



**APPLICATION**

**PROPERTY LINE ADJUSTMENT**

File # LU- \_\_\_\_\_

**Properties gained their current configuration by:**  
 Partition Plat  one or both → plat req'd  
 Subdivision Plat  one or both → plat req'd  
 Deed/Survey/MLP  both → survey

|   |                          |                |
|---|--------------------------|----------------|
| <b>(a) Planning Fees: (Choose 1)</b>            |                          |                |
| No Notice (Ministerial Review) <sup>3</sup>     | <input type="checkbox"/> | <b>\$914</b>   |
| Administrative Review/Floodplain <sup>1,3</sup> | <input type="checkbox"/> | <b>\$1,144</b> |
| Notice Required <sup>2,3</sup>                  | <input type="checkbox"/> | <b>\$1,644</b> |
| <b>(b) Other Review Fees: (Choose 1)</b>        |                          |                |
| Survey  | <input type="checkbox"/> | <b>\$275</b>   |
| Plat (calculate using #4)                       | <input type="checkbox"/> | <b>\$</b>      |
| <b>Total (a)+(b):</b>                           |                          | <b>\$</b>      |

<sup>1</sup> Notice of decision required due to floodplain, road improvements or Measure 49. Includes \$104 Notice Fee.

<sup>2</sup> When applying under 94.400(3), or if the decision requires notice per BCC 51.605. Includes \$458 Legal Ad and Notice Fee.

<sup>3</sup> Includes the recording fees of three documents.

<sup>4</sup> **Plat:** When either property was recorded on a partition or subdivision plat, (1) a re-plat is required, (2) the Public Works fee is \$360 plus \$104 per parcel, and (3) the following additional fees are required: Recording \$93, Assessment \$225 plus \$25 per parcel.

**Note:** A no notice property line adjustment with a plat is \$1,850 (2 properties)

**Property 1** Property Owner or Contract Purchaser:

Name: \_\_\_\_\_ Phone #1: \_\_\_\_\_

Site Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Assessor's Map & Tax Lot Number: T \_\_\_\_\_ S, R \_\_\_\_\_ W, Section(s) \_\_\_\_\_, Tax Lot(s) \_\_\_\_\_

**Transferred to Property 2:** Acreage: \_\_\_\_\_ Structures: \_\_\_\_\_

Current Acreage: \_\_\_\_\_ Resulting Acreage: \_\_\_\_\_ Zone: \_\_\_\_\_

**Property 2** Property Owner or Contract Purchaser:

Name: \_\_\_\_\_ Phone #1: \_\_\_\_\_

Site Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Assessor's Map & Tax Lot Number: T \_\_\_\_\_ S, R \_\_\_\_\_ W, Section(s) \_\_\_\_\_, Tax Lot(s) \_\_\_\_\_

**Transferred to Property 1:** Acreage: \_\_\_\_\_ Structures: \_\_\_\_\_

Current Acreage: \_\_\_\_\_ Resulting Acreage: \_\_\_\_\_ Zone: \_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_ Phone # \_\_\_\_\_

**Others to notify (e.g., Land Surveyor, etc.)**

Name                      Mailing Address (or E-mail Address)

---

---

Is the property line adjustment to correct the **encroachment of a structure** over a property line?    Yes    No

Is or will the only access to either property be by means of a **railroad crossing**?    Yes    No

**Standards:**

See Chapter 94 of the Benton County Code (BCC) for property line adjustment standards and procedures. (Available at the Community Development Dept. and <https://www.co.benton.or.us/planning/page/development-code>)

Minimum frontage on an improved public road for each property is 25 feet per BCC 99.405.

Depth-to-width ratio is a maximum of 2.5 to 1 per BCC 99.305.

Maximum length of access strip for flag lot per 99.310:   Inside UGB: *300 feet*   Outside UGB: *750 feet*

**Attachments**

1.     A copy of the most recent deed(s) covering the subject properties showing current ownership of both properties.
2.     A copy of the easement granting access to any proposed property that does not have frontage on a public road.
3.     The Environmental Health Department (541-766-6841) must certify that any existing or future on-site sewage disposal system is protected pursuant to State law. The location of any existing systems must be accurately identified on the map submitted with this application. If you have a copy of a septic site evaluation, septic permit, or "Certificate of Satisfactory Completion", please attach it to this application. If the location of a septic system is unknown and could be in close proximity to the proposed adjusted property line, an application and fee for evaluation of the existing septic system may be required to locate the system and a replacement area.
4.     An accurate, scaled map showing both properties, the proposed adjustment to the property line, the area in each property and the area proposed to be transferred, all existing structures, driveways/roads, easements, septic systems, wells, or other improvements, and the distances of these features from existing and proposed property lines. Label all structures. Identify which direction is north. Label the proposed properties as Property 1 and Property 2 as described in this application.
5.     If the property line adjustment will result in a parcel in the Exclusive Farm Use, Forest Conservation, or Multi-Purpose Agriculture zones that is both smaller than the minimum parcel size allowed in that zone and smaller than the smallest of the existing parcels prior to the property line adjustment, then you must demonstrate that the proposal meets the criteria in BCC 94.400(3).

**All land owners must initial and sign this application to be processed**

**Initial(s)**

\_\_\_\_\_ I hereby certify that I am the legal owner or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested realignment would not violate any deed restrictions attached to the property.

\_\_\_\_\_ I recognize that in the event that a separate tax lot results from the property line adjustment, the new tax lot grants no additional building rights and may not be sold as a separate property, under penalty of law. (Tax lots are for tax assessment purposes only and do not represent legal property boundaries.)

\_\_\_\_\_ Taxes must be paid in full prior to the Tax Assessor’s office changing the Tax Assessment maps and the taxing status of land and buildings. I understand that I can check payment status by calling 541-766-6808.

**Signature(s)** WE CANNOT ACCEPT SCANNED OR COPIED SIGNATURE PAGES.

\_\_\_\_\_ Date  
Owner/Contract Purchaser Signature (ink-on-paper or digital signature required)

\_\_\_\_\_ Date  
Owner/Contract Purchaser Signature (ink-on-paper or digital signature required)

\_\_\_\_\_ Date  
Owner/Contract Purchaser Signature (ink-on-paper or digital signature required)

\_\_\_\_\_ Date  
Owner/Contract Purchaser Signature (ink-on-paper or digital signature required)

***For Office Use Only - Development Department***

Date Application Received: \_\_\_\_\_ By: \_\_\_\_\_ File #:LU-\_\_\_\_\_

Planner Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_ Notice DSL? \_\_