



CITY OF UMATILLA

Planning Department (541) 922-3226 x110
700 Sixth Street, Umatilla, OR 97882

File No. _____

LOT LINE ADJUSTMENT APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using blue or black ink, or type. Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon until the Planning Department receives all required submittal materials and fees.**
Failure to provide complete and/or accurate information may result in delay or denial of your request.

SITE LOCATION AND DESCRIPTION

Tax Map #(S) _____ Tax Lot #(s) _____

Tax Map #(S) _____ Tax Lot #(s) _____

Frontage street or address _____

Nearest cross street _____

Current zoning City of Umatilla _____ County _____

Site size (acres or square feet) _____ Dimensions _____

SPECIFIC REQUEST (Briefly state the nature of the request) _____

APPLICANT _____

Mailing address _____

Phone _____ Fax _____ Email _____

Applicant's interest in property _____

Signature _____ **Date** _____

PROPERTY OWNER _____

Mailing address _____

Phone _____ Fax _____ Email _____

Adjacent property under same ownership (list tax lot ID) _____

Signature _____ **Date** _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

OFFICE USE ONLY

120 day time limit Accepted as complete _____ Final decision by _____

DLCD 45-day notice required Y/N Date mailed _____ Date of first hearing _____

Planning Commission hearing date _____ Notice mailed _____

Notice to media Publication date _____ Emailed _____

Notice of Decision Date mailed _____ Appeal deadline _____

Associated applications _____

STRUCTURES Please indicate the type and number of structures currently on the site, and proposed for construction

Single Family Residence(s) _____ Multi Family Residence(s) _____
 Manufactured Home(s) _____ Travel Trailer(s) _____
 Other residential structure(s) _____ Barn/other ag building(s) _____
 Commercial building(s) _____ Industrial Building(s) _____
 Accessory buildings/structures _____ Other _____

SERVICE PROVIDERS Please indicate which of the following services are provided on the property

Water City of Umatilla _____ Well _____ Other/None _____

Sewer City of Umatilla _____ Septic _____ Other/None _____

Does the property have access to **City streets**? (Y/N, please explain what and where) _____

Does the property have access to **County Roads**? (Y/N, please explain what and where) _____

If the property is subject to special assessment or debt from any special districts (fire, road, etc), please provide details.

LIVESTOCK Please list the number and type of all livestock currently present on the property (horses, cattle, sheep, goats, chickens, etc. Do not include domestic pets such as cats and dogs) _____

BUSINESSES Are any businesses operating on the property? If yes, please describe. _____

All businesses operating within the City of Umatilla must obtain a Business License.

The criteria listed below relate to approval of a tentative plat only. Additional criteria apply after tentative plat approval.

Lot Size. - the minimum lot sizes are as follows (all sizes are in square feet):

	Downtown Residential	Downtown Commercial	Downtown Transitional
Minimum lot or parcel Size	TH: 2,000sqft Duplex: 4,000sqft Multi-Family:6,000 Sqft, plus 1,500 per unit	None	None
Commercial Uses	None	None	None
Residential Uses	Yes	Yes, Second Story or above	Yes, Second Story or above
Minimum lot depth	50 Feet, Except for Townhouse: 20 Feet	None	None
Minimum lot width	80 Feet	None	None
Maximum front or street side yard setback	No Max	10 Feet; The maximum front yard setback may be increased by ten feet if the setback is occupied by an outdoor feature relating to the business or public amenity such as seating or artwork	10 Feet; The maximum front yard setback may be increased by ten feet if the setback is occupied by an outdoor feature relating to the business or public amenity such as seating or artwork
Front and rear yards	12 Feet	0 Feet or 10 Feet if adjacent to a residential district	0 Feet or 10 Feet if adjacent to a residential district
Side yard	5 Feet, 0 for common wall	0 Feet or 10 Feet if adjacent to a residential district	0 Feet or 10 Feet if adjacent to a residential district
Street Side yard	12 Feet	1 Foot	1 Foot
Garage	18 Feet EXC Alley	/	/
Parking space	/	10 feet wide; see Chapter 9 for parking standards	10 feet wide; see Chapter 9 for parking standards
Maximum building height	45 Feet	35 Feet	35 Feet
Maximum site coverage (building and impervious surface)	/	95 Percent	95 Percent

District	Minimum lot area	Minimum lot width	Minimum lot depth	Front and rear yard	Side yard	Street side yard	Garage	Maximum building height
R-1	7,000 Squarefeet	50 Feet	90 Feet	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-2-SingleFamily	5,000 Squarefeet	45 feet	/	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-2-TownHouse	3,000 Squarefeet	25 Feet	/	10 Feet	0 with common wall	10 Feet	18 Feet EXC alley	40 Feet
R-2-Duplex	6,000 Squarefeet	45 Feet	/	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-2-MultiFamily	3,000 Squarefeet Per Unit	45 Feet	/	10 Feet	5 Feet	10 Feet	18 Feet EXC alley	40 Feet
R-3-Townhouse	2,000 Squarefeet	20 Feet	90 Feet	12 Feet	0 with common wall	12 Feet	18 Feet EXC alley	45 Feet
R-3-Duplex	4,000 Squarefeet	50 Feet	90 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet
R-3-MultiFamily	6,000 Squarefeet Plus 1,500 per Unit	50 Feet	90 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet
DR-Townhouse	2,000 Squarefeet	20 Feet	80 Feet	12 Feet	0 with common wall	12 Feet	18 Feet EXC alley	45 Feet
DR-Duplex	4,000 Squarefeet	50 Feet	80 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet
DR-MultiFamily	6,000 Squarefeet Plus 1,500 per Unit	50 Feet	80 Feet	12 Feet	5 Feet	12 Feet	18 Feet EXC alley	45 Feet

11-2-5: LOT LINE ADJUSTMENT REVIEW STANDARDS:

The City Administrator shall approve lot line adjustments to legally created lots or parcels if the following standards are met:

- A. No new lot or parcel is created.
- B. The adjustment does not reduce a lot or parcel below the minimum size allowed for the zoning district in which the lot or parcel is located.
- C. Each adjusted lot or parcel shall have street frontage in compliance with zoning standards or other approved access to a public street.
- D. Each adjusted lot or parcel conforms with all other applicable requirements of this Code.
- E. Each adjusted boundary is surveyed and filed with the County Surveyor and recorded with the County Clerk. (Ord. 673, 6-16-1998)

The applicant bears the burden of proof to show that the application meets all standards and criteria contained in the Zoning and Subdivision Ordinances. Applicants should demonstrate compliance with all applicable criteria and standards as part of the application materials.

Although not required, it is highly recommended that applicants have the property surveyed and the tentative plat prepared by a surveyor prior to making an application. A proper survey prepared as part of the tentative plat application can save many headaches later on. Please trust us on this.

SUBMITTAL REQUIREMENTS

The following items must be completed upon submittal of a variance application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or www.co.umatilla.or.us/records.htm.

1. Original, signed **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink. ***Electronic submittals of all materials are encouraged.***
2. **2 copies of the tentative plat** showing all lot lines, park lands, utility and/or other easements, water ways, flood plain, right-of-way dedications and other items outlined in the approval criteria above.
3. **Narrative** specifically addressing compliance with every section listed above.
4. Please **submit all plans to scale**; use 1"=20' or 1"=40' or 1"=100" unless plans are exceptionally large.
5. Any additional information you wish to supply to support your request.
6. The appropriate **fee**.