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DEC 08 2023

## Instructions for Lot Line Adjustment Application

1. Complete the attached application in its entirety making sure every blank is completed. If not applicable, write NA on the blank.
2. Every property owner listed on the deed must sign and date the application.
3. If a contract purchase, in addition to the property owners listed on the deed, every individual listed as a contract purchaser on the purchase contract must sign and date the application AND a copy of the purchase contract must be included with the submittal.
4. All items listed on the application as requirements to be shown on the map, must be shown on the map.
5. For an application to be accepted for processing, all of the following must be contained in the application package:
  - The completed application with all property owner signatures
  - Legal descriptions (by lot and block or by metes and bounds) of the units of land as they exist **PRIOR** to the adjustment **AND** as they would exist **AFTER** the adjustment
  - A map (a tax map, survey, or equivalent) depicting the configuration of the units of land **prior to AND after** the proposed adjustment (can be shown on the same or different maps)
  - Fee for Lot Line Adjustment Application
  - One PDF of the entire application package
6. Applications will NOT be accepted for processing until all items in #5 above are present.
7. Once accepted, a case file number will be assigned. The application and map will be sent to Lincoln City Public Works and the Lincoln County Surveyor for review and comment.
8. Lincoln City Planning and Community Development will review the application for compliance with Titles 16 and 17 of the Lincoln City Municipal Code, taking into account comments from Public Works and the County Surveyor, and issue a decision.
9. Following approval:
  - Property owners involved shall prepare and record a conveyance or conveyances in accordance with ORS 92.190(4)
  - Property owners involved shall obtain a survey of the adjusted property line, monuments shall be placed, and survey shall be filed with the county surveyor as required by ORS 92.060(7)
10. The property line adjustment is not effective until all items in #9 have been completed.
11. After the conveyances and survey have been recorded, provide to Planning and Community Development a copy of the recorded deeds and the recorded survey map. These can be emailed, mailed, or delivered by hand.



# Lot Line Adjustment Application

**PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

*Copy of purchase contract must be included with submittal for application to be accepted.*

NAME: Klein & Associates Inc.

ADDRESS: 1411 13th Street  
Hood River, OR 97031

PHONE: 541-386-3322

E-MAIL: Leos@kleinassocinc.com

**PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

*Copy of purchase must be included with submittal for application to be accepted.*

NAME: Leonides J. Sandoval & Lisa Elliott Sandoval

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**SITE INFORMATION:**

**Parcel/Lot 1:**

ZONING DISTRICT: R-1-7.5

TAX MAP AND LOT: 07-11-11-BD-00102-00

SITE ADDRESS (Location if unaddressed): NE Surf Ave and NE 22nd Street

SQUARE FOOTAGE **PRIOR** TO ADJUSTMENT: 502,165

SQUARE FOOTAGE **AFTER** ADJUSTMENT: 490,173

How is access obtained to this parcel/lot? NE Surf Ave and NE 22nd Street

How will the adjustment impact the access? Will not affect Access

**Parcel/Lot 2:**

ZONING DISTRICT: R-1-7.5

TAX MAP AND LOT: 07-11-11-BD-00111-00

SITE ADDRESS (Location if unaddressed): NE Surf Ave

SQUARE FOOTAGE **PRIOR** TO ADJUSTMENT: 11,990

SQUARE FOOTAGE **AFTER** ADJUSTMENT: 23,982

How is access obtained to this parcel/lot? NE Surf Ave

How will the adjustment impact the access? Will not affect Access



List the name of the existing road or street upon which each parcel/lot fronts and the width of frontage BEFORE the adjustment:

Parcel/Lot 1 Name: NE Surf Ave and NE 22nd Street Width: 961  
 Parcel/Lot 2 Name: NE Surf Ave Width: 80

List the name of the existing road or street upon which each parcel/lot fronts and the width of frontage AFTER the adjustment:

Parcel/Lot 1 Name: NE Surf Ave and NE 22nd Street Width: 881  
 Parcel/Lot 2 Name: NE Surf Ave Width: 160

### **ACKNOWLEDGEMENTS:**

My/our initials on the blank next to each item below indicate my/our acknowledgement that the submitted lot line adjustment complies with each requirement.

