



**City of Monmouth
Lot Line Adjustment
Application**

For official use only:

Date: _____

Fee: \$ 250.00

Receipt No.: _____

Application No.: _____

Title Holder [Parcel #1]:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Title Holder [Parcel #2, if applicable]:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Surveyor and/or Engineer [If applicable]:

Name

Phone #

E-Mail

City

State

Zip

Location:

[Empty text box]

Street Address

[Empty text box]

Tax Lot Number [Parcel #1]

[Empty text box]

Assessor Map

[Empty text box]

Tax Lot Number [Parcel #2]

[Empty text box]

Assessor Map

Description:

[Empty text box]

Comprehensive Plan Map Designation

[Empty text box]

Current Zoning

Parcel Size:

[Empty text box]

Parcel #1

Before adjustment

After adjustment

[Empty text box]

Parcel #2

Before adjustment

After adjustment

Application Procedure

Property line adjustment means a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel (ORS 92.010). In accordance with Monmouth City Code (MCC) Section 18.10.010, Lot Line Adjustment applications are considered a ministerial (Type I) action. Written notice of the application is provided to all property owners within 250 feet of the property. The application will be reviewed by the City Planner and a determination by the City Planner will be made within 30 days of receipt of a complete application.

Submittals: To request an approval of a lot line adjustment, submit one electronic copy (pdf format) and one reproducible copy (8 ½ x 11 or 11 x 17) of the following information:

A. The proposed lot line adjustment on a site plan drawn to scale.

B. A detailed description of the proposed Lot Line Adjustment and specifically how it addresses the Standards for Approval from MCC 17.40.020 below. It is the sole responsibility of the applicant to provide adequate evidence upon which the City Planner can base a decision.

17.40.020 Review standards.

The proposed lot line adjustment shall meet the following standards:

1. No additional lot shall be created.
2. The existing parcel reduced in size by the adjustment is not reduced in size below the minimum lot size established by the Monmouth Zoning and Development Department Ordinance.
3. The adjustment will result in the relocation of a common boundary.
4. The adjustment will not cause or create violation of any provisions of the Zoning and Development Ordinance.
5. The adjustment will not increase the degree of nonconformity of any lawful pre-existing nonconforming use.

Survey and property line adjustment deed required. As a condition of approval, the adjusted boundary shall be surveyed and monumented and a survey shall be filed with the Polk County Surveyor. A property line adjustment deed, which contains the names of the parties, the description of the adjusted line, references to original recorded documents, and signatures of all parties shall be recorded with Polk County.

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

For more information please contact:
City of Monmouth Community Development Dept.
151 Main St. W.
Monmouth, OR 97361
503-751-0147
www.ci.monmouth.or.us