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## LOT LINE ADJUSTMENT

### WHAT IS A LOT LINE ADJUSTMENT?

A Lot Line Adjustment (LLA) is a minor adjustment to one or more existing common lot lines between abutting lots of record.<sup>1</sup> A LLA does not result in the creation of a new lot. The criteria for lot line adjustments are listed in the City's Community Development Code, LOC 50.07.003.13.e.ii.

### PRE-APPLICATION CONFERENCE NOT REQUIRED

A LLA is a ministerial development.<sup>2</sup> That means it is reviewed at a staff level, with no public notice requirements and no opportunity for appeal. A Pre-Application (Pre-App) Conference is not required prior to submitting a LLA application, unless it is processed in conjunction with a minor or major development (such as a partition or subdivision). Please refer to the City's Pre-App handout for more detailed information on this process if a Pre-App is required.

### APPLICATION PROCEDURE

The applicant (owner or owner's appointed agent) files a complete application with the Department of Planning and Building Services using the Land Use Application form available at the department (and on our website at [www.ci.oswego.or.us](http://www.ci.oswego.or.us)). The applicant also provides the information and materials specified in the attached "Submittal Requirements" section of this handout.

Submitted plans and attachments are routed to all concerned city departments for review. The City has 30 days to determine whether the LLA application is complete. If the application is "incomplete," a letter will be sent to the applicant indicating what additional information is necessary. When the application is "complete," the applicant will be notified by letter and staff will prepare the final decision.

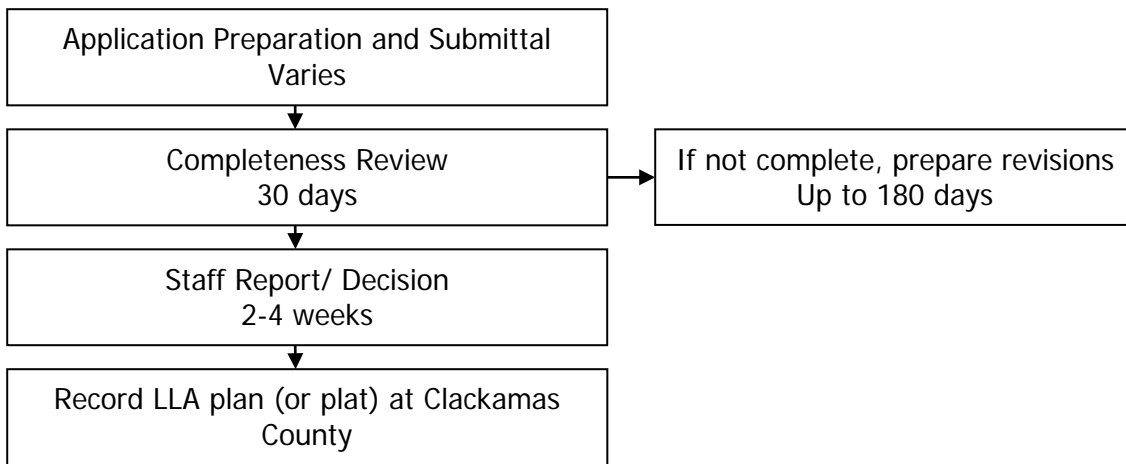
### WHO MAKES THE DECISION

Planning staff will make the decision on the LLA following the determination that the application is complete (meaning it contains enough information to make an informed decision). Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the City's Community Development Code, and inspection of the property. When a decision is made, notice is sent to the owner, applicant and the Neighborhood Association. The flow chart on the following page identifies the review process for a LLA; however, special circumstances may increase certain processing times. A staff decision becomes final on the date that it is issued.

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<sup>1</sup>In some cases a lot line adjustment processed by the City may be considered a replat by the Clackamas County Surveyor. In those cases, the applicant/owner will be required to file a plat of the adjusted lots (called a replat) with the County instead of a lot line adjustment plan after receiving City approval.

<sup>2</sup> A LLA that increases the allowable density on any of the affected lots is classified as a minor development. Consult with Planning staff regarding the minor development procedure for a LLA that increases the allowable density.



## SUBMITTAL REQUIREMENTS

A complete application is required before the City can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that are required for LLA applications. Please do not submit your application until all the items on the list that apply to your proposal have been included. Consult with the Department of Planning and Building Services if you have a question. All application materials become public information.

### GENERAL

The following items are required to be submitted in **THREE COLLATED SETS** unless otherwise noted:

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- Proof of ownership such as a copy of deed or title report **(TWO SETS)**.
- A survey map that is prepared, stamped and signed by a licensed surveyor that illustrates the existing structure(s) on the lots, driveways, existing setbacks, and easements (if any).
- Lot line adjustment plan illustrating existing and proposed lot lines and setbacks to structures on the lots. Label dimensions and lot sizes.
- A narrative addressing the standards for ministerial developments listed in LOC 50.07.003.13.e.ii.
- 8 x 11 ½ reductions of all oversized materials **(TWO SETS)**.
- Clackamas County Property Line Adjustment or Replat? Evaluation, available at <https://www.clackamas.us/surveyor#surveysandpropertylineadjustments>. Staff review portion must be completed by Clackamas County staff **(ONE SET)**.
- Payment of application fee.
- A pdf electronic copy of all application materials with separate pdf files for each exhibit/document (do not combine all exhibits/documents into one pdf file). Because scanned documents have poorer quality, please convert the original electronic file to a pdf where possible rather than scanning a hard copy of the document to a pdf file. Email the electronic copies of the exhibits to staff or submit a thumb drive or disc.
- Additional information may be required upon application submittal.