



CITY OF COBURG PLANNING

PROCESS FOR APPLYING FOR A LOT LINE ADJUSTMENT

Obtain a lot line adjustment application packet from Coburg City Hall. Fill out lot line adjustment applications, and submit necessary documentation and initial review fee.

Necessary Documentation

The lot line adjustment application shall include the following:

- Completed Land Use Planning Application form
- Completed Permit Application form
- Statement of the applicant's legal interest in the property (owner, contract purchaser, lessee, renter, etc.) and a description of the interest, and, in the case the applicant is not the owner, verification and legal description of the property.
- Address and legal description of the property.
- Statement explaining the intended request.
- The fee required to defray the cost of processing the application.
- Any other materials or information as may be deemed necessary by the applicant to assist in evaluation of the request.
- Names and addresses of adjacent property owners within 100 feet of the site.

- Eight copies** of drawings clearly showing the following, when appropriate:
 - The date, northpoint, scale and sufficient description to define the location and boundaries of the parcels involved in the lot line adjustment.
 - The names and addresses of the owners, and engineer or surveyor.
 - The approximate acreage of the parcel(s) under single ownership or, if more than one ownership is involved, the total contiguous acreage of all landowners directly involved in the lot line adjustment.
 - An accurate map describing the boundaries of all contiguous land in the same ownership as the parcels involved in the lot line adjustment.
 - For land adjacent to the parcels involved in the lot line adjustment, the locations, names and existing and proposed widths of all streets and easements of way; location, width and purpose of all other easements; and the location and size of all water lines, drainage ways and poles.
 - The existing use or uses of the property, including the location of all existing structures to remain on the property.
 - The proposed lot layout, showing size and relationship to existing or proposed streets and utility easements.
 - The approximate location of areas subject to inundation or storm overflow, all areas covered by water and the location, width and direction of flow of all water courses.
 - All proposals for sewage disposal, flood control, and easements or deeds for drainage land including profiles of proposed drainage ways.
 - All public improvements proposed to be made or installed, and the time within which such

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- improvements are envisioned to be completed.
- Such additional information as required by the Planning Commission.

Planning Commission Review

Oregon State Law requires that the public be given notice of the proposed activity and have a 14-day window of opportunity to comment on the proposal. Notice of the pending decision will be sent to property owners within 100 feet of the property.

During the comment period, staff will review the proposal. The development proposal will then be reviewed by the Planning Commission at its next scheduled meeting. The Planning Commission may (1) make a decision at that meeting, (2) continue their deliberation to a subsequent meeting, or, if they deem it is warranted, (3) decide to schedule a Public Hearing on the proposal.

QUESTIONS? Call Coburg City Hall (541) 682-7850

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