

City of Happy Valley

Required Attachments for Land Use Development Applications

It is the policy of the Planning Department to review all applications at the time of submittal. If all of the below required attachments are not included with the application, your application will not be accepted for processing. Please check the below list prior to submitting your application. Upon acceptance of the application, a completeness review will be done within 30 days.

PROPERTY LINE ADJUSTMENT

Approval Criteria:

16.63.140 Property Line Adjustments

A Property Line Adjustment is the modification of lot boundaries, when no lot is created or removed. The application submission and approval process is as follows:

The Planning Official or designee shall approve or deny a request for a property line adjustment in writing based on all of the following criteria:

1. Parcel Creation. No additional parcel or lot is created or removed by the lot line adjustment;
2. Lot standards. All lots and parcels conform to the applicable lot standards of the land use district (Article 16.2) including lot area, dimensions, setbacks, and coverage, and no resulting lot is wholly comprised of a flood hazard area or jurisdictional wetland;
3. Access and Road authority Standards. All lots and parcels conform to the standards or requirements of Chapter 16.41 Access and Circulation, and all applicable road authority requirements are met. If a lot is nonconforming to any City or road authority standard, it shall not be made even less conforming by the property line adjustment;

SUBMITTAL REQUIREMENTS FOR PROPERTY LINE ADJUSTMENTS:

1. Submission of completed application and appropriate fee
2. Site Plan 10 copies 11"x17"
3. Complete names, addresses and phone numbers of the owners of the tracts to be adjusted
4. Property description of the proposed property line adjustment by Tax Lot Numbers, Quarter Section, Section, Township, Range and, if available, site addresses
5. Dimensions and size (square feet or acres) of all proposed tracts to be adjusted.
6. Proposed new property lines (dashed line) and existing property line adjustment.
7. Dimensions and size (square feet or acres) of lots after property line adjustment.
8. Identification arrow showing the property proposed to be transferred
9. Identification, location and distance of improvements from property lines after adjustment.
10. Adjacent tracts under same ownership including property description (T___, R ___, Section___ Tax Lot Number _____)
11. North arrow and map scale
12. Location and dimensions of all driveways and public/private streets within or abutting the subject lots.
13. Location of wells and name of water district
14. Type of sewage disposal, or name of sewer district, if applicable.
15. All existing structures (including accessory structures) and any fences or retaining walls on the tracts and their setbacks to property lines.
Note whether property lines referred to are existing or proposed.
16. Location of any septic tanks and drain fields. Check with the Soils Department of Clackamas County for locations and applicable setback requirements. Get Soils Department to review the property line adjustment and stamp plat plans.
17. Location of any natural drainage ways, streams, wetlands, significant trees or other natural features of the tracts.
18. Other pending applications, including building permits, on the subject tracts.
19. All easements, including widths and types, labeled as existing or proposed, specifically noting the use and for who they serve.

NOTE: Property line adjustments cannot move an existing easement.

20. Current zoning for both parcels.

ALL PROPERTY OWNERS MUST SIGN THE APPLICATION.

**PROOF OF DEED FOR EACH PROPERTY MUST BE SUBMITTED
AT THE TIME OF THE APPLICATION SUBMITTAL.**