

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
COUNTY COURTHOUSE, 230 STRAND, ST. HELENS, OREGON 97051
PHONE (503) 397-1501 FAX (503) 366-3902

PROPERTY LINE ADJUSTMENT (PLA)

APPLICANT: Name: _____
Address: _____
Phone No. Home: _____ Work: _____
Email: _____

NOTES:

1. Please attach plot plans showing all development (houses, barns, driveways, septic systems, wells, etc.) on both parcels, with measured distances to all existing and proposed lot lines.
2. Attach deeds with legal descriptions of all the parcels to be property-line adjusted.
3. ORS 92.060 requires that a survey of the new line be prepared and filed with the County Surveyor. **(Provide County Survey Number _____.)**
4. To complete the process a legal transfer of property takes place; usually this is done by recording a deed at the County Clerk's Office. **(Provide County Clerk's Instrument Recording Number _____.)**

LOCATION OR ADDRESS OF PARCELS: _____

PARCEL BEING REDUCED IN SIZE:

Tax account number: _____

Co. Clerk Recording Ref. Number: Bk. _____ Pg. _____ of F- _____

Reduced from _____ acres to _____ acres. Zoning: _____

PARCEL BEING ENLARGED:

Tax account number: _____

Co. Clerk Recording Ref. Number: Bk. _____ Pg. _____ of F- _____

Enlarged from _____ acres to _____ acres. Zoning: _____

PREVIOUS ACTIONS ON EITHER PARCEL: (File No., name, etc.)

FINDINGS:

1. (a) No parcel will be reduced below the minimum required by the Zoning Ordinance, OR,
(b) Any lots to be reduced by this PLA were already undersized before this action.
2. No new parcels or lots will be created by this action.
3. This PLA will not violate any provision of the Columbia County Comprehensive Plan, Columbia County Zoning Ordinance Subdivision and Partitioning Ordinance, nor any known provision of Oregon Revised Statutes or Oregon Administrative Rules.

APPLICANT - CERTIFICATION: Applicant certifies that all parcels involved in this Property Line Adjustment were, to his/her/their knowledge, legally created prior to this action, and that the following owners of all parcels have agreed to this action.

1. **Name** (printed): _____ Signature: _____
Address: _____ Date: _____
2. **Name** (printed): _____ Signature: _____
Address: _____ Date: _____
3. **Name** (printed): _____ Signature: _____
Address: _____ Date: _____
4. **Name** (printed): _____ Signature: _____
Address: _____ Date: _____

COLUMBIA COUNTY LAND DEVELOPMENT SERVICES - CERTIFICATION: Columbia County Land Development Services Department certifies that a records search has been conducted and there are, to their knowledge, no pending actions, zoning or partitioning irregularities, complaints, or any other land use reasons which would invalidate this Property Line Adjustment.

Tentative Approval

Of Concept: _____ Date: _____

Sanitarian Approval: _____ Date: _____

Applicant must provide: Columbia County Clerk Recording Number: _____

Columbia County Survey Number: _____

Final Approval: _____ Date: _____

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Staff Use Only

Receipt No. _____ Received By: _____ Date: _____

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PROPERTY LINE ADJUSTMENT (PLA)

3 - Step Process

STEP 1: Application and Tentative Approval of Concept:

- A. Fill out application, "PROPERTY LINE ADJUSTMENT (PLA)". All the property-owners involved must sign the application. Pay the application fee.
- B. Provide an accurate sketch map (an assessor's map is a suitable base), showing:
 - 1. All properties in their entirety, and the property lines before and after the property line adjustment(s), and directional arrows showing how the line(s) will be moved. Mark them "Old Line" and "New Line".
 - 2. All structures, septic systems, wells, and other improvements on all properties, and the distance from each to the new property line(s) must be shown on the tentative plan.
- C. Provide copies of the deeds, including the legal descriptions, for all properties (These are available from the County Clerk's office).

Once submitted and associated fee paid, a planner will review the submitted application materials and if all information appears to be complete and accurate, sign the "Tentative Approval of Concept".

