



# City of Brookings

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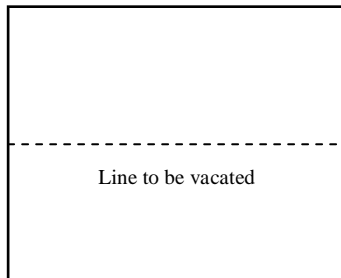
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PUBLIC WORKS AND DEVELOPMENT SERVICES DEPARTMENT

## 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 - \$153

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 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 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 metes and bounds 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).
- A copy of the recorded deed must be provided to the City Planning Department. A copy of the new plot plan will become part of the City permanent record.