



Planning/Engineering Review for Lot Line Adjustments/Abandonments

This application is intended to be submitted to the Planning Division for a Lot Line Adjustment or Abandonment. Provide an additional form for properties involving more than two properties. The Planning (P) Division may be reached at 503.783.3800, Monday-Friday from 8am-5pm. Please submit your application with all associated materials and fee at HVWorks.com. Once submitted, staff will review the application for compliance with the applicable criteria. No changes will be allowed once the application has been submitted. Submission of an application authorizes city access to the property as needed to verify the site conditions and assure the terms and conditions of the permit have been followed. If a lot is nonconforming as to any development standard, it shall not be made even less conforming by the property line adjustment.

Planning Division (P) Approval By: _____ Date: _____
 Approved Denied

Engineering Division (E) Approval By: _____ Date: _____
 Approved Denied

Conditions of Approval: _____

Applicant(s)/Primary City Contact:

Name Printed: _____
Mailing Address: _____
Phone: _____ Email: _____

Property A:

Property A Address: _____
Property A Clackamas County Map and Tax Lot Number: _____
Property Owner(s) Signature: _____
Property Owner(s) Name Printed: _____
Mailing Address: _____
Phone: _____ Email: _____

Property B:

Property B Address: _____
Property B Clackamas County Map and Tax Lot Number: _____
Property Owner(s) Signature: _____
Property Owner(s) Name Printed: _____
Mailing Address: _____
Phone: _____ Email: _____

All signatures represented must have the full legal capacity and hereby authorize the filing of this application and certify that the information and exhibits herewith are correct and indicate the party's willingness to comply with all code requirements.

Submittal Requirements:

The following information is required to be submitted:

- This Completed Application Form
- A Survey Prepared by Qualified Personnel including Existing and Proposed Property Lines with Dimensions, Footprints and Dimensions of Existing Structures (including Accessory Structures), Water/Sewer/Storm Services, and Septic System, Location and Dimensions of Driveways and Public/Private Streets, Location of Natural Resource Areas, and Fences/Walls.
- Staff Reports and Plats Associated with the Property (If Applicable)
- Title Reports or Trio for Each Property
- Legal Descriptions
- Application Fee

1. Conditions of Approval/Plat Restrictions (P/E)

Some lots have limitations or special requirements that must be considered when building occurs onsite. Examples include special setbacks, design requirements, avoiding sloped portions of the lot/environmentally sensitive areas/easements. Contact the Planning Division at 783.3800 to receive a copy of prior approvals.

Are there any relevant conditions or requirements from previous land use reviews? Yes No
 If yes, please identify requirement:

2. Size (P)

Identify the size of the properties subsequent to the Lot Line Adjustment or Lot Line Abandonment.

- Lot Line Adjustment Lot Line Abandonment

Zoning Designation: _____

Property A:

Area Prior to Adjustment: _____
 Area After Adjustment: _____
 Total Area Adjusted: _____

Property B:

Area Prior to Adjustment: _____
 Area After Adjustment: _____
 Total Area Adjusted: _____

Does the proposal include property within a previously platted subdivision or planned unit development? Yes No

Name: _____ File Number: _____

Specific Requirements: _____

3. Lot Dimensions (P)

Identify the lot width and depth of proposed lots. Lot width is measured between the foremost points of the side lot lines. For the purposes of width of lot measurements on corner lots, the longest front lot line may be assumed to be a side lot line. Lot depth is measured from the midpoint of the front lot line to the midpoint of the rear lot line. For the purposes of measuring lot depth of corner lots, the longest lot line may be assumed to be a side lot line. The minimum lot dimensions may be found in Title 16 of the Land Development Code.

	FU-10	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5
Lot Width	100'	100'	80'	70'	60'	50'	50'	40'
Lot Depth	200'	200'	100'	90'	80'	70'	70'	60'

Lot A

Lot Width: _____

Lot Depth: _____

Lot B

Lot Width: _____

Lot Depth: _____

4. Setbacks (P)

Identify the building setbacks (distance between the proposed foundation/support and the property line) for the proposed construction. Please check your property plat or title for easements that may increase the distance that is needed between the property line and structure.

Zoning Designation: _____

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S
Building Front	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'
Covered Front Porch <20% of Building Line	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'
Covered Front Porch ≥20% of Building Line	15'	15'	15'	15'	15'	15'	15'	15'
Uncovered Front Porch/Deck ≥30"	15'	15'	15'	15'	15'	15'	15'	15'
Building Interior Side	15'	10'	7'	7'	5'	5'	5'	5'
Building Corner	15'	15'	15'	15'	15'	15'	8'	8'
Uncovered Porch/Deck ≥30" Behind Building	3'	3'	3'	3'	3'	3'	3'	3'
Covered Rear Porch/Deck	10'	10'	10'	10'	10'	10'	10'	10'
Building Rear	22'	22'	22'	22'	22'	22'	20'	20'
Garage				22'	22'	22'	22'	22'
Not Facing an Alley							22' to foundation (excluding posts or supports), 6' to wall of upper floors	22' to foundation (excluding posts or supports), 6' to wall of upper floors
Facing an Alley								

Roof eaves, fireplaces and other projections which are not on the ground are allowed up to 2 feet into the setbacks.

Are any projections proposed?

Yes No

What is the Furthest Projection? _____ Up to 2ft Allowed.

Type of Projection? Eve/Roof Fireplace Other: _____

Lot A

Dwelling/Primary Building

Closest Left Setback: _____

Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Front Porch Setback: _____

Accessory Structure(s)

Closest Left Setback: _____

Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Front Porch Setback: _____

Lot B

Dwelling/Primary Building

Closest Left Setback: _____

Closest Right Setback: _____

Closest Garage Setback: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Closest Front Porch Setback: _____

Accessory Structure(s)

Closest Left Setback: _____
 Closest Garage Setback: _____
 Closest Front Setback: _____

Closest Right Setback: _____
 Closest Rear Setback: _____
 Closest Front Porch Setback: _____

5. Lot Coverage (P)

The portion of a lot that is covered by buildings, and decks, stairways and entry bridges that are more than 30 inches above grade are limited. Eaves are excluded.

	FU-10	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	SFA	MUR-A	VTH
Max. Lot Coverage	20%	20%	30%	35%	40%	45%	50%	SF: 50%	75%	75%	65%
								DU/TRI: 60%	SFD: 50%	SFD: 50%	

Lot A

1. Square footage of all building footprints _____
2. Square footage of all decks/stairways over 30" in height _____
3. Total square footage of all building footprints and decks/stairs over 30" (add lines 1&2)..... _____
4. Total square footage of property subsequent to the lot line adjustment/abandonment:..... _____
5. Line 3 divided by line 4 and multiply by 100..... _____

Lot B

1. Square footage of all building footprints _____
2. Square footage of all decks/stairways over 30" in height _____
3. Total square footage of all building footprints and decks/stairs over 30" (add lines 1&2)..... _____
4. Total square footage of property subsequent to the lot line adjustment/abandonment:..... _____
5. Line 3 divided by line 4 and multiply by 100..... _____

6. Minimum Landscaping Area (P)

The proposal cannot create a lot that reduces a property below the minimum landscaping requirement. The following gross developable lot area shall be landscaped for the following uses:

- Single-family attached dwellings, including duplexes, triplexes and fourplexes: 20%*
- Multifamily dwellings containing five or more units: 20%*
- Nonresidential uses, e.g., commercial, industrial, institutional, or civic: 15%*

Lot A

1. Square footage of site after adjustment/abandonment..... _____
 2. Square footage of landscaping after adjustment/abandonment..... _____
 3. Line 1 divided by line 2 and multiply by 100:..... _____
- The site was below the minimum landscaping requirement but did not get worse with the proposal.

Lot B

1. Square footage of site after adjustment/abandonment..... _____
 2. Square footage of landscaping after adjustment/abandonment..... _____
 3. Line 1 divided by line 2 and multiply by 100:..... _____
- The site was below the minimum landscaping requirement but did not get worse with the proposal.

7. Frontage (P)

Lots must meet their minimum frontage requirements after the adjustment.

Min. Frontage	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5
On cul-de-sac	70'	50'	50'	35'	35'	35'	35'
All Other lots	100'	80'	60'	50'	50'	50'	40'
Townhomes	20'	20'	20'	20'	20'	20'	20'

Lot A: _____ Lot B: _____ No Change to Frontage Proposed

8. Minimum Densities (P)

Lots must meet densities after the adjustment.

Minimum Density: _____

Lot A: _____ Lot B: _____ No Change to Density Proposed

9. No Creation of Additional Lots or Parcels (P)

No additional parcel or lot is allowed to be created by the lot line adjustment.

Does the proposal include the creation of an additional parcel or lot? Yes No
If so, a revised plan is required prior to approval

10. Jurisdiction (P)

No lot line adjustment can change the boundary of the City. In addition, new lots created cannot be partially outside the City limits.

Are both lots subject to the lot line adjustment within the City limits? Yes No
If not, a revised plan or annexation application is required prior to approval.

11. Flood Hazard or Jurisdictional Wetland (P)

A resulting lot may not be more than 75% within an environmental overlay district in 16.32, 16.34, or 16.35

12. Pedestrian Access and Circulation (E)

Protection of future public accessways identified in the Transportation System Plan is required.

Is there a pedestrian and/or multi-use pathway system on or near the property on the City's Transportation System Plan or Happy Valley Parks Master Plan? Yes No
If so, recording of an easement is required.

13. Vehicular Access (E)

All lots and parcels conform to the standards or requirements of Chapter 16.41 Access and Circulation. In addition, any changes to site access shall be approved by the City through a separate process

Any lot line adjustments resulting in access drives crossing property lines or being located on another property will require an easement and maintenance agreement. Will the proposal result in any access drives crossing lot lines? Yes No

Will the proposal result in an increase in the number of driveways along a frontage? Yes No
If so, please describe: _____

14. Utilities (E)

Please indicate the location of all water, sanitary sewer, and stormwater facilities on the survey.

Does the proposal include:

A drainfield? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

Septic tank? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

Stormwater Facility or piping? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

Water Service? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

Sewer Service? Yes No

If yes, is it affected by proposal? Yes No

If yes, please explain _____

Note that an easement is required if the proposal would result in a utility being located on another property.

15. Easements (E)

Please indicate the location and purpose of all easements.

Please identify all easements:

Access Water Sewer Stormwater Other _____

Do any easements need to be relocated? Yes No

APPROVAL PROCESS:

1. Submit an application to the Planning Division at the City.
2. Once you receive approval from the City, the approved survey must be printed on mylar and submitted to the Planning Division for signature. The City will contact you to pick up the signed mylar.
3. The signed mylar is picked up from the City and recorded at the Clackamas County Surveyor’s Office. The property line adjustment/abandonment approval must be recorded within one year from the date of approval. An extension may be granted if certain criteria are met.
4. The current deed holders or their assigns sign the revised deeds for the approved legal descriptions and record the documents at the Clackamas County Clerk’s Office.
5. Provide an electronic copy of the of the recorded survey map and deeds to the Happy Valley Planning Division within 15 days of recording.