

A Lot Line Adjustment Application Includes:

- Application cover page (submitted to City)
- Explanation of Type I-A Action (copy for applicant)
- Site Plan showing the adjusted property line (submitted to City)
- Submit materials showing compliance with the requirements of Section 3.110.03, A, and B, 1-7:
 - A. Applications for lot line adjustments shall be submitted on forms provided by the City to the City recorder and accompanied by the appropriate fee. The application must be signed by the owners of all lots affected by the application.
 - B. Each application shall be accompanied by a preliminary map drawn to scale of not less than one inch equals fifty (50) feet nor more than one (1) inch equals 200 feet, and containing at a minimum, the following:
 - 1. Appropriate identification stating the drawing is a preliminary map.
 - 2. North point, scale and date.
 - 3. Name and addresses of land owners, applicants, engineer, surveyor, planner, architect or other individuals responsible for the plan.
 - 4. Map number and tax lot or tax account number of subject property.
 - 5. The proposed boundary lines and approximate area of the subject property created before and after the adjustment.
 - 6. Dimensions and size in square feet or acres of all proposed parcels.
 - 7. The approximate location and identification of existing streets, easements or right-of-ways adjacent to, or within, the subject property, and, existing improvements on the property and important features such as section, political boundary lines.

Written explanation of the lot line adjustment request (submitted to City):

Written response to criteria (attached) (submitted to City).

- ☐ Deposit Fee: \$350.00 (Resolution No.16-17-013, May 9, 2017)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant’s deposit.

Lot Line Adjustment – Written Response to Criteria

Criteria the City staff uses to make a decision.

The applicant is required to submit written responses that provide evidence substantiating all of the following.

Willamina Development Code, Section 3.110.02.

Section 3.110.02:

- A. State that the proposal will not create a new parcel.

Response: _____

- B. Explain how, following the lot line adjustment, all lots comply with lot size and dimensional standards of the applicable land use district; and if one or more of the original parcels is non-conforming, explain how the adjustment will not increase the degree of non-conformance of the subject property or surrounding properties.

Response: _____

- C. If there are existing structures on the parcels, explain how the lot line adjustment will not result in a setback violation. (State the required setbacks and state what the setbacks will be after the lot line adjustment.)

Response: _____

D. Explain how the adjustment does not reorient or significantly reconfigure the lots or parcels.

Response: _____

If additional space is needed, please attach an additional page(s).

The property is zoned (check the appropriate box):

- Single-family Residential (R-1): Section 2.101.
- Two-family Residential (R-2): Section 2.102.
- Multiple-family Residential (R-3): Section 2.103.
- General Commercial (C-1): Section 2.104.
- Commercial Residential (C-2): Section 2.105.
- Industrial (M-1): Section 2.108.