



**CITY OF JACKSONVILLE PLANNING DEPARTMENT**  
 110 E. Main St. – P. O. Box 7, Jacksonville, OR 97530  
 Phone: (541) 899-6873 Fax: (541) 899-7882  
[www.jacksonvilleor.us](http://www.jacksonvilleor.us)

**Office Hours:**  
 Mon - Tues - Thurs – Fri - 8:30am – 2:00pm  
 Wednesday: **Closed to the public all day**

**PROPERTY LINE ADJUSTMENT APPLICATION**

Filing Fee: **\$240.00**  
 Receipt # \_\_\_\_\_

**1<sup>st</sup> PROPERTY SUBJECT TO REQUEST:** \_\_\_\_\_

**2<sup>nd</sup> PROPERTY SUBJECT TO REQUEST:** \_\_\_\_\_

**A 200’ FOOT VICINITY MAP AND MAILING LABELS ARE REQUIRED FOR ALL APPLICATIONS REQUIRING A HEARING ~ Contact a local Title company and request 2 sets of labels OR go to the Jackson County website at: <http://www.co.jackson.or.us>. & follow the instructions on the “intro & tips” tab.**

(1<sup>st</sup> property)  
 TOWNSHIP 37 RANGE 2W SECTION \_\_\_\_\_ TAX LOT \_\_\_\_\_

ZONING \_\_\_\_\_ AREA IN ACRES \_\_\_\_\_ SQUARE FT \_\_\_\_\_

(2<sup>nd</sup> property)  
 TOWNSHIP 37 RANGE 2W SECTION \_\_\_\_\_ TAX LOT \_\_\_\_\_

ZONING \_\_\_\_\_ AREA IN ACRES \_\_\_\_\_ SQUARE FT \_\_\_\_\_

**1<sup>st</sup> APPLICANT / PROPERTY OWNER (s):** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2<sup>nd</sup> APPLICANT / PROPERTY OWNER (s):** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**1<sup>st</sup> APPLICANT’S REPRESENTATIVE:** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2<sup>nd</sup> APPLICANT’S REPRESENTATIVE:** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1<sup>st</sup> PROPERTY OWNER’S SIGNATURE \_\_\_\_\_

1<sup>st</sup> REPRESENTATIVE’S SIGNATURE \_\_\_\_\_

2<sup>nd</sup> PROPERTY OWNER’S SIGNATURE \_\_\_\_\_

2<sup>ND</sup> REPRESENTATIVE’S SIGNATURE \_\_\_\_\_

## § 16.36.06 APPLICATION REQUIREMENTS.

All applicants shall submit to the City information and materials consistent with the requirements of this section:

(A) **Completed Application Form.** A completed application form signed by the owner of record of the real property covered by the application. If more than one (1) ownership is involved, a signed notarized statement from each property owner agreeing to participate in the project as a group. An application form may also be signed by the duly authorized representative of the record owner if such authorization is evidenced by a properly executed power of attorney.

(B) **Site Plan.** A site plan is required only to the extent necessary to adequately and reasonably permit findings that the provisions of this chapter have been met. The City Planner is empowered to waive the submittal of any of the following site plan items, which are deemed unnecessary or inapplicable based on the nature, scope, and significance of the proposed project. Waiver of application items, if any, shall occur following an application conference. If the City Planner position is vacant, all application materials must be submitted.

The applicant shall submit three (3) copies of a site plan, accurately drawn to a scale of sufficient size to illustrate the following site plan details as determined to be required during the application conference and the review for completeness:

1. The location and dimension of property boundaries and the location, name, surface type, and width of public and private streets, pedestrian ways, driveways, and any off-street parking, along with a north point and indication of scale.
2. The accurate location and outline of the exterior walls of all existing buildings and structures if any, with the square footages, uses, and heights of each clearly noted. Include setback dimensions for front, side, and rear yards.
3. The site plan shall conceptually illustrate the location of existing major site features, including water courses, topography for sites having slopes in excess of five percent (5%), rock outcroppings, drainage swales, springs, woodlands, and other physical features which may influence future site layout and design. If there are any special or unusual seismic, soil or geologic conditions on the site, a written disclosure to that effect must accompany the application.
4. Street light, fire hydrant, water, sanitary sewer, and storm drain locations within one hundred (100') feet of the subject property. Show direction of flow for the site.
5. Wells, septic tanks, and drain fields, if applicable.
6. Flood elevation of 100-year floodplain, if applicable.
7. Zoning, total land area; section lines, corners, city boundaries, monuments, and lot and block dimensions and identifying numbers.
8. Location and purpose of easements, if applicable.
9. Title block with section, township and range; street address; title of proposal; names of applicant and owner; name and stamp of person preparing the plan (if applicable); and date of drawing.

(C) **Application Fee.** An application fee for processing all applications shall be charged by the city. No part of any application fee is refundable. The amount for applications fees shall be established by resolution of the City Council. Fees shall not exceed the actual average cost of processing services incurred by the city.

(D) **Legal description of the existing property.**

(E) **Vicinity map.** Mark the location of the proposal on the vicinity map available from the city offices.

(F) **Deed Restrictions.** A copy of any covenants, conditions, and restrictions applicable to the subject property.

(G) If an application is incomplete; the city shall notify the applicant in writing of exactly what information is missing within thirty (30) days of receipt of the application and allow the applicant to submit the missing information. The applicant has one hundred and eighty (180) days from the date of initial submission to submit all additional information. The application shall be deemed complete for purposes of this subsection upon receipt by the city of the missing information.