

PROPERTY LINE ADJUSTMENT APPLICATION

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)
Hubbard, OR 97032
Phone: (503) 981-9633; Fax: (503) 981-8743
<http://www.cityofhubbard.org>

To Be Filled Out by Staff:
FILE: _____
DATE: _____
FEE: _____
RECEIPT NO: _____

Parcel "A"

APPLICANT(S): _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

OWNER(S): _____

(If different from above)

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

MAP PAGE AND TAX LOT NO: _____ ZONE: _____

SQUARE FOOTAGE: BEFORE ADJUSTMENT _____ AFTER ADJUSTMENT _____

CURRENT USE/STRUCTURES: _____

Parcel "B"

APPLICANT(S): _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

OWNER(S): _____

(If different from above)

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

MAP PAGE AND TAX LOT NO: _____ ZONE: _____

SQUARE FOOTAGE: BEFORE ADJUSTMENT _____ AFTER ADJUSTMENT _____

CURRENT USE/STRUCTURES: _____

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 10/14/2008 (attachment to Resolution No. 470-2008)

Resolution No. 398-2005 requires a deposit for land use applications as required in section 3.206.03 in the Hubbard Development Code. Staff collects the deposit at the time of application.

Costs and time are paid out of the deposit. If it appears the costs exceed the initial deposit, the City Recorder / Planning Secretary may require an additional deposit for cost that may be incurred to complete the project. At the end of the project a final bill will be prepared and either request additional funds or issue a refund check.

The following are types of charges and amounts per hour. *The Contracted Service provider fees are subject to change, and may also include their hired staff time.*

City Planner \$74.00
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer \$70.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Planning Secretary \$57.00 Admin Assistant \$26
(The Planning Secretary prepares applicants files, prepares comments for other departments, prepares public hearing notices, posts and mails notices, answers applicants questions and attends all meetings)

Public Works Director/Superintendent \$68.00 Admin Assistant \$39
Utility Worker I \$36.00
Utility Worker II \$48.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$65.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$240.00
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) .25 per page Color .35 per page
(Black & White 11X 17) .50 per page Color .70 per page
Long Distance Phone Calls 3.00 per call
Fax 2.00 per fax + .50 per page

I have read this information and understand that the land use fee is a deposit and the application may cost more or less.

Applicants Signature

Date

SUBMITTAL REQUIREMENTS

Please submit one (1) paper copy and one (1) electronic copy (PDF format preferred) of the following application materials:

- 1. A copy of the most recent deed for the property
- 2. Legible maps drawn to scale on 8 ½ x 11 or 11 x 17 inch paper, or eight (8) full size copies (typically 18 x 24 inch or larger) showing the following:
 - A map showing the configuration of Parcel "A" and Parcel "B" **before** the proposed adjustment.
 - A map showing the configuration of Parcel "A" and Parcel "B" **after** the proposed adjustment.

EVALUATION CRITERIA

- 1. Does each lot or parcel meet the minimum lot size requirements for the zoning district **before** the proposed adjustment?
 _____ YES _____ NO

If NO please explain: _____

- 2. Does each lot or parcel meet the minimum lot size requirements for the zoning district **after** the proposed adjustment?
 _____ YES _____ NO

If NO please explain: _____

NOTE: If the answer to number 1 is "YES" and the answer to number 2 is "NO" the property line adjustment cannot be approved by the City.

- 3. Will one or both of the lots or parcels be split-zoned as a result of the proposed adjustment?
 _____ YES _____ NO

If YES, please explain: _____

- 4. If the answer to number 3 is YES, do the separate portions of the split-zoned lot(s) or parcel(s) meet the minimum lot size requirements for the zoning district **after** the proposed adjustment?
 _____ YES _____ NO

If YES, please describe: _____

Parcel "B"

_____	_____
Date	Applicant
_____	_____
Date	Applicant
_____	_____
Date	Owner(s)
_____	_____
Date	Owner(s)

FOR USE BY CITY STAFF.

_____ Approved
_____ Denied

If denied, please state reason(s): _____

Name: _____

Title: _____

Signature: _____

Date: _____

NOTE: In order to finalize the property line adjustment process, Oregon Revised Statutes (ORS), Section 92.060(7) requires that the adjustment of a common boundary shall be surveyed and monumented, and a survey, complying with ORS 209.250, shall be filed with the county surveyor, with the following exceptions:

1. The survey requirement shall not apply to the relocation of a common boundary of a lot in a subdivision or a parcel in a partition when the adjusted property line is a distance of even width along the common boundary (a line is adjusted parallel to its current location with no change in its length); or
2. The survey requirement shall not apply to the sale or grant by a public agency or public body of excess property resulting from the acquisition of land by the state, a political subdivision or special district for highways, county roads, city streets or other right of way purposes when the sale or grant is part of a property line adjustment incorporating the excess right of way into adjacent property.