



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-982-5246
Email: planning@ci.woodburn.or.us

OFFICE USE ONLY File Number(s): PLA _____

Application Packet for a Property Line Adjustment / Consolidation of Lots

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

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: see the [planning fee schedule](#) online

Required Submittals:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted. (See Planning website for application)
- Preliminary plan to scale showing existing conditions (buildings, utilities, paved areas, trees, etc.) and legal boundaries (existing & proposed property lines, easements, etc.). Three printed copies and one digital 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.
- Drawing(s) of the preliminary plat or re-plat that either for (a) property line adjustment show how the lot line or lines would be adjusted or for (b) lot consolidation the lot line or lines to be eliminated. Also delineate and note any altered, extinguished, or new easements, including any public access easements and public utility easements (PUEs).
- Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#) (WDO). One printed copy and one digital copy.
- 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.

Prior to deeming an application complete, the Director may request additional information.