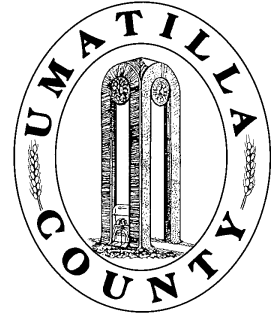


# Umatilla County

Department of Land Use Planning

216 SE 4<sup>th</sup> ST, Pendleton, OR 97801, (541) 278-6252



## **Boundary Line Adjustment, Type V**

Application & Information Packet

### **PROCESSING THE APPLICATION**

The application is processed as a “ministerial action,” not subject to public notice. The planning staff has 30 days to review the application for completeness; once the application is deemed complete planning staff has 5 working days in which to evaluate the completed application against boundary line adjustment criteria and make a decision.

### **APPROVING THE BOUNDARY ADJUSTMENT**

A letter will be sent to the applicant informing them of the decision and listing any conditions of approval.

Once conditions have been satisfied and/or final approval is granted the approved application and map will be recorded in the deed records of Umatilla County to provide an accessible public record that will be identifiable during a title search.

### **APPLICANT’S RESPONSIBILITY**

Once a boundary adjustment has been approved by the planning staff, the applicant has one year within which to record a deed or deeds conveying the property. This must be done even if all properties are owned by the same person or persons. Please provide the County Planning Department a copy of the recorded deed(s).

All tax liens on the involved properties must be paid before the Assessor’s Office will alter the tax maps to reflect the boundary line adjustment (ORS 311.280(3)).

### **FEES**

Application Fee - \$350.00, plus \$25.00 for the Assessor Office Legal Description Review Fee. (Effective July 6, 2011 via Ord. 2011-04)

County Recording Fees - based on numbers of pages recorded (Effective July 1, 2010 via Ord. 2010-02)

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It is the responsibility of the applicant to submit a complete application with all necessary attachments. Planning staff can refuse an incomplete application.

This application must be submitted to the Umatilla County Planning & Development, 216 SE 4<sup>th</sup> ST, Pendleton, OR 97801, (541) 278-6252, and must be accompanied by a non-refundable application fee. Acceptance of the application and fee does not guarantee approval.

**PLEASE COMPLETE THIS APPLICATION,  
PRINT CLEARLY WITH A BLACK INK PEN**

**PLEASE PROVIDE A COPY OF LEGAL  
DESCRIPTION AND MAPS TO THE  
ASSESSOR’S OFFICE.**

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## Section 1: Property Information

This Section deals with describing the two parcels as they exist PRIOR to the boundary line adjustment.  
The term "Property" as used in the questions below includes both parcels involved in the boundary line adjustment.

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1. Applicant's Phone Number and Email Address:

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2. Location of Property (Provide directions you would give someone to get to the property):

---

3. Account Number(s) of Property:

Account # \_\_\_\_\_  
Account # \_\_\_\_\_  
Account # \_\_\_\_\_

---

4. Map Number(s) of the  
Property involved:

**Township** \_\_\_\_\_ **Range** \_\_\_\_\_ **Section** \_\_\_\_\_ **Tax Lot** \_\_\_\_\_  
**Township** \_\_\_\_\_ **Range** \_\_\_\_\_ **Section** \_\_\_\_\_ **Tax Lot** \_\_\_\_\_  
**Township** \_\_\_\_\_ **Range** \_\_\_\_\_ **Section** \_\_\_\_\_ **Tax Lot** \_\_\_\_\_

Use separate sheet of paper for ENTIRE Legal Description, mark it "Exhibit A".

---

5. Has the Property or dwelling received a  
Rural Address? If so, what is it?

Yes \_\_\_\_\_  
 No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

6. Current size of the Property involved:

Acres \_\_\_\_\_  
Acres \_\_\_\_\_  
Acres \_\_\_\_\_

---

7. Current Zoning Designation:

There are some 22 zoning designations in  
Umatilla County.

EFU  Rural Residential  
 GF  Other Zone \_\_\_\_\_

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8. Comprehensive Plan Designation:

A Comprehensive Plan Designation is different  
than a Zoning Designation in that it  
distinguishes land that should be developed for  
various uses, where zoning actually specifies  
the uses.

