

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone 541-682-5377, 99 West 10<sup>th</sup> Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the request.

Assessor's Map	Tax Lot	Zoning	Existing Use

Address of involved properties: \_\_\_\_\_

Pending Building Permit or Land Use application?:

Yes, application Number: \_\_\_\_\_  No

Is this a removal of a property line?  Yes, Plat Name (if applicable): \_\_\_\_\_  No

Purpose of proposed property line change: \_\_\_\_\_

Commercial or Industrial Building(s) located on site?

Yes - Submit an additional written statement and set of site plans at the time of initial submittal.  No

**Filing Fee**

A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check website at <https://www.eugene-or.gov/2040/Fees-and-Forms>

**Submittal Requirements:**

Provide 2 paper copies and one electronic copy of all application materials (i.e. written statement, site plans, etc.) in pdf format at the time of initial submittal. Please note that it is the applicant's responsibility to make sure that the electronic and paper copies are identical. Following completeness review, an updated electronic copy and additional paper copies may be required. All site plans a size equal or less than 11" x 17".

**Written Statement**

- Submit a detailed written statement describing how this request is consistent with all applicable criteria (Section 9.8415 of the Eugene Code)
- Submit a detailed written statement describing how the proposal complies with Section 9.8405 of the Eugene Code, which includes the following requirements;
  - The adjustment will not result in an increase in the number of parcels or lots.
  - The proposal will not create more than 2 adjustments to any of the affected lots or parcels within a calendar year.

- The adjustment will result in less than a 200% change in the size of a lot or parcel
- The adjustment will not result in a reconfiguration as defined in the Eugene Code
- The adjustment will not create a flag lot

**Site Plan Requirements**

- Show the date, north arrow, and standard engineer’s scale on site plan
- Show the Assessor’s Map and Tax Lot numbers on the site plan.
- Show a vicinity map on the site plan (vicinity map does not need to be to scale).
- Site Plan has been stamped by an Oregon licensed Land Surveyor (unless request involves a parallel adjustment to platted lots).
- Show *existing* dimensions and square footage of the parcels involved.
- Show the *proposed* dimensions and square footage of the parcels involved.
- Clearly label the existing property line proposed for removal or adjustment. Clearly show the proposed adjusted property line.
- Show all adjacent streets, alleys, and accessways, including right-of-way and paving widths.
- Show all dimensions of existing public utility easements and any other areas restricting use of the parcels, such as conservation areas, slope easements, access easements, etc.
- Show the location, setbacks and height of all existing structures, including those under pending building permits.

**General Requirements** (Submit 1 copy)

- Submit a current preliminary title report for each parcel. Title report(s) must have been issued within one year of the date the application is submitted.
- Submit legal descriptions for each proposed parcel (resulting parcel configurations). This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.
- Submit documentation and a written summary proving that the property included in the proposed property line adjustment is/are legal lot(s). See the definition of a legal lot in EC 9.0500.
- If any parcel or lot contains structures other than single-family residences, submit additional information demonstrating that the adjusted line will not conflict with applicable Uniform Building Code requirements.
- If property contains /WR or /WQ overlay zones, submit a map showing the percentage of the:
  - (a) combined area of the /WR conservation setback and any portion of the Goal 5 Water Resource Site that extends landward beyond the conservation setback;
  - (b) or the /WQ management area
- Is the property R-1 and located within Fairmount, SUNA or Amazon or Jefferson Westside Neighborhood Association boundaries? If so, the line may only be moved 5 feet perpendicularly or 10 feet to accommodate an existing encroachment.

**Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria. By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.**

**OWNER** (Also the Applicant?  Yes /  No):

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**OWNER** (Also the Applicant?  Yes /  No):

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE**  / **DESIGNATED CONTACT PERSON**  (Check all that apply):

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_