

**PROPERTY LINE ADJUSTMENT APPLICATION**

**CITY OF HUBBARD**

3720 2<sup>nd</sup> 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: \_\_\_\_\_

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**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: \_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_

NOTE: If the answer to number 4 is "NO" the property line adjustment cannot be approved by the City.

5. Does each lot(s) or parcel(s) have access to a street before the adjustment?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

If NO, please explain: \_\_\_\_\_  
\_\_\_\_\_

6. Does each lot(s) or parcel(s) have access to a street after the adjustment?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

If NO, please explain: \_\_\_\_\_  
\_\_\_\_\_

NOTE: If the answer to number 5 is "YES" and answer to number 6 is "NO", the property line adjustment cannot be approved by the City.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)**

**Parcel "A"**

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

**Parcel "B"**

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

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**FOR USE BY CITY STAFF.**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

If denied, please state reason(s): \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**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.

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 2/11/2020 (attachment to Resolution No. 686-2020)

Resolution No. 685-2020 requires land use applications to reimburse the City for the actual costs associated with their applications. The City requires a deposit for land use application 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 Director of Administration/City Recorder may require an additional deposit for costs that may be incurred to complete the project. At the end of the project a final bill will be prepared, and the City will either request additional funds or issue a refund check.

The following are examples of the most common types of charges and amounts per hour that will be incurred for land use projects in the City. These rates are provided for example purposes only, and you will be charged the actual costs incurred by the City as required by Resolution 685-2020. These example rates will therefore be reviewed annually and updated as necessary. You may request a copy of the most recent example rates at any time by contacting the Director of Administration/City Recorder.

City Planner \$85.00
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer \$165.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Director of Admin/Recorder \$90.00
Admin Assistant \$45.00
(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 \$84.00
Public Works Admin Manager \$68.00
Utility Worker II \$58.00
Utility Worker I \$37.00
Admin Assistant \$20.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$83.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$235.00
(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