



PROPERTY LINE ADJUSTMENT APPLICATION

City of Klamath Falls Development Services, 225 South 5th Street, Klamath Falls, OR 97601

File No. _____

A property line adjustment is required any time an adjustment of a property line is made by the relocation of a common boundary. A property line shall be a division line between two units of land, which are under separate ownership. If you are interested in adjusting a property line, we encourage you to contact City Development Services at (541) 883-4950 prior to completing this application. The City will provide information about the requirements of this ordinance, as well as other information having a direct influence on the proposed property line adjustment.

APPLICANT INFORMATION (Check contact person)

☐ **Landowner #1 Name:** _____

Mailing Address: _____

Phone: _____ Email: _____

☐ **Landowner #2 Name:** _____

Mailing Address: _____

Phone: _____ Email: _____

☐ **Applicant Name:** _____

Phone: _____ Email: _____

Business Name: _____

Business License #: _____

Mailing Address: _____

PROPERTY INFORMATION

Property Address #1: _____

Current Zoning: _____ Tax Lot #: _____

Legal Description: Lot/Block _____ Subdivision _____

Parcel _____ Land Partition _____

Gross Size of Parcel/Lot/Tract of Land [sq. ft. or acre] _____

Property Address #2: _____

Current Zoning: _____ Tax Lot #: _____

Legal Description: Lot/Block _____ Subdivision _____

Parcel _____ Land Partition _____

Gross Size of Parcel/Lot/Tract of Land [sq. ft. or acre] _____

Proposed Size of Property [sq. ft. or acre]: #1 _____

#2 _____

Fire District: _____ **Irrigation District:** _____

Is City water servicing property address: #1 Yes ☐ No ☐

#2 Yes ☐ No ☐

Is City sewer connected at property address: #1 Yes ☐ No ☐

#2 Yes ☐ No ☐

What street or road serves as legal access to: Site #1 _____

Site #2 _____

Describe the current use of the properties:

Describe any existing structures, other improvements and physical character of the sites (vegetation, topography, etc.):

☐ Attach a copy of the existing recorded legal description (deed) for each property that is contiguous to the line to be adjusted.



PROPERTY LINE ADJUSTMENT CHECKLIST

City of Klamath Falls Development Services, 226 S. 5th St., Klamath Falls, OR 97601

PLEASE INCLUDE THIS COMPLETED CHECKLIST WITH YOUR APPLICATION

REQUIRED CONTENTS: (to be submitted to the City Planning Division)

- ☐ Completed Property Line Adjustment Application and Checklist.
- ☐ Completed Applicant and Owner Statement.
- ☐ Proof of legal access to the parcels (if other than street frontage).
- ☐ Copies of the existing recorded legal description (deed) for each property contiguous with the line to be adjusted.
- ☐ Property Line Adjustment map (3 copies – map of filed survey sizes) including:
 - ☐ Title block containing the words “Property Line Adjustment No. _____ - _____” (the number can be obtained by phoning the Klamath County Planning Office at 541-883-5121).
 - ☐ Property location including address or general location and tax account numbers of affected properties.
 - ☐ Legal description including subdivision name with lot and block, or land partition number with parcel number and township/range/quarter section.
 - ☐ Existing and adjusted property lines.
 - ☐ Location and size of all structures and improvements on all affected properties.
 - ☐ Total square footage of all existing and proposed structures.
 - ☐ Distances to adjusted property lines for all structures.
 - ☐ Total acreage or square footage of proposed properties after adjustment.
 - ☐ Date, north arrow and scale; site plan should be drawn to the engineer’s scale, which shows the greatest detail on a single sheet.
 - ☐ Locations, widths, and names of any existing or proposed streets, roads or easements abutting or within the properties; easements shall include recorded reference.
 - ☐ Location of above and below ground utilities in all affected properties.
 - ☐ Other information identifying special site considerations or unique circumstances.
- ☐ Current review fee (this fee does not include the costs associated with filing the final survey, if required, or recording costs).
- ☐ An adjusted property line created by the relocation of a common boundary shall be surveyed and monumented in accordance with ORS 92.060 (3) and a survey complying with ORS 209.250 shall be filed with the County Surveyor. A copy of the filed survey and recorded legal description shall be submitted to City Planning. All property line adjustments within the City limits shall be surveyed and monumented.

Remember: A Property Line Adjustment may only be approved if it meets all applicable review criteria as follows:

- ☐ Both contiguous parcels affected by the property line adjustment have been lawfully created.
- ☐ The property line adjustment does not result in the creation of an additional unit of land. It is for the relocation of all or a portion of the common property line between abutting properties.
- ☐ The parcels resulting from the property line adjustment shall conform to current zoning regulations as contained in Chapter 12 of the Community Development Ordinance pertaining to size and setback requirements.
- ☐ Property lines of lots, parcels or tracts of land that have nonconforming sizes may be adjusted only if a new nonconformity is not created or if the requirements of Sections 11.200 to 11.275 (Variances) are complied with.
- ☐ The proposed property line adjustment will not interfere with any public or private easements.

NOTE: “Replat” means the act of platting the lots, parcels and easements in a recorded subdivision or partition plat to achieve a reconfiguration of the existing subdivision or partition plat or to increase or decrease the number of lots in the subdivision.

FOLLOWING APPROVAL

Following approval by City Planning, the applicant shall:

- ☐ Record appropriate document(s) with the County Clerk. The property line adjustment deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgment.
- ☐ When required by the City Surveyor, file a record of survey in accordance with ORS 209.250 with the County Surveyor including all data requested on the property line adjustment map.
- ☐ Provide a copy of the property line adjustment map of survey and legal description to the County Assessor.
- ☐ Provide a copy of the recorded property line adjustment deeds to City Planning and to the City Surveyor.
- ☐ Provide a copy of the filed survey to City Planning and to the City Surveyor.



Applicant & Owner Statement

City of Klamath Falls Development Services, 226 South 5th Street, Klamath Falls, OR 97601

I (we) the undersigned applicant(s) and/or owner(s) of the parcel of land located at the address listed below; identified as the Tax Account Number(s) also listed below, realize that this application rests upon the above answers and accompanying data and do hereby affirm and certify under penalty of perjury, that the foregoing statements and answers are in all respects true and correct to the best of my/our knowledge. By submission of this application, the owner and developer hereby grant the City permission to erect a public notice sign on the subject property for public information purposes.

Subject Property Address: _____

Subject Property Tax Account Number(s): _____

APPLICANT(S):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

If the applicant listed on this application is not the sole deed holder of the property or properties described above, complete the following or submit a separate written authorization from the owner:

AUTHORIZATION TO ACT AS AGENT

I (we) the undersigned, hereby certify that as deed holder(s) of record of property or properties described above, hereby authorize the person(s) listed as the applicant(s) on this application to act and appear as agent, with respect to this application.

LANDOWNER(S):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

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