



Type I Property Line Adjustment Submission Requirements

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Property line adjustments shall be a Type I procedure if the resulting parcels comply with standards of the Development Code and Chapter 17.100. Approval of a property line adjustment is required to move a common boundary between two parcels or lots. All of the following materials must be submitted with your application. All plans should be drawn to engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City staff is required to discuss procedures for approval, applicable state and local requirements, and the availability of services.

A. One (1) copy of:

1. Land Use Application Form; and
2. Project narrative documenting compliance with applicable code criteria.

B. Two (2) copies

Two (2) copies of the tentative plan. The tentative plan shall be a minimum of 8-1/2" X 11" in size and shall include the following information:

1. The names, addresses and phone numbers of the owner(s) of the subject parcels and the authorized representative(s);
2. Scale of the drawing using an engineer's scale;
3. North arrow and date;
4. Legal description of the property;
5. Dimensions and size of the parcels involved in the property line adjustment;
6. Approximate locations of structures, utilities, rights-of-way and easements;
7. Points of access, existing and proposed;
8. Any natural features such as waterways, drainage areas, significant vegetation or rock outcroppings; and
9. Approximate topography, particularly noting any area of steep slope.

C. Digital copy in PDF and/or Word format

Please submit a digital copy of your narrative and of all plans.

D. Approval Criteria

1. No additional parcels are created;
2. All parcels meet the density requirements and dimensional standards of the base-zoning district; and
3. Access, utilities, easements, and proposed future streets will not be adversely affected by the property line adjustment.