



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

PROPERTY LINE ADJUSTMENT PERMIT

(Type 1 Zoning Checklist)

Requirements, guidelines, and exceptions on property line adjustments can be found in the Molalla Municipal Code, [Chapter 17-4.3.120](#). For more information on Type 1 Zoning Checklist requirements, please visit the Molalla Municipal Code, Chapter [17-4.1.020](#).

Application Submissions Must Include:

- One (1) Hard Copy of this Form
- One (1) Hard Copy Set of Site Plans
- One (1) Hard Copy Set of Elevation Profiles
- One (1) Electronic submittal of items 1, 2 & 3
- Application Fee – See City fee schedule

For questions:

Planning Division
Phone: (503) 759-0205
Email: communityplanner@cityofmolalla.com

For your convenience, there is an example of a site plan and graph paper on our website, www.cityofmolalla.com/forms.

Applicant information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner Information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Property Information

Site address: _____

Zoning district: _____ Overlay: _____ Tax lot # _____

Tax Account Number(s): _____ T: _____ R: _____ S: _____

Property dimensions: _____ Property acreage: _____

Surrounding property uses; North: _____ South: _____

East: _____ West: _____

Topography: _____

Project Information

Description of Proposal: _____

Describe all existing buildings or structures on property: _____

Prior Use: _____

Current Use: _____

Proposed Use: _____

City Utilities Impacted: ___ Water ___ Sewer ___ Stormwater ___ None

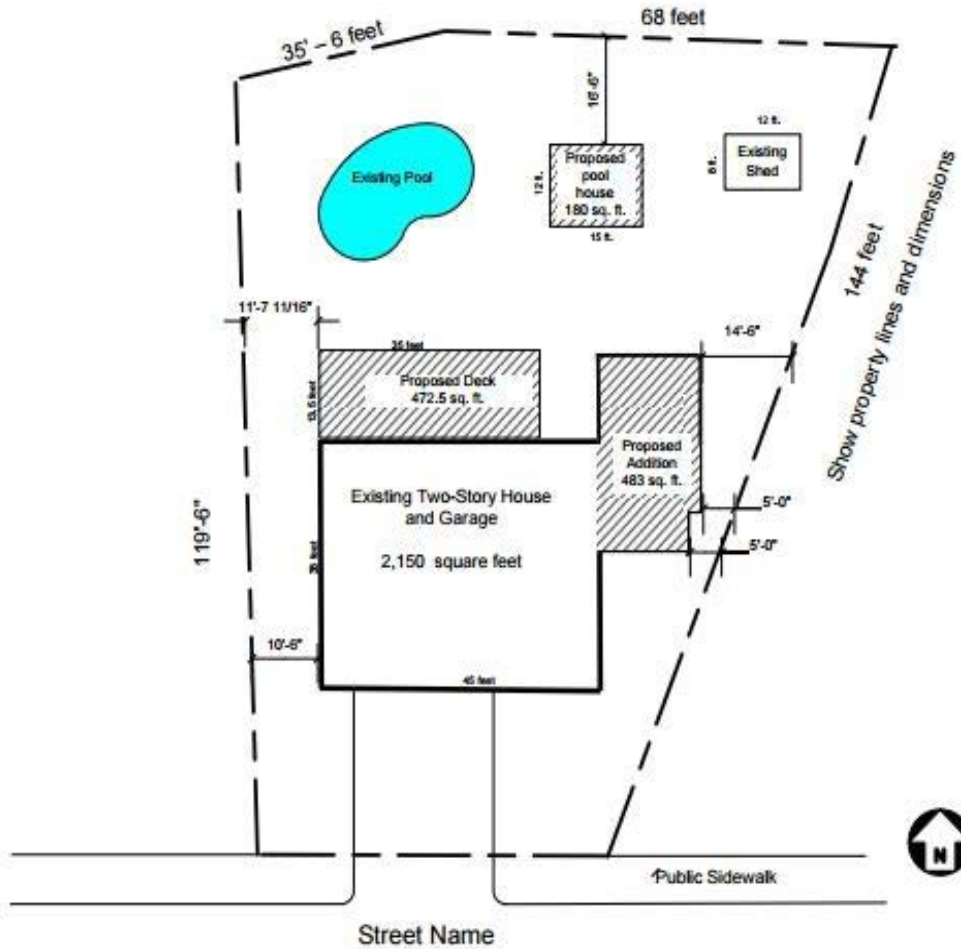
Site Plan(s) and Documents Required

1. Ownership documents if different than Clackamas County CMAP property information.
2. Provide All Easements, Covenants, Conditions, Restrictions, and Encumbrances on the property – Attach to this form.
3. Provide Elevation profiles meeting architectural standards of MCC 17-3.2.030 (D)
4. If your project is subservient to a prior project(s) please provide:
 - Planning File Number(s): _____
 - Subdivision name/date approved: _____
 - Special Planning Permits (attach): ___ Conditional Use ___ Variance Other: _____
 - Planning Conditions of Approval (attach)
5. Site/Plot Plan
Plot Plan Requirements
 - Applicant’s name and address.
 - Legal description of the property (Township, Range, Section and Tax Lot).
 - SITE PLAN MUST INCLUDE DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES, PROPERTY LINES, SETBACKS, AND DRIVEWAYS.
 - Direction of North.
 - Driveway location and location of adjacent streets.
 - Proposed and existing structures.
 - Location of any existing wells on the property.
 - Walkways, patios, patio slabs, and mechanical units (e.g. air conditioning unit)
 - Location of existing and proposed utility connections.
 - Approximate ground slope and direction of the slope.
 - Property Lines.
 - Position of all creeks, streams, ponds, springs, or other drainageways.
 - Relative elevations (1) At lot corners or construction area, and (2) At building site.
 - Existing and proposed easements.
 - All streets abutting the property.
 - All existing and proposed site features must be included and labeled as such.
 - You must also indicate what is proposed to remain and what is proposed to be removed.

Applicant Signature: _____ Date: _____

Owner Signature(s): _____ Date: _____

Site Plan Example



This sample site plan does not include every element required in the Site Plan Checklist but is an example of an acceptable format to use. This may be hand drawn or computer generated.

PLOT PLAN

Notes: _____

