



# City of Redmond Lot Line Adjustment

Adjustment       Consolidation

File Number: **LLA** \_\_\_\_\_

**Total fee \$1339.81**

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Subject Property Address: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Property Description: T15-R13-Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Reason for Adjustment: \_\_\_\_\_

### Adjoining Property involved in Lot Line Adjustment

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Subject Property Address: \_\_\_\_\_  
Property Description: T15-R13-Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
**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 #: \_\_\_\_\_

## 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 Community Development Department 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.
- 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.]**