STEP 2: Survey and legal descriptions:

- D. Unless the resultant configurations of the properties are greater than 10 acres in size, a survey of the new property line(s) is required to be prepared by a licensed surveyor, and shall include the area of each reconfigured property.
- E. Legal Descriptions: Have your surveyor prepare metes and bounds legal descriptions of either:
 - 1. The configurations of the adjusted parcels; if maintaining one ownership; (or),
 - 2. The land being transferred from one property to the other; or both.

The recorded legal descriptions shall include a statement such as "This survey and/or legal description is part of an adjustment of a common boundary between the properties herein described; no new parcels will be created by this property line adjustment."

STEP 3: Final Approval and recording of deed transferring property:

When copies of the survey and legal descriptions have been provided to Land Development Services and approved, a planner will sign the "Final Approval" and notify you by mail. You must then record the deed(s) at the County Clerk's office transferring the area of land from one owner to the other. If you own both parcels, you must file a "Declaration of Property Line Adjustment Deed" at the County Clerk's office so they may be redrawn on the assessor's maps. You must also record the survey with the County Surveyor.

DEFINITION: Oregon Revised Statute 92.010(12) states: "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 92.192 Property line adjustment; zoning ordinances; size of unit of land.

- (1) As used in this section:
 - (a) "Ground water restricted area" has the meaning given that term in ORS 195.300.
 - (b) "High-value farmland" has the meaning given that term in ORS 195.300.
 - (c) "High-value forestland" has the meaning given that term in ORS 195.300.
 - (d) "Waiver" has the meaning given that term in ORS 195.300.
- (2) Except as provided in this section, a lawfully established unit of land that is reduced in size by a property line adjustment approved by a city or county must comply with applicable zoning ordinances after the adjustment.
- (3) Subject to subsection (4) of this section, for land located entirely outside the corporate limits of a city, a county may approve a property line adjustment in which:
 - (a) One or both of the abutting lawfully established units of land are smaller than the minimum lot or parcel size for the applicable zone before the property line adjustment and, after the adjustment, one is as large as or larger than the minimum lot or parcel size for the applicable zone; or
 - (b) Both abutting lawfully established units of land are smaller than the minimum lot or parcel size for the applicable zone before and after the property line adjustment.
- (4) On land zoned for exclusive farm use, forest use or mixed farm and forest use, a property line adjustment may not be used to:
 - (a) Decrease the size of a lawfully established unit of land that, before the relocation or elimination of the common property line, is smaller than the minimum lot or parcel size for the applicable zone and contains an existing dwelling or is approved for the construction of a dwelling, if another lawfully established unit of land affected by the property line adjustment would be increased to a size as large as or larger than the minimum lot or parcel size required to qualify the other affected lawfully established unit of land for a dwelling;
 - (b) Decrease the size of a lawfully established unit of land that contains an existing dwelling or is approved for construction of a dwelling to a size smaller than the minimum lot or parcel size, if another lawfully established unit of land affected by the property line adjustment would be increased to a size as large as or larger than the minimum lot or parcel size required to qualify the other affected lawfully established unit of land for a dwelling;
 - (c) Allow an area of land used to qualify a lawfully established unit of land for a dwelling based on an acreage standard to be used to qualify another lawfully established unit of land for a dwelling if the land use approval would be based on an acreage standard; or
 - (d) Adjust a property line that resulted from a subdivision or partition authorized by a waiver so that any lawfully established unit of land affected by the property line adjustment is larger than:
 - (A) Two acres if the lawfully established unit of land is, before the adjustment, two acres in size or smaller and is high-value farmland, high-value forestland or within a ground water restricted area; or
 - (B) Five acres if the lawfully established unit of land is, before the adjustment, five acres in size or smaller and is not high-value farmland, high-value forestland or within a ground water restricted area. [2008 c.12 §2; 2015 c.423 §1; 2017 c.109 §1]

NOTE: See ORS 92.010 - Definitions for ORS 92.010 to 92.192