



# City of Brookings

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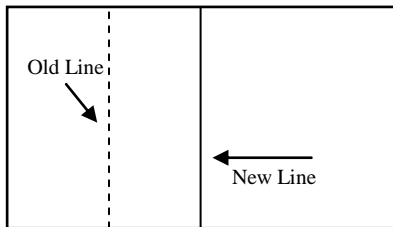
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PUBLIC WORKS AND DEVELOPMENT SERVICES DEPARTMENT

## Lot Line Adjustments

Lot Line Adjustments change the boundary between adjacent discrete parcels. This procedure does not create an additional parcel; it only realigns boundaries between existing parcels. You cannot decrease any parcel below the minimum lot size allowed in the underlying zone. Also setback requirements and access must be maintained in the proposal.

The following items are required in requesting a Lot Line Adjustment:



### 1. COMPLETED APPLICATION FORM AND FEE - \$159

Ownership data must be just as it appears on most recent deeds. Anyone whose name is on the deeds of the parcels involved must sign the application. If an individual is acting as agent for an owner, they must provide a letter of authorization or power of attorney from the owner.

### 2. MAPS

- Two copies of a map of survey prepared by a surveyor licensed in the State or Oregon.
- If there is any existing development on the subject properties the structures and access shall be shown on the map of survey to confirm that required setbacks and other zoning requirements are maintained for any proposed adjustment of property lines.

### 3. LEGAL DESCRIPTIONS

- Copies of current deeds for all properties involved with the proposed lot line adjustment.
- New legal descriptions for each parcel after the adjustment.

### Upon receipt of a complete application and the required documents:

- Planning Department will provide adjacent property owners with a Notice of Decision.
- Upon expiration of the 15 day appeal period, approval letter will be sent to the property owner, their surveyor and the County Surveyor advising the City has accepted and approved the map of survey and authorized its filing. The approval letter will outline the final steps the property owner needs to take to complete within 60 days including:
  - Submit map of survey and new legal descriptions to the County Clerk for filing (filing fees required). Property taxes must be current prior to recording the new deeds.
  - Submit \$200 payment to the Curry County Assessor for mapping adjustments costs.
  - Provide copy of the recorded deed and map of record to the City Planning Dept.