



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING & PLANNING 541-917-7550

February 21, 2023

Hawkins Co.
ATTN: Ethan Mansfield
855 W. Broad Street, Suite 300
Boise, Idaho 83702

Dear Mr. Mansfield:

PROPERTY LINE ADJUSTMENT FOR PROPERTIES LOCATED AT 1235-1351 WAVERLY DRIVE SE, LINN COUNTY ASSESSOR'S MAP 11S-03W-08AD; Tax Lots 600 and 1800 (PLANNING FILE LA-11-22)

Planning staff has reviewed your request for a Property Line Adjustment to the above-mentioned properties and found it to comply with the standards specified in the Albany Development Code (ADC) and any previous Land Use Decisions affecting these properties.

1. The Property Line Adjustment shall occur in substantial conformance to the plans submitted for review. **The Planning Division must approve any changes to the approved plan.**
2. Conveyance of the property must be executed by deed. The applicant shall cause a deed to be prepared by a title company or an attorney. A legal description shall be prepared for the reconfigured property and for the land being conveyed. The deed shall contain the names of the parties, legal description of the land, references to original recorded documents, and signatures of all parties with proper acknowledgment.
3. In order to convey (transfer) the property, the deed with the legal description must be recorded with the Linn County Recorder and Surveyor (ADC 11.140). **Prior to recording**, all of the documents shall be reviewed and approved by the City of Albany, Community Development Division. (For the City review, the deeds do not need signatures.)
4. When the legal documents are recorded, that portion being removed from one tax lot must be consolidated with the other. Consolidation is done by the Linn County Tax Assessor. Before the county tax assessor's office can approve a consolidation, the applicants must present evidence to it that the following are met:
 - a) The ownership interest must be exactly the same on each parcel involved (i.e., one cannot be contract purchaser on one parcel and deed holder of the other).
 - b) Taxes must be paid in full; no taxes can be owed on the parcels involved.
 - c) A tax lot under a mortgage **will not** be combined with a tax lot that is not covered by a mortgage, unless approved by the mortgage holder.

Contact the Linn County Assessor's office for additional information or assistance with the consolidation.

5. Prior to issuance of any building permits on the properties covered by this application, the applicant must return a copy of the recorded deed to the Planning Division.
6. This proposal must be initiated within three years of the date of this letter of approval.

Sincerely,

Signature on file

Alyssa Schrems
Planner

CC: Northwest Surveying ATTN: Scott Field, File: LA-11-22

cd.cityofalbany.net

