



## Serial Property Line Adjustment

Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name:		Phone:	
Company:		Fax:	
Address:			
Applicant's Rep.:		Phone:	
Company:		Fax:	
Address:			
<b>PROPERTY 1</b>			
Assessors Map #:		Tax Lot #:	
Property Address:			
Property Owner:		Phone:	
Company:		Fax:	
Address:			
<b>PROPERTY 2</b>			
Assessors Map #:		Tax Lot #:	
Property Address:			
Property Owner:		Phone:	
Company:		Fax:	
Address:			
<b>Description of Proposal:</b> If you are filling in this form by hand, please attach your proposal description to this application.			
<b>Signatures:</b> Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		<i>(City Intake Staff: complete this section)</i>	
Associated Applications:		Signs:	
Case No.:	Date:	Reviewed by:	
Application Fee: \$	Technical Fee: \$	Postage Fee: \$	
TOTAL FEES: \$		PROJECT NUMBER:	

## Signatures

<p>The undersigned acknowledges that the information in this application is correct and accurate.</p> <p><b>Applicant:</b></p> <p>_____ <b>Date:</b> _____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Print</b></p>
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<p>If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.</p> <p><b>Property Owner 1:</b></p> <p>_____ <b>Date:</b> _____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Print</b></p>
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<p>If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.</p> <p><b>Property Owner 2:</b></p> <p>_____ <b>Date:</b> _____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Print</b></p>
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## **Serial Property Line Adjustment Application Process**

### **1. Applicant Submits a Serial Property Line Adjustment Application to the Development Services Department**

- The application must conform to the *Serial Property Line Adjustment Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Serial Property Line Adjustment Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

### **2. City Staff Conduct Detailed Completeness Check**

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

### **3. City Staff Review the Application and Issue a Decision**

- A Type II decision, made after public notice, but without a public hearing, unless appealed, is issued within 120 days of submittal of a complete application.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 15 calendar days to the Planning Commission or Hearings Official.

## Serial Property Line Adjustment Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Serial Property Line Adjustment Application Form**
- Copy of the Deed** for all properties involved in the property line adjustment.
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances for all properties involved in the property line adjustment.
- Narrative** explaining the purpose of the proposed development, the existing use of the property, the sequencing of property line adjustments, and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with SDC 5.16-125, Property Line Adjustment Criteria.
- Copy of the Preliminary Survey Reduced to 8½" by 11"**, which will be mailed as part of the required neighboring property notification packet.
- Three (3) Copies of a Preliminary Survey** including the following:
  - Prepared, stamped, and signed by an Oregon licensed land surveyor
  - Scale appropriate to the area involved and the amount of detail and data
  - North arrow, date of preparation, and title, i.e. Proposed Property Line Adjustment Survey
  - Boundaries of the lots/parcels involved, including dimensions and area
  - Zoning and plan designation of the lots/parcels
  - Existing property line and proposed property line, clearly differentiated by line type
  - Location and outline to scale of all existing structures, including required setbacks from current property lines and proposed property lines
  - Location, widths, and names of all existing streets, alleys, or other rights-of-way within or adjacent to the lots/parcels and the location and width of driveways
  - Location of all public and private easements and utility lines within or crossing the lots/parcels. For properties outside the city limits, location of all septic tanks and drain fields.
  - Reference to the recorded Subdivision or Partition by name or reference number and blocks, lot/parcel numbers, where applicable
  - Diagram identifying each adjustment, in sequence, cross-referenced to the separate property line adjustment deeds