



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1103 Fax (541) 469-3650 TTY (800) 735-1232

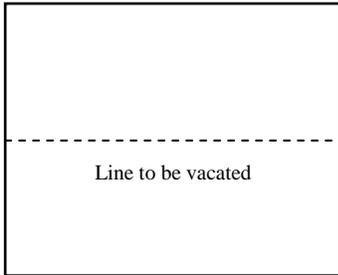
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PUBLIC WORKS AND DEVELOPMENT SERVICES DEPARTMENT

Lot Line Vacations

Lot Line Vacations remove the boundary between adjacent parcels. This procedure will remove a property line(s) between two or more existing discrete parcels or lots. Once the lines are removed, the property would need to go through the partition process to be divided again. Some properties, due to size or other constraints, may not be able to be divided after combining. This should be considered prior to applying for a lot line vacation.

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



1. COMPLETED APPLICATION FORM AND FEE - \$159

Ownership data must be just as it appears on your most recent deeds. Anyone whose name is on the deeds of the parcels involved must sign the application. Ownership of all parcels must be identical in order to combine into one parcel. 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 plot plan, drawn to scale, indicating the outside boundary of the entire area involved and the interior property line(s) to be vacated.

3. LEGAL DESCRIPTIONS

Copies of current deeds for all properties involved and the new metes and bounds legal description of the outside boundary of the entire new parcel as proposed.

Upon receipt of a complete application and the required documents:

- The Planning Department will provide adjacent property owners with a Notice of Decision.
- Upon expiration of the 15 day appeal period, an approval letter will be sent with the plot plan and new lot legal descriptions to the applicant and Curry County Surveyor and Assessor's office to authorize updating of the Assessor's map.
- Within 60 days the applicant is required to record a deed with the new legal description and pay filing fees with the Curry County Clerk's office for the newly created parcel (property taxes must be current prior to recording the deed).
- Applicant must submit payment in the amount of \$200 to Curry County Assessor for mapping adjustments.
- Applicant must provide a copy of the recorded deed and of the new plot plan to the City Planning Department that will become part of the City permanent record.