



# 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<br>Duplex: 4,000sqft<br>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 Lot Line adjustment application. If you need assistance completing the forms, please contact the Planning Department.

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**.