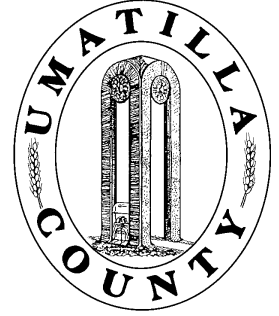


Umatilla County

Department of Land Use Planning

216 SE 4th ST, Pendleton, OR 97801, (541) 278-6252



Boundary Line Adjustment, Type V

Application & Information Packet

PROCESSING THE APPLICATION

The application is processed as a “ministerial action,” not subject to public notice. The planning staff has 30 days to review the application for completeness; once the application is deemed complete planning staff has 5 working days in which to evaluate the completed application against boundary line adjustment criteria and make a decision.

APPROVING THE BOUNDARY ADJUSTMENT

A letter will be sent to the applicant informing them of the decision and listing any conditions of approval.

Once conditions have been satisfied and/or final approval is granted the approved application and map will be recorded in the deed records of Umatilla County to provide an accessible public record that will be identifiable during a title search.

APPLICANT’S RESPONSIBILITY

Once a boundary adjustment has been approved by the planning staff, the applicant has one year within which to record a deed or deeds conveying the property. This must be done even if all properties are owned by the same person or persons. Please provide the County Planning Department a copy of the recorded deed(s).

All tax liens on the involved properties must be paid before the Assessor’s Office will alter the tax maps to reflect the boundary line adjustment (ORS 311.280(3)).

FEES

Application Fee - \$350.00

County Recording Fees - based on numbers of pages recorded (Effective July 1, 2010 via Ord. 2010-02)

It is the responsibility of the applicant to submit a complete application with all necessary attachments. Planning staff can refuse an incomplete application.

This application must be submitted to the Umatilla County Planning & Development, 216 SE 4th ST, Pendleton, OR 97801, (541) 278-6252, and must be accompanied by a non-refundable application fee. Acceptance of the application and fee does not guarantee approval.

**PLEASE COMPLETE THIS APPLICATION,
PRINT CLEARLY WITH A BLACK INK PEN**

**PLEASE PROVIDE A COPY OF LEGAL
DESCRIPTION AND MAPS TO THE
ASSESSOR’S OFFICE.**

Version: July 1, 2010

File Location: H:\shared\FORMS_Master\Boundary_Line_Adjustment.doc

Section 1: Property Information

This Section deals with describing the two parcels as they exist PRIOR to the boundary line adjustment.
The term "Property" as used in the questions below includes both parcels involved in the boundary line adjustment.

1. Applicant's Phone Number and Email Address:

2. Location of Property (Provide directions you would give someone to get to the property):

3. Account Number(s) of Property:

Account # _____

Account # _____

Account # _____

4. Map Number(s) of the
Property involved:

Township _____ **Range** _____ **Section** _____ **Tax Lot** _____

Township _____ **Range** _____ **Section** _____ **Tax Lot** _____

Township _____ **Range** _____ **Section** _____ **Tax Lot** _____

Use separate sheet of paper for ENTIRE Legal Description, mark it "Exhibit A".

5. Has the Property or dwelling received a
Rural Address? If so, what is it?

Yes _____

No _____

6. Current size of the Property involved:

Acres _____

Acres _____

Acres _____

7. Current Zoning Designation:

There are some 22 zoning designations in
Umatilla County.

EFU

GF

Other Zone _____

8. Comprehensive Plan Designation:

A Comprehensive Plan Designation is different
than a Zoning Designation in that it
distinguishes land that should be developed for
various uses, where zoning actually specifies

Agri-business

Commercial

Grazing/Forest

Industrial

North/South Agriculture

Orchard District

Residential

Special Agriculture

the uses.

Multi-Use

West County Irrigation

9. Buildings on the Property:

10. Current Use of the Property:

11. Surrounding Uses of the Property:

12. Does the Property reside in a Floodplain?
If so, an Elevation Certificate and the
criteria of the Flood Hazard Overlay
Zone will need to be completed prior to
construction.

No, the Property is not in a floodplain.

Yes, the Property is in a floodplain:

Zone _____

Community Number _____

Panel Number _____

13. If the Property is in a Floodplain then is
it also located in a wetland as listed on
the National Wetlands Inventory maps?

Yes, provide documentation.

No, the Property is not in a wetlands

14. How is ACCESS provided to the
Property? (i.e. provide name of road that
directly serves the Property.) What type
of surface does the roadway have?

Name of Road or Lane

Paved, Gravel, Dirt

15. Will the Property need an Access Permit
onto a County Road or State Highway?
If so contact the County Public Works
Department, 541-278-5424, or ODOT,
541-276-1241.

Yes, if so please contact the proper authority
and provide that documentation

No, one already exists (provide a copy)

16. EASEMENTS: Are there any easements
on the Property that provide the MAIN
ACCESS for the Property OR adjacent
properties? Are there any other
easements on the property? Attach
easement documentation.