Agri-business  North/South Agriculture  
 Commercial  Orchard District  
 Grazing/Forest  Residential  
 Industrial  Special Agriculture  
 Multi-Use  West County Irrigation

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9. Buildings on the Property:

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10. Current Use of the Property:

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11. Surrounding Uses of the Property:

---

12. Does the Property reside in a Floodplain?  
If so, an Elevation Certificate and the  
criteria of the Flood Hazard Overlay  
Zone will need to be completed prior to  
construction.

- No, the Property is not in a floodplain.  
 Yes, the Property is in a floodplain:

Zone \_\_\_\_\_

Community Number \_\_\_\_\_

Panel Number \_\_\_\_\_

---

13. If the Property is in a Floodplain then is  
it also located in a wetland as listed on  
the National Wetlands Inventory maps?

- Yes, provide documentation.  
 No, the Property is not in a wetlands
- 

14. How is ACCESS provided to the  
Property? (i.e. provide name of road that  
directly serves the Property.) What type  
of surface does the roadway have?

*Name of Road or Lane*  
\_\_\_\_\_

Paved,  Gravel,  Dirt

---

15. Will the Property need an Access Permit  
onto a County Road or State Highway?  
If so contact the County Public Works  
Department, 541-278-5424, or ODOT,  
541-276-1241.

- Yes, if so please contact the proper authority  
and provide that documentation  
 No, one already exists (provide a copy)
- 

16. EASEMENTS: Are there any easements  
on the Property that provide the MAIN  
ACCESS for the Property OR adjacent  
properties? Are there any other  
easements on the property? Attach  
easement documentation.

*Attach easement documentation:*

- Access easements exist  
 Utility line easements exist  
 Irrigation easements exist  
 Other easements exist: \_\_\_\_\_  
 No, other easements exist.
- 

17. Which Rural Fire District/Department  
covers your Property with fire  
protection?

*Fire Services:*

*Private Companies:*

- |  |   |
|--|---|
| <input type="checkbox"/> East Umatilla   | <input type="checkbox"/> Meacham          |
| <input type="checkbox"/> Echo Rural      | <input type="checkbox"/> Milton-Freewater |
| <input type="checkbox"/> Helix Rural     | (subscriber)                              |
| <input type="checkbox"/> Hermiston Rural | <input type="checkbox"/> Tribal           |
| <input type="checkbox"/> Pendleton FD    |   |
| <input type="checkbox"/> Pilot Rock FD   |   |
| <input type="checkbox"/> Stanfield Rural | <input type="checkbox"/> Not in a RFD     |
| <input type="checkbox"/> Umatilla Rural  | <input type="checkbox"/> Other, _____     |
-

---

18. Is the Property within an Irrigation District? If the property is served by an Irrigation District, a confirmation letter from that office discussing any concerns of the proposed development must be submitted with this application.

*Irrigation District:*

- Hermiston
- Stanfield
- West Extension
- Westland

- Hudson Bay or Walla Walla River Irrigation
- Not in an ID
- Other, \_\_\_\_\_

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19. What type of water use(s) exist on the Property? If there are none currently, will there be water uses developed in the future?

- No current water uses exist
- Water Uses to be developed:

- 
- Yes, there are water uses on the property:
    - Domestic Well
    - Irrigation Well
    - Stock Well
    - Other: \_\_\_\_\_

---

20. Are there Water Rights on the Property? If there are Water Rights, the water permit, certificate and/or other documentation from the Oregon Water Resources Department shall be included with this application.

- No current water rights exist
- Will apply for Water Rights
- Yes, there are water rights, please provide documentation (permit #, etc.)
  - Surface Water Right,  
# \_\_\_\_\_
  - Ground Water Right,  
# \_\_\_\_\_

---

21. Who is the provider of the utilities for the Property?

Water  well, or \_\_\_\_\_

Sewer  septic, or \_\_\_\_\_

Telephone \_\_\_\_\_

Electrical \_\_\_\_\_

Garbage Disposal \_\_\_\_\_

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22. Provide a description of your proposal (attach a description if necessary):

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## Section 2: Required Application Materials

These materials are to be submitted with the application: The proceeding page is to be used as a base for the site plan. This drawing DOES NOT take the place of any maps required to be submitted by a Licensed Surveyor. This site plan will show what is or will be on the property. Additional material may be requested.

