



## LOT LINE ADJUSTMENT APPLICATIONS

### 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 Community Development Code, [LOC 50.07.003.13.e.ii.](#)

### APPLICATION PROCEDURE

No Pre-Application: A LLA is a ministerial development.<sup>2</sup> That means it is reviewed at a staff level, with no public notice and no 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-Application handout](#) for more information if a Pre-App is required.

Application Submittal: The applicant (owner or owner's appointed agent) files a complete application with the Planning Department using the [Land Use Application](#) available at City Hall and on the [City's website](#). The applicant provides all information and materials listed in the "Submittal Requirements" on the next page.

Application Review: Submitted plans and attachments are routed to all necessary city departments for review. The City has 30 days to determine whether the application package is complete (meaning it has all information to make an informed decision). If the application is incomplete, a letter will be emailed to the applicant indicating what additional information is necessary. When the application is complete, the applicant will be notified.

Staff Decision: Planning staff decides on the LLA after the application is deemed complete. Your application is evaluated on the information provided, the applicable criteria listed in the pertinent Development Code sections, and an inspection of the LLA site. When the decision is made, a Notice of Decision is sent to the owner, applicant, and Neighborhood Association. A staff decision becomes final on the date that it is issued. There is no opportunity for an appeal.

#### Review Process

Application Preparation and Submittal

Completeness Review  
*Up to 30 days*

Provide Completeness items (if applicable)  
*Up to 180 days*

Staff Report/Decision  
*2-4 weeks*

Complete action steps listed in Staff Report

Record LLA plan (or replat) at County

<sup>1</sup> An LLA processed by the City *might* be considered a replat by the County Surveyor. In those cases, the applicant will be required to file a plat of the adjusted lots (called a replat) with the County instead of an LLA plan after receiving City approval.

<sup>2</sup> An LLA that increases the allowable density on any of the subject lots is classified as a minor development application; consult with Planning staff regarding a minor development LLA.

# SUBMITTAL REQUIREMENTS

Below is a list of materials required for LLA applications. Please do not submit your application until all the items below are included. Consult with the Planning Department if you have questions. All application materials become public information. Additional information may be required upon application submittal.

The following items are required to be submitted as a **DIGITAL** LLA Application Package:

- Completed **Land Use Application form** signed by the property owner(s). Agent authorization is required if the application is not signed by owners of all subject lots.
- **Proof of ownership** for all lots, such as a copy of deeds or title reports.
- **Title report** and/or lot book report including all liens, mortgages, and encumbrances.
- A **survey map** that is prepared, stamped, and signed by a licensed surveyor illustrating: the existing structure(s) on all lots, driveways, existing setbacks, and easements (if any).
- **Lot Line Adjustment Plan** illustrating existing and proposed lot lines and setbacks to structures on all lots. Label resulting dimensions and lot sizes. For serial lot line adjustments to shift multiple lot lines, each step needs to show compliance with applicable development standards.
- A **narrative** addressing the standards for ministerial developments listed in LOC 50.07.003.13.e.ii.
- **Clackamas County Property Line Adjustment or Replat Evaluation Form**, available at <https://www.clackamas.us/surveyor#surveysandpropertylineadjustments>. The staff review portion must be completed by Clackamas County staff.
- Payment of application **fee** (staff will create an invoice to be paid at application submittal).

**Note:** Please do not submit the materials as one combined pdf. Instead, the digital application package should include separate PDFs for each document (application form, title report, narrative, survey, etc.).