Attach easement documentation:

Access easements exist

Utility line easements exist

Irrigation easements exist

Other easements exist: _____

No, other easements exist.

17. Which Rural Fire District/Department
covers your Property with fire
protection?

Fire Services:

Private Companies:

East Umatilla

Echo Rural

Helix Rural

Hermiston Rural

Pendleton FD

Pilot Rock FD

Meacham

Milton-Freewater

(subscriber)

Tribal

Not in a RFD

- Stanfield Rural
 Umatilla Rural
- Other, _____

18. Is the Property within an Irrigation District? If the property is served by an Irrigation District, a confirmation letter from that office discussing any concerns of the proposed development must be submitted with this application.

Irrigation District:

- Hermiston
 Stanfield
 West Extension
 Westland

Hudson Bay or Walla Walla River Irrigation

- Not in an ID
 Other, _____

19. What type of water use(s) exist on the Property? If there are none currently, will there be water uses developed in the future?

- No current water uses exist
 Water Uses to be developed:

- Yes, there are water uses on the property:
 Domestic Well
 Irrigation Well
 Stock Well
Other: _____

20. Are there Water Rights on the Property? If there are Water Rights, the water permit, certificate and/or other documentation from the Oregon Water Resources Department shall be included with this application.

- No current water rights exist
 Will apply for Water Rights
 Yes, there are water rights, please provide documentation (permit #, etc.)
 Surface Water Right,

 Ground Water Right,

21. Who is the provider of the utilities for the Property?

Water well, or _____

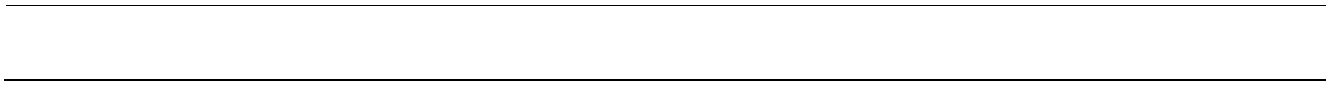
Sewer septic, or _____

Telephone _____

Electrical _____

Garbage Disposal _____

22. Provide a description of your proposal (attach a description if necessary):



Section 2: Required Application Materials

These materials are to be submitted with the application: The proceeding page is to be used as a base for the site plan. This drawing DOES NOT take the place of any maps required to be submitted by a Licensed Surveyor. This site plan will show what is or will be on the property. Additional material may be requested.

Materials to be submitted for ALL types of Applications:

- a) Completed Application form.
- b) Applicable Application fees
- c) Site Plan Marked Exhibit B (see next page) to include:
 - Scale of drawing
 - Site area showing property boundaries and dimensions
 - Proposed and existing structures with dimensions to nearest Property lines
 - Location of existing wells
 - Location of existing septic systems (i.e. tanks, drain fields)
 - Widths and names of roads adjacent to the site as well as existing roads, which provide direct access to the property
 - Existing access points (driveways, lanes, etc.)
 - Easements and rights-of-ways
 - Existing utility lines (above and below ground)
 - Approximate location of any unusual topographical features
 - Major geographic features
 - Location of all creeks, streams, ponds, springs and other drainage ways

- VICINITY MAP – Assessor’s map of the Property**
- Property ASSESSOR’S REPORT for each property involved**
- The DEED(S) for each property involved**
- Property TAX LOT CARD(S) and current legal description of property for each property involved**

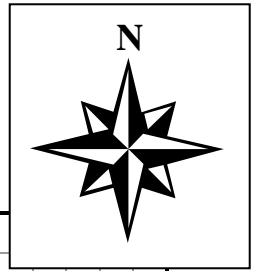
- A MAP showing the proposed changes
- LEGAL DESCRIPTIONS of each parcel AFTER the change occurs as well as a legal description of the property being exchanged between the two parcels involved. A survey typically is required.

PLEASE NOTE:

- Deeds **MUST** be recorded within one year from the approval of the boundary line adjustment. The Planning Department must be given a copy of the recorded deed(s).
- Provide a copy of the new legal descriptions and map to the County Assessor’s Office for their review.

Exhibit B, "Site Plan"

Please include the details listed under item (c)
found in Section 2 (on preceding page)



A large rectangular area filled with a grid pattern, intended for drawing a site plan.

Boundary Line Adjustment

Applicant and Legal Owner(s) Signatures

#LD - _____ - _____ - _____

MAP #: _____ TAX LOT: _____

MAP #: _____ TAX LOT: _____

MAP #: _____ TAX LOT: _____

For Records'
Office Use

APPLICANT'S NAME *print clearly*: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

APPLICANT, CHECK ONE. Legal Owner, Contract Purchaser, Agent, Realtor

Signature of Applicant

Date

Signature of Applicant

Date

LEGAL OWNER(S) *print clearly*: _____

FOR MAP & TAX LOT #: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

Signature of Legal Owner

Date

Signature of Legal Owner

Date

Signature of Legal Owner

Date

Signature of Legal Owner

Date

LEGAL OWNER(S) *print clearly*: _____

FOR MAP & TAX LOT #: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

Signature of Legal Owner

Date

Signature of Legal Owner

Date

Signature of Legal Owner

Date

Signature of Legal Owner

Date

Boundary Line Adjustment
Legal Owner(s) Signatures – Additional Page

#LD – _____ - _____ - _____

LEGAL OWNER(S) *print clearly:* _____

FOR MAP & TAX LOT #: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

Signature of Legal Owner	Date	Signature of Legal Owner	Date
--------------------------	------	--------------------------	------