### **Materials to be submitted for ALL types of Applications:**

- a) Completed Application form.
- b) Applicable Application fees
- c) Site Plan Marked Exhibit B (see next page) to include:
  - Scale of drawing
  - Site area showing property boundaries and dimensions
  - Proposed and existing structures with dimensions to nearest Property lines
  - Location of existing wells
  - Location of existing septic systems (i.e. tanks, drain fields)
  - Widths and names of roads adjacent to the site as well as existing roads, which provide direct access to the property
  - Existing access points (driveways, lanes, etc.)
  - Easements and rights-of-ways
  - Existing utility lines (above and below ground)
  - Approximate location of any unusual topographical features
  - Major geographic features
  - Location of all creeks, streams, ponds, springs and other drainage ways

- VICINITY MAP – Assessor’s map of the Property**
- Property ASSESSOR’S REPORT for each property involved**
- The DEED(S) for each property involved**
- Property TAX LOT CARD(S) and current legal description of property for each property involved**

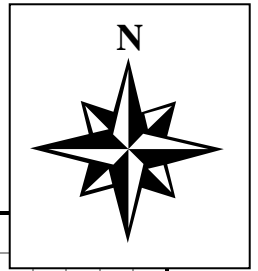
- A MAP showing the proposed changes
- LEGAL DESCRIPTIONS of each parcel AFTER the change occurs as well as a legal description of the property being exchanged between the two parcels involved. A survey typically is required.

**PLEASE NOTE:**

- Deeds **MUST** be recorded within one year from the approval of the boundary line adjustment. The Planning Department must be given a copy of the recorded deed(s).
- Provide a copy of the new legal descriptions and map to the County Assessor’s Office for their review.

# Exhibit B, "Site Plan"

Please include the details listed under item (c)  
found in Section 2 (on preceding page)



A large rectangular area filled with a grid pattern, intended for drawing a site plan.

# Boundary Line Adjustment

## Applicant and Legal Owner(s) Signatures

#LD - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

For Records'  
Office Use

MAP #: \_\_\_\_\_ TAX LOT: \_\_\_\_\_

MAP #: \_\_\_\_\_ TAX LOT: \_\_\_\_\_

MAP #: \_\_\_\_\_ TAX LOT: \_\_\_\_\_

APPLICANT'S NAME *print clearly*: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

APPLICANT, CHECK ONE.  Legal Owner,  Contract Purchaser,  Agent,  Realtor

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

---

**LEGAL OWNER(S)** *print clearly*: \_\_\_\_\_

FOR MAP & TAX LOT #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**LEGAL OWNER(S)** *print clearly*: \_\_\_\_\_

FOR MAP & TAX LOT #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Boundary Line Adjustment**  
**Legal Owner(s) Signatures – Additional Page**

#LD – \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**LEGAL OWNER(S)** *print clearly:* \_\_\_\_\_

FOR MAP & TAX LOT #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

_____ Signature of Legal Owner      Date	_____ Signature of Legal Owner      Date
---	---

_____ Signature of Legal Owner      Date	_____ Signature of Legal Owner      Date
---	---

**LEGAL OWNER(S)** *print clearly:* \_\_\_\_\_

FOR MAP & TAX LOT #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

_____ Signature of Legal Owner      Date	_____ Signature of Legal Owner      Date
---	---

_____ Signature of Legal Owner      Date	_____ Signature of Legal Owner      Date
---	---

**LEGAL OWNER(S)** *print clearly:* \_\_\_\_\_

FOR MAP & TAX LOT #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

_____ Signature of Legal Owner      Date	_____ Signature of Legal Owner      Date
---	---

_____ Signature of Legal Owner      Date	_____ Signature of Legal Owner      Date
---	---

# Boundary Line Adjustment

## Description of Proposal

#LD – \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1. Please provide the Map Number for EACH parcel involved in this boundary line adjustment:

**Map # of the 1<sup>st</sup> parcel:**

**Map # of the 2<sup>nd</sup> parcel:**

**Map # of the 3<sup>rd</sup> parcel:**

T: \_\_\_\_\_ R: \_\_\_\_\_

T: \_\_\_\_\_ R: \_\_\_\_\_

T: \_\_\_\_\_ R: \_\_\_\_\_

Section: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

Section: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

Section: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

2. Are there **dwelling/structures** on either parcel being affected and if so, what will be the setbacks of the dwelling/structure to the property lines?

