



**City of Maupin**  
PO Box 308  
Maupin, OR 97037

Tel: 541-395-2698  
Fax: 541-395-2499

## LOT LINE ADJUSTMENT APPLICATION

FEE: *See City of Maupin Fee Schedule*

<b>Owner (Parcel 1)</b> _____ <b>Mailing Address</b> _____ <b>Phone No.</b> _____ <b>Email</b> _____
<b>Owner (Parcel 2)</b> _____ <b>Mailing Address</b> _____ <b>Phone No.</b> _____ <b>Email</b> _____
Property Information: <p style="text-align: center;"><b>PARCEL 1</b></p> <b>Property Address:</b> _____ <b>Zone</b> _____ <b>City Lot No(s)</b> _____ <b>Wasco County Tax Map/Parcel No:</b> _____ <b>Current Use of Property</b> _____ <b>Parcel Area before adjustment</b> _____ <b>Width:</b> _____ <b>Depth:</b> _____ <b>Parcel Area after adjustment</b> _____ <b>Width:</b> _____ <b>Depth:</b> _____
<p style="text-align: center;"><b>PARCEL 2</b></p> <b>Property Address:</b> _____ <b>Zone</b> _____ <b>City Lot No(s)</b> _____ <b>Wasco County Tax Map/Parcel No:</b> _____ <b>Current Use of Property</b> _____ <b>Parcel Area before adjustment</b> _____ <b>Width:</b> _____ <b>Depth:</b> _____ <b>Parcel Area after adjustment</b> _____ <b>Width:</b> _____ <b>Depth:</b> _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Maupin staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

*Signatures:*

Owner (Parcel 1) \_\_\_\_\_ Date \_\_\_\_\_

Owner (Parcel 2) \_\_\_\_\_ Date \_\_\_\_\_

### SUBMITTAL REQUIREMENTS

An application for a Lot Line Adjustment shall be accompanied by the following materials:

- A scale drawing prepared by a licensed surveyor or engineer showing the existing property lines, the proposed property lines, existing water, sewer and utility lines, and the footprint of all existing structures with setbacks to the existing and proposed property lines noted.
- Legal descriptions for the existing properties and for the properties as adjusted.
- A copy of the deed or other recorded instrument that signifies ownership of the affected properties.
- If the properties are not served by the City sewer system, provide documentation from the County Health Division which indicates that the proposed adjustment will be in compliance with all applicable requirements for sanitary septic systems when such systems exist on the properties affected by the adjustment.

### CRITERIA FOR LOT LINE ADJUSTMENTS

No application for lot line adjustment shall be approved unless the following criteria are met:

- a. The adjustment does not result in property sizes that are less than those established by the underlying zoning designation.
- b. Nonconforming properties that are less than the minimum size established for the zone shall not be further reduced in size.
- c. Existing structures shall not be made nonconforming with regard to setbacks, lot coverage or other requirements of the underlying zone, or Maupin Zoning Ordinance.
- d. Existing water and sewer service lines to the adjusted lots or parcels shall be in conformance with current City standards or shall be constructed to conform with current City standards.
- e. The applicant has submitted documentation from the Wasco County Health Division that any existing sanitary septic systems on the adjusted properties meet all requirements of the County Health Division.

**LOCAL GOVERNMENT INFORMATION/APPROVAL**

OFFICE: \_\_\_\_\_

**Date Application Filed:** \_\_\_\_\_

**Date Fee Paid:** \_\_\_\_\_

**Date Application deemed complete:** \_\_\_\_\_

Administrative Staff Action:

**Application**  **Approved as submitted**

**Approved with condition** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The lot line adjustment must be recorded by the Wasco County Surveyor and two (2) copies of the recorded document must be received by the City of Maupin.**

**Denied**

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

**Date** \_\_\_\_\_

NOTICE TO APPLICANT

**LAND USE DEVELOPMENT FILING FEE  
AND REIMBURSEMENT FOR ADMINISTRATIVE COSTS**

Dear Applicant:

The City of Maupin, like many cities in Oregon, is faced with a severely reduced budget for the administration of the City's ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process your land use application, the City must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspection, preparation of staff reports and attendance at the Planning Commission and/or City Council meeting. The City utilizes a consultant to ensure your application is processed fairly and promptly. Because of the reduced budgets, the City finds it necessary to transfer those administrative costs to you, the applicant, as a part of the land use planning process. Therefore, you are asked to read and sign the statement below indicating you understand the requirement.

**LAND USE DEVELOPMENT FILING FEE AND ADMINISTRATIVE COST  
REIMBURSEMENT**

I/We, the applicant(s), \_\_\_\_\_,  
agree that **in addition** to the Land Use Filing Fee per City of Maupin Fee  
Schedule, to reimburse the City of Maupin for actual cost of Contract  
Planner and Attorney.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Property owner(s): \_\_\_\_\_  
\_\_\_\_\_