Signature of Legal Owner	Date	Signature of Legal Owner	Date
--------------------------	------	--------------------------	------

LEGAL OWNER(S) *print clearly:* _____

FOR MAP & TAX LOT #: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

Signature of Legal Owner	Date	Signature of Legal Owner	Date
--------------------------	------	--------------------------	------

Signature of Legal Owner	Date	Signature of Legal Owner	Date
--------------------------	------	--------------------------	------

LEGAL OWNER(S) *print clearly:* _____

FOR MAP & TAX LOT #: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

Signature of Legal Owner	Date	Signature of Legal Owner	Date
--------------------------	------	--------------------------	------

Signature of Legal Owner	Date	Signature of Legal Owner	Date
--------------------------	------	--------------------------	------

Boundary Line Adjustment

Description of Proposal

#LD – _____ - _____ - _____

1. Please provide the Map Number for EACH parcel involved in this boundary line adjustment:

Map # of the 1st parcel:

Map # of the 2nd parcel:

Map # of the 3rd parcel:

T: _____ R: _____

T: _____ R: _____

T: _____ R: _____

Section: _____ Tax Lot: _____

Section: _____ Tax Lot: _____

Section: _____ Tax Lot: _____

2. Are there **dwelling/structures** on either parcel being affected and if so, what will be the setbacks of the dwelling/structure to the property lines?

Number of dwellings/structures: _____

Front: _____, Rear: _____, Side: _____

3. Are there Water Rights on the property? If so, please contact the agency that issued the water right and determine how the water right will be affected by this boundary line adjustment.

No, there are no Water Rights.

Yes, there are Water Rights and n approval letter from the agency is attached.

4. Provide a letter of approval from the Oregon DEQ, if either of the parcels will be reduced below four acres in size, with respect to the adequacy of the site for accommodating new and/or replacement on-site septic disposal systems.

The site is not adequate for a new and/or replacement system.

There is adequate area for a new and/or replacement system. DEQ letter attached.

5. Provide a list of all utility companies or agencies serving the property or occupying easements on the property, and a letter of approval from any utility company or agency occupying an easement directly affected by the proposed boundary line relocation.

There are no utility easements on the property.

There are utility easements on the property and a letter(s) of approval is attached.

6. Each parcel needs legal access either through a recorded easement or public right of way. How will access be provided to each parcel AFTER the boundary line adjustment occurs?

7. What is the reason for this boundary line adjustment?

8. What is the current size of each parcel involved?

1st Parcel: _____Acres

2nd Parcel: _____Acres

3rd Parcel: _____Acres

9. What would be the final size of each parcel involved?

1st Parcel: _____Acres

2nd Parcel: _____Acres

3rd Parcel: _____Acres

10. How many acres will be exchanged between the parcels involved?

_____ Acres

Boundary Line Adjustment

Criteria Check List and Decision Sign-off

-- FOR DEPARTMENT USE ONLY --

#LD - _____ - _____ - _____

Parcels involved with the boundary line adjustment

MAP # _____	TAX LOT _____	ZONING _____
MAP # _____	TAX LOT _____	ZONING _____
MAP # _____	TAX LOT _____	ZONING _____

Checklist for Accepting the Application

- Map or Site Plan meets standards
- PROOF OF OWNERSHIP (ALL DEEDS SUBMITTED)**
- ALL PROPERTY OWNERS SIGNED**
- Legal Descriptions provided of all adjusted parcels
- Meets definition of a boundary line adjustment
- Parcel Size considered:
 - Meets parcel size requirements of underlying zone, OR
 - Non-conforming parcels that will remain non-conforming
- Buildings will comply with setback standards
- Legal Access Conforms to Development Code Standards
- Statement of Water Rights
- If Combination Application, then list additional Land Use # _____

Other Consideration for Decision

Date Received

- | | |
|---|-------|
| <input type="checkbox"/> DEQ Approval Letter Or Site Suitability | _____ |
| <input type="checkbox"/> Irrigation District/Company Authorization Letter | _____ |
| <input type="checkbox"/> Water Resource Authorization Letter | _____ |
| <input type="checkbox"/> Utility Company Authorization Letter (using an easement on the property) | _____ |
| <input type="checkbox"/> Covenant Not To Sell Separately | _____ |
| <input type="checkbox"/> Survey Submitted; if Record Survey, # _____ | _____ |
| <input type="checkbox"/> Easements recorded or placed on survey for access | _____ |

DECISION: Approved, Approved with Conditions, or, Denied

Conditions of Approval (*if any*):

Authorized Authority
Umatilla County Department of Land Use Planning

 Date of Decision