

**COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES**  
COUNTY COURTHOUSE, 230 STRAND, ST. HELENS, OREGON 97051  
PHONE (503) 397-1501 FAX (503) 366-3902

**PROPERTY LINE ADJUSTMENT (PLA)**

**APPLICANT: Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone numbers: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**NOTES:**

1. Please attach plot plans showing all development (houses, barns, driveways, septic systems, wells, etc.) on both parcels, with measured distances to all existing and proposed lot lines.
2. Attach deeds with legal descriptions of all the parcels to be property-line adjusted.
3. ORS 92.060 requires that a survey of the new line be prepared and filed with the County Surveyor.
4. To complete the process a legal transfer of property takes place; usually this is done by recording a deed at the County Clerk's Office.

**LOCATION OR ADDRESS OF PARCELS:** \_\_\_\_\_

**PARCEL BEING REDUCED IN SIZE:**

Tax account number: \_\_\_\_\_

Co. Clerk Recording Ref. Number: Bk. \_\_\_\_\_ Pg. \_\_\_\_\_ of F- \_\_\_\_\_

Reduced from \_\_\_\_\_ acres to \_\_\_\_\_ acres. Zoning: \_\_\_\_\_

**PARCEL BEING ENLARGED:**

Tax account number: \_\_\_\_\_

Co. Clerk Recording Ref. Number: Bk. \_\_\_\_\_ Pg. \_\_\_\_\_ of F- \_\_\_\_\_

Enlarged from \_\_\_\_\_ acres to \_\_\_\_\_ acres. Zoning: \_\_\_\_\_

**PREVIOUS ACTIONS ON EITHER PARCEL: (File No., name, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINDINGS:**

- 1. (a) No parcel will be reduced below the minimum required by the Zoning Ordinance, OR,  
 (b) Any lots to be reduced by this PLA were already undersized before this action.
- 2. No new parcels or lots will be created by this action.
- 3. This PLA will not violate any provision of the Columbia County Comprehensive Plan, Columbia County Zoning Ordinance Subdivision and Partitioning Ordinance, nor any known provision of Oregon Revised Statutes or Oregon Administrative Rules.

**APPLICANT - CERTIFICATION:** Applicant certifies that all parcels involved in this Property Line Adjustment were, to his/her/their knowledge, legally created prior to this action, and that the following owners of all parcels have agreed to this action.

- 1. **Name** (printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_
- 2. **Name** (printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_
- 3. **Name** (printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_
- 4. **Name** (printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_
- 5. **Name** (printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_

**COLUMBIA COUNTY LAND DEVELOPMENT SERVICES - CERTIFICATION:** Columbia County Land Development Services Department certifies that a records search has been conducted and there are, to their knowledge, no pending actions, zoning or partitioning irregularities, complaints, or any other land use reasons which would invalidate this Property Line Adjustment.

Tentative Approval  
of Concept: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**Staff Use Only**

Receipt No. \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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# PROPERTY LINE ADJUSTMENT (PLA)

## 3 - Step Process

**DEFINITION:** Oregon statutes define a PLA as “An adjustment of a property line by the relocation or elimination of a common boundary where an additional unit of land is not created and where the existing unit of land reduced in size by the adjustment complies with any applicable zoning ordinance.”

**NOTE: Approval of a PLA and subsequent deed recordings will establish a new date of lot creation. The date of lot creation may have an effect on approvals for siting of future dwellings in the forest zone.**

### STEP 1: Application and Tentative Approval of Concept:

- A. Fill out application, “PROPERTY LINE ADJUSTMENT (PLA)”. All the property-owners involved must sign the application. Pay the application fee.
- B. Provide an accurate sketch map (an assessors map is a suitable base), showing:
  - 1. Both properties, and the property line before and after the property line adjustment, the arrows showing how it will be moved. Mark them “Old Line” and “New Line”.
  - 2. All structures, septic systems, wells, and other improvements on both properties, and the distance from each to the new property line.
- C. Provide copies of the deeds, including the legal descriptions, for the properties on both sides of the line to be moved. These are available from the County Clerk’s office.

A planner will check over the application, maps, deeds, etc. and, if all information appears to be complete and accurate, sign the “Tentative Approval of Concept”.

### STEP 2: Survey and legal descriptions:

- D. A Survey of the new property line is required unless the properties are greater than 10 acres: To be prepared by a licensed surveyor, including the area of both new properties.
- E. Legal Descriptions: Have your surveyor prepare metes and bounds legal descriptions of either:
  - 1. Both of the new parcels after the property line adjustment; if maintaining one ownership; (or),
  - 2. The land being transferred from one property to the other; or both.

The recorded legal descriptions shall include a statement such as “This survey and/or legal description is part of an adjustment of a common boundary between the properties herein described; no new parcels will be created by this property line adjustment.”

### STEP 3: Final Approval and recording of deed transferring property:

When copies of the survey and legal descriptions have been provided to Land Development Services and approved, a planner will sign the “Final Approval” and notify you by mail. You must then record a deed at the County Clerk’s office transferring the land from one owner to the other. If you own both parcels, you must file a “Declaration of Property Line Adjustment Deed” at the County Clerk’s office so the may by redrawn on the assessor’s maps. You must also record the survey with the County Surveyor.