

PROPERTY LINE ADJUSTMENT APPLICATION CