



150 East Main Street, Hillsboro, OR 97123
4th Floor • 503/681-6153
Fax: 503/681-6245
www.ci.hillsboro.or.us

PROPERTY LINE ADJUSTMENT APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form. **INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR ADMINISTRATIVE REVIEW UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

TRACKING INFORMATION (For Office Use Only)

Planner _____ File # _____ Date Approved _____
Applicant _____ Property Owner(s) _____

SITE LOCATION & DESCRIPTION

Parcel 1:

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Size of Parcel _____ acres or sq. ft.

Parcel 2:

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Size of Parcel _____ acres or sq. ft.

SUMMARY OF REQUEST

Briefly explain the request and reason for the proposed adjustment. NOTE: A site plan must be submitted in addition. See Submittal Requirements for details.

PROPERTY LINE ADJUSTMENT
(CONTINUED)

OWNERSHIP AND APPLICANT INFORMATION

Property 1:

Property Owner(s) Name(s) _____

Mailing Address _____ City/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Does the owner of this site also own any adjacent property? Yes No *(If Yes, please list tax map and tax lots)*

Property Owner's Signature _____ Date: _____

Property 2:

Property Owner(s) Name(s) _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Does the owner of this site also own any adjacent property? Yes No *(If Yes, please list tax map and tax lots)*

Property Owner's Signature _____ Date: _____

Applicant _____

Mailing Address _____ City/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

Civil Engineer/Surveyor _____

Mailing Address _____ City/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

COMPLETENESS CHECK (For Office Use Only)

Received by _____ Date _____

Fees Paid _____ Receipt No. _____

Approved by _____ Date _____

Additional reviews pending? YES NO If yes, what is the File # _____

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (PROPERTY LINE ADJUSTMENT)

The administrative procedure and submittal requirements for a Property Line Adjustment are listed in Article VI of the Hillsboro Subdivision Ordinance No. 2808 as follows. Please review each section carefully.

Article VI Property Line Adjustments

Section 1. Administrative Procedure. Property line adjustments shall be reviewed, approved, approved with conditions, or denied by the Planning Director or the Director's designee. Applications for property line adjustments shall be made on a form prescribed by the Planning Director, and shall be accompanied by payment of a fee as determined by the City Council. Approval, conditional approval, or denial will be made based on the following standards:

- (a) conformance of both properties with the minimum dimensional (lot depth, width, and area) standards of the applicable zone after the proposed adjustment;
- (b) conformance of any structures on either property with the minimum and maximum setback standards of the applicable zone after the proposed adjustment;
- (c) if either or both of the affected properties are eligible for additional development, the proposed adjustment will neither preclude opportunity for such additional development nor reconfigure the properties in a pattern which might obviate public improvements required as condition of such additional development.

SUBMITTAL REQUIREMENTS (PROPERTY LINE ADJUSTMENT)

- One (1) copy plus the original completed and signed application form. This information must be reproduced so please print clearly using black or blue ink or type.
- One (1) copy of either:
 - A determination by Clean Water Services (CWS) or the Engineering Department that a Site Assessment is not necessary.
 - A CWS Service Provider Letter.
- Two (2) copies of a site plan that shows all of the following:
 - Existing structures on properties involved
 - Existing property lines and dimensions
 - Proposed property lines and dimensions
 - Existing and proposed utility lines
 - Existing easements
 - Proposed easements
 - Setbacks to existing and proposed property lines
 - Existing areas of properties involved
 - Proposed areas of properties involved
 - North arrow
 - Scale (the preferred scale is 1 inch equals 20 feet)
- One (1) copy plus the original of a written narrative addressing the applicable approval criteria as set forth in the Subdivision Ordinance, Article VI, Section 1.
- The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.
- One (1) copy of a recent Title Report on the subject properties may be requested if the parcel(s) were not created through partition or subdivision. Please note that additional information such as a copy of the deed(s) or a chain of title(s) may also be requested.

FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Department
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