



City of Woodburn  
Community Development Department  
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OFFICE USE ONLY File Number(s):  PLA _____
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## Application Packet for a Property Line Adjustment / Consolidation of Lots

### General Information:

The purpose of this review is to ensure that adjustments to property lines or the consolidation of existing lots and parcels, complies with the standards of the Woodburn Development Ordinance (Sections 2, 3, and 5.01.08), and Oregon Revised Statutes (ORS) Chapters 92 and 209.

### Fee:

- \$599

### Required Submittals:

- Uniform Application – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- Preliminary plan to scale showing existing conditions (buildings, utilities, paved areas, trees, etc.) and legal boundaries (existing & proposed property lines, easements, etc.). Three paper copies and one digital PDF copy (letter, ledger, or 24"x36" plan sizes are acceptable). Staff recommends dividing the information into two plans: one showing existing conditions and one prepared for recordation with Marion County.
- Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance (WDO). One paper copy plus one electronic copy, preferably in Microsoft Word format.
- Deed history for the subject properties demonstrating the lots are legal lots of record, per WDO 1.02 "Lot".

*Lot: A lot or parcel created by subdivision or partition in compliance with ORS Chapter 92 and applicable zoning and subdivision ordinances, or created by deed or land sale contract recorded before subdivision requirements or partition requirements in the City of Woodburn (April 16, 1963) or for land in Marion County not yet incorporated in the City of Woodburn prior to major partition regulations (August 8, 1962) and minor partition regulations (September 1, 1977), exclusive of units of land created solely to establish a separate property tax account.*