



City of Merrill

301 E. Second Street, P. O. Box 487 Merrill, Oregon 97633

•Phone (541)798-5808 •Fax (541)798-0145

Property Line Adjustment Application

Submittal Requirements (Please include the following with the application and the application fee.)

- _____ 1. Land Use Application Form
- _____ 2. Burden of Proof
- _____ 3. Proof of Ownerships (current deeds for each property)
- _____ 4. Power of Attorney or Agent for Owner Authorization Form
(if someone other than the property owner is signing the application form)
- _____ 5. Proof of Lawful Creation
(copy of all deeds for both properties from April 23, 1979 through current deed, or land partition number, or legal subdivision lot number if applicable)
- _____ 6. Proof of Legal Access to the properties from a Public Road
(if a property is not on a public road, provide all recorded easements)
- _____ 7. Property line adjustment map that shows the existing property line and the proposed property line location.

The property line adjustment application, when approved, simply grants the property owners permission to carry out the property line adjustment.

IN ORDER TO COMPLETE THE PROPERTY LINE ADJUSTMENT, THE PROPERTY OWNERS MUST COMPLETE THE FOLLOWING ACTIONS:

1. Record the appropriate documents with the County Clerk which implements the adjustment shown on the approved map. This includes the following 3 deeds:
 - a. Deed transferring the exchange area from one property owner to the other.
 - b. Deed re-describing the first property owner's land as changed.
 - c. Deed re-describing the second property owner's land as changed.

Legal descriptions can be written by a surveyor and deeds created by an attorney.

2. When required, file a survey of the adjusted line, with the County Surveyor, and
3. Provide a copy of the map, and legal description or survey to the County Assessor, County Surveyor, and the County Planning Department.



Property Line Adjustment

Filing Fee: _____

File No. _____

Applicant

Name: _____ Phone#1 _____

Address: _____ Phone #2 _____

City: _____ State: _____ Zip: _____

E-mail: _____

Property Owner - Parcel 1

Name: _____ Phone#1 _____

Address: _____ Phone #2 _____

City: _____ State: _____ Zip: _____

E-mail: _____

Property Description - Parcel 1

Assessor's Map & Tax Lot Number:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Street Address: _____

Acreage _____ Zoning _____

Current use(s) of the property _____

List all adjoining properties under the same ownership:

Signature(s) – Parcel 1

I hereby certify that I am the legal owner(s), or authorized agent for the owner(s), of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested land use permit will not violate any deed restrictions attached to the property.

Owner/Authorized Agent Date

Owner/Authorized Agent Date

Property Owner - Parcel 2

Name: _____ Phone#1 _____
Address: _____ Phone #2 _____
City: _____ State: _____ Zip: _____
E-mail: _____

Property Description - Parcel 2

Assessor's Map & Tax Lot Number:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Street Address: _____

Acreage _____ Zoning _____

Current use(s) of the property _____

List all adjoining properties under the same ownership:

Signature(s) – Parcel 2

I hereby certify that I am the legal owner(s), or authorized agent for the owner(s), of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested land use permit will not violate any deed restrictions attached to the property.

Owner/Authorized Agent Date

Owner/Authorized Agent Date

If an Agent is acting on behalf of either Legal Property Owner, a notarized AGENT FOR OWNER AUTHORIZATION FORM must be submitted with this application.

Acreage being exchanged: _____

Acreages before PLA:

Parcel 1: _____

Parcel 2: _____

Acreages after PLA:

Parcel 1: _____

Parcel 2: _____

BURDEN OF PROOF STATEMENT

In order to be granted approval, it is the applicant's responsibility to demonstrate that the following criteria have been met. Please attach sheets entitled **Burden of Proof** with the following statements and your answers.

Article 45.540- Review Criteria

- A. Will the property line adjustment result in a new parcel being created?
- B. Explain how the resulting parcels conform to required lot size, shape, building heights, and setbacks.
- C. Explain how the adjustments to nonconforming lots or parcels will not result in greater nonconformity or render conforming lots or parcels nonconforming. A reduction in the size of a nonconforming lot or parcel may be approved if it contributes to bringing an adjacent nonconforming parcel closer to conformance.
- D. Indicate that the property line adjustments will not interfere with any public or private easement.
- E. Indicate that the property line adjustment will not have the net result of physically relocating a lot or parcel to a new location.