, or there is an undeveloped remainder, submit a separate map that shows how the rest of the site can be developed to City standards with City services.
- CLUSTER DEVELOPMENT.** If you are applying the Cluster Development provisions to this project, attach written findings of fact that demonstrate how this project meets Albany Development Code (ADC) Sections 11.400 through 11.510.
- SITE PLAN,** including the following information listed below.
  - The scale, north point and date of the map.
  - The map and tax lot number identifying each parcel involved in the line adjustment.
  - The location, width and purpose of any easements and driveway access to public right-of-way, existing or proposed.
  - The area of each parcel, before and after the property line adjustment.
  - The property lines and dimensions of each existing parcel.
  - Locations of existing and proposed utility services and stubs, including water, sanitary sewer, drainage, power, gas and telephone.
  - Locations, widths, and names of adjacent rights-of-way.
  - Shade in the area to be transferred and show to which property it will be added.
  - All existing structures and their distances from all existing and proposed parcel boundaries.

**GENERAL INFORMATION ABOUT THE SITE AND PROPOSAL**

Submit one sheet with the following information (or submit this page):

**Property A**

Name of property owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone number \_\_\_\_\_ Fax number \_\_\_\_\_  
 Assessor's Parcel Map No. \_\_\_\_\_ Tax Lot No \_\_\_\_\_  
 Current square footage of the parcel \_\_\_\_\_  
 This property is zoned \_\_\_\_\_

**Property B**

Name of property owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone number \_\_\_\_\_ Fax number \_\_\_\_\_  
 Assessor's Parcel Map No. \_\_\_\_\_ Tax Lot No \_\_\_\_\_  
 Current square footage of the parcel \_\_\_\_\_  
 This property is zoned \_\_\_\_\_

The area to be transferred from Property \_\_\_\_\_ to Property \_\_\_\_\_ is \_\_\_\_\_ sq. ft.

The square footage of Property A after the transfer will be \_\_\_\_\_ sq. ft.

The square footage of Property B after the transfer will be \_\_\_\_\_ sq. ft.

**Note:** Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

**AFTER TENTATIVE APPROVAL, YOU MUST SUBMIT THE FOLLOWING:**

- a) Final Map. Submit a final map prepared as described in ORS 92.190 for approval before the effective date or before the transfer of property is recorded.
  - b) Legal descriptions. Submit a legal description (metes and bounds) of the area being transferred, and a revised legal description of Parcels/Lots A and B that reflects the transfer. These will be attached to deeds and recorded with the appropriate county recorder.
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## **OTHER PERMITS, PLANS, OR REPORTS THAT MAY BE REQUIRED**

- FLOODPLAIN DEVELOPMENT PERMITS.** If any of the property is within the Floodplain Development (/FP) overlay, refer to ADC Sections 6.070-6.125 to determine if the Floodplain Development standards apply and if a Floodplain Development Permit is required.
  - HILLSIDE DEVELOPMENT GEOTECHNICAL REPORT.** If any of the property is within this Hillside Development (/HD) overlay, refer to ADC Sections 6.170-6.230 to determine if Hillside Development standards apply. If applicable, attach written findings of fact that demonstrate how this project meets these standards and provide a geotechnical report on the site.
  - NATURAL RESOURCE IMPACT REVIEW.** If any of the property is within one of Albany's Significant Natural Resource (/SW, /RC, /HA) overlay districts, refer to ADC Sections 6.290-6.300 to determine if a Natural Resource Impact Review may be required.
  - MITIGATION PLAN.** If the project is proposed within any of Albany's Significant Natural Resources overlay districts (/SW, /RC, /HA), a mitigation plan may be required. See ADC Sections 6.400 and 6.410 or Mitigation Supplement.
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## **PROPERTY LINE ADJUSTMENT - PURPOSE AND PROCEDURE**

**Purpose** (11.100) A property line adjustment means the relocation of a common property line between two abutting properties. It occurs when property lines separating two or three properties are moved to add and remove land from the properties. A property line adjustment does not result in the creation of a new lot.

**Procedure** (11.110) Property line adjustments are reviewed through the Type I procedure, with the Director acting as review body.