



COMMUNITY DEVELOPMENT

PROPERTY LINE ADJUSTMENT APPLICATION

Contact Information

Owner Property 1: _____ Phone: _____

Address: _____ Email: _____

Owner Property 2: _____ Phone: _____

Address: _____ Email: _____

Eplans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Information

PROPERTY 1

Address: _____ Zone: _____

Tax map & parcel number: _____ Present Use: _____

Area before adjustment: _____ Area after adjustment: _____

PROPERTY 2

Address: _____ Zone: _____

Tax map & parcel number: _____ Present Use: _____

Area before adjustment: _____ Area after adjustment: _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Owner Property 1: _____ Date: _____

Owner Property 2: _____ Date: _____

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to BendPlanning@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97703. Credit card payments may also be made by phone after you receive the eplans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

An application for a Property Line Adjustment shall be accompanied by the following materials:

- A scale drawing prepared by a licensed surveyor or engineer showing the existing property lines, the proposed property lines, existing water, sewer and utility lines, existing easements, and the footprint of all existing structures with setbacks to the existing and proposed property lines noted.
- Legal descriptions for the existing properties and for the properties as adjusted.
- A copy of the deed or other recorded instrument that signifies ownership of the affected properties.
- If the properties are not served by the City sewer system, provide documentation from the County Environmental Health Division which indicates that the proposed adjustment will be in compliance with all applicable requirements for sanitary septic systems when such systems exist on the properties affected by the adjustment.
- A Title Report prepared within the previous ninety (90) days.

BEND DEVELOPMENT CODE SECTION 4.3.600.C CRITERIA FOR PROPERTY LINE ADJUSTMENTS

1. No application for property line adjustment shall be approved unless the following criteria are met:
 - a. The adjustment does not result in property sizes that are less than those established by the underlying zoning designation.
 - b. Nonconforming properties that are less than the minimum size established for the zone shall not be further reduced in size.
 - c. Existing structures shall not be made nonconforming with regard to setbacks, lot coverage or other requirements of the underlying zone, or this ordinance.
 - d. Existing water and sewer service lines to the adjusted lots or parcels shall be in conformance with current City standards or shall be constructed to conform with current City standards.
 - e. The applicant has submitted documentation from the Deschutes County Environmental Health Division that any existing sanitary septic systems on the adjusted properties meet all requirements of the County Environmental Health Division.