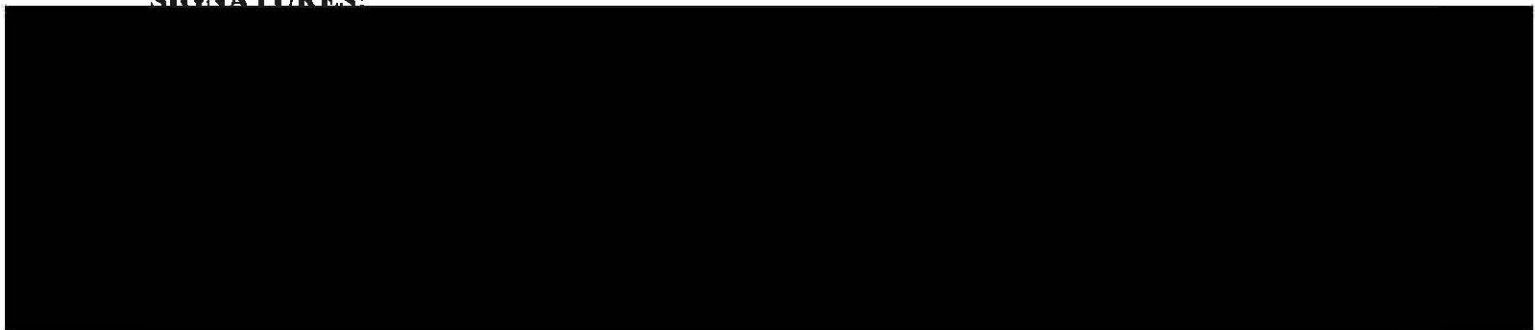
- LS ✓ The size, shape, or configuration of two existing units (lots or parcels) of land, each of which is a legal lot or parcel, is to be modified by the relocation of a common boundary between the parcels/lots (LCMC 16.08.160.A)
- LS ✓ An additional unit of land is not being created (LCMC 16.08.160.B)
- LS ✓ Adjustment of the property line(s) shall not cause or increase any nonconformity with any applicable zoning or other requirement of the City of Lincoln City to a greater extent than prior to the adjustment (LCMC 16.08.160.C)
- LSM The application package includes documents showing the legal descriptions of each parcel/lot both BEFORE AND AFTER the required adjustment, clearly titled as such.
- LSM The submitted map shows the property lines, dimensions, and square footages of each parcel/lot both BEFORE AND AFTER the requested adjustment, with clear labels of all items
- LSM The submitted map shows the existing structures, fences, and walls on both parcels/lots with distances to the property lines both BEFORE AND AFTER the requested adjustment, with clear labels of all items
- LSM The submitted map shows the names and widths of existing streets and roads and the amount of frontage each parcel/lot has on each existing street and road both BEFORE AND AFTER the requested adjustment, with clear labels of all items
- LSM The submitted map shows existing utility services, pipes, and lines and all easements on each parcel/lot, with clear labels of all items

**NOTE: ALL OF THE ABOVE MAP ITEMS MUST BE CLEARLY IDENTIFIED ON THE SUBMITTED MAP and DOCUMENTS MUST BE ATTACHED BEFORE THE APPLICATION CAN BE ACCEPTED FOR PROCESSING**

I (We) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. If the applicant is a contract purchaser, the applicant must provide written authorization from the current property owner. I (We) have read and fully understand, and agree to meet, the criteria for minor replat or partition as outlined in Lincoln City Municipal Code (LCMC) Chapter 16.08 and reflected in this application.

I (We) acknowledge that providing false information in the application shall be a violation and grounds to deny the application and void the approval.

**SIGNATURES:**



\_\_\_\_\_  
Property Owner/Contract Purchaser (signature required)

\_\_\_\_\_  
Date

- *All property owners listed on the deed of each parcel/lot must sign the application.*
- *All contract purchasers listed on the purchase contract must sign the application.*
- *If contract purchasers are individuals other than the property owners shown on the deed, all property owners listed on the deed as well as all contract purchasers listed on the purchase contract must sign the application.*

<p style="text-align: center;"><b>Office Use Only</b> <b>Planning &amp; Community Development</b></p> <p>_____ Received by</p> <p>_____ Date Received</p>
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