



Community Development Department
 PO Box 2460 16345 Sixth Street
 La Pine, Oregon 97739
 Phone: (541) 536-1432 Fax: (541) 536-1462
 Email: info@lapineoregon.gov

Lot Line Adjustment Application

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

File Number # _____

Adjustment Consolidation

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Property Owner: _____

Mailing Address: _____ Phone: _____

Subject Property Address: _____

Applicant: _____

Address: _____ Phone: _____

Email: _____

Property Description: T-15 R-1 Section _____ Tax Lots _____

Reason for Adjustment: _____

Adjoining Property involved in Lot Line Adjustment

Property Owner: _____

Address: _____ Phone: _____

Email: _____

Subject Property Address: _____

Property Description: T-15 R-13 Section _____ Tax Lots _____



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Applicant's Property - Tax Lot _____

Adjoining Property - Tax Lot _____

Present Zoning: _____

Present Square footage: _____

Sq. Ft. After Adjustment: _____

Applicant/Owner: _____ Date: _____

Signature

Adjoining

Property Owner: _____ Date: _____

Signature

If you are the authorized agent, please attach a letter signed by the owner.

FOR OFFICE USE ONLY

Date Received: _____

Rec'd By: _____

Date App. Complete: _____

Date of Notice: _____

Fee Paid: _____

Receipt #: _____



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LOT LINE ADJUSTMENT

WHAT IS A LOT LINE ADJUSTMENT?

A lot line adjustment is a change to a property boundary that only modifies existing lots and does not create a new parcel or lot.

WHAT ARE THE STANDARDS?

- A lot line adjustment cannot create a new parcel. Creation of a new parcel requires approval of a land division.
- Following the lot line adjustment, all lots must comply with minimum lot size and dimensional standards of the applicable zone.
- If there are existing structures on the parcels, the lot line adjustment may not result in a setback violation.
- All lots must comply with access and frontage standards.

WHAT IS THE REVIEW PROCESS?

A lot line adjustment is subject to administrative review and decision. After approval, the lot line adjustment becomes effective only after a metes and bounds legal description of the adjusted lots is recorded by the applicant with the Deschutes County Clerks Office.

WHAT ARE SUBMITTAL REQUIREMENTS?

The following information and material must be submitted to the City by the applicant. Other information may be required in some cases.

- Application and Fee. The application must be signed by the property owners of all lots affected by the application. Please see the attached fee schedule for the fee required by the City for the processing of a Lot Line Adjustment. Additionally, fees are required by Deschutes County for recording the lot line adjustment.



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- Preliminary Plan. Five (5) copies of the preliminary plan drawn to scale which must be folded individually, or in sets to 8 ½" X 11" in size and a copy of the plan on a CD.
- Title report or other documentation of ownership for each affected property.
- Location by Section, Township and Range, and a legal description sufficient to define the location and boundaries of the lot line adjustment.
- Names, addresses and phone numbers of the owner(s) of the property, designer of the preliminary plan, surveyor (if applicable) and the date of plan preparation.
- Streets, existing: Locations, names and right-of-way widths of all public and private streets adjacent to the subject tract.
- Access: Location and width of existing or proposed access points.
- Utilities: Location of existing public and private storm drains, sanitary sewer, water lines on or abutting the tract, and any irrigation ditches or easements.
- Lot Dimensions: All existing and proposed lot lines, their length (in feet) and bearing (in degrees, minutes and seconds).
- Lot size: All existing and proposed lot sizes in either square feet or acres.
- Easements: Locations, widths, and purposes of all existing and proposed easements on and abutting the tract(s).
- Existing Uses: Scaled location and present use of all structures.

[NOTE: Approval of a lot line adjustment expires within two years if not recorded with Deschutes County.]