Number of dwellings/structures: \_\_\_\_\_

Front: \_\_\_\_\_, Rear: \_\_\_\_\_, Side: \_\_\_\_\_

3. Are there Water Rights on the property? If so, please contact the agency that issued the water right and determine how the water right will be affected by this boundary line adjustment.

- No, there are no Water Rights.  
 Yes, there are Water Rights and n approval letter from the agency is attached.

4. Provide a letter of approval from the Oregon DEQ, if either of the parcels will be reduced below four acres in size, with respect to the adequacy of the site for accommodating new and/or replacement on-site septic disposal systems.

- The site is not adequate for a new and/or replacement system.  
 There is adequate area for a new and/or replacement system. DEQ letter attached.

5. Provide a list of all utility companies or agencies serving the property or occupying easements on the property, and a letter of approval from any utility company or agency occupying an easement directly affected by the proposed boundary line relocation.

- There are no utility easements on the property.  
 There are utility easements on the property and a letter(s) of approval is attached.

6. Each parcel needs legal access either through a recorded easement or public right of way. How will access be provided to each parcel AFTER the boundary line adjustment occurs?

7. What is the reason for this boundary line adjustment?

8. What is the current size of each parcel involved?

1<sup>st</sup> Parcel: \_\_\_\_\_Acres

2<sup>nd</sup> Parcel: \_\_\_\_\_Acres

3rd Parcel: \_\_\_\_\_Acres

9. What would be the final size of each parcel involved?

1<sup>st</sup> Parcel: \_\_\_\_\_Acres

2<sup>nd</sup> Parcel: \_\_\_\_\_Acres

3rd Parcel: \_\_\_\_\_Acres

10. How many acres will be exchanged between the parcels involved?

\_\_\_\_\_ Acres

# Boundary Line Adjustment

## Criteria Check List and Decision Sign-off

**-- FOR DEPARTMENT USE ONLY --**

#LD - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Parcels involved with the boundary line adjustment*

MAP # _____	TAX LOT _____	ZONING _____
MAP # _____	TAX LOT _____	ZONING _____
MAP # _____	TAX LOT _____	ZONING _____

*Checklist for Accepting the Application*

- Map or Site Plan meets standards
- PROOF OF OWNERSHIP (ALL DEEDS SUBMITTED)**
- ALL PROPERTY OWNERS SIGNED**
- Legal Descriptions provided of all adjusted parcels
- Meets definition of a boundary line adjustment
- Parcel Size considered:
  - Meets parcel size requirements of underlying zone, OR
  - Non-conforming parcels that will remain non-conforming
- Buildings will comply with setback standards
- Legal Access Conforms to Development Code Standards
- Statement of Water Rights
- If Combination Application, then list additional Land Use # \_\_\_\_\_

*Other Consideration for Decision*

*Date Received*

- |   |       |
|---|-------|
| <input type="checkbox"/> DEQ Approval Letter Or Site Suitability                                  | _____ |
| <input type="checkbox"/> Irrigation District/Company Authorization Letter                         | _____ |
| <input type="checkbox"/> Water Resource Authorization Letter                                      | _____ |
| <input type="checkbox"/> Utility Company Authorization Letter (using an easement on the property) | _____ |
| <input type="checkbox"/> Covenant Not To Sell Separately  | _____ |
| <input type="checkbox"/> Survey Submitted; if Record Survey, # _____                              | _____ |
| <input type="checkbox"/> Easements recorded or placed on survey for access                        | _____ |

**DECISION:**  Approved,  Approved with Conditions, or,  Denied

Conditions of Approval (*if any*):

\_\_\_\_\_  
**Authorized Authority**  
 Umatilla County Department of Land Use Planning

\_\_\_\_\_  
 Date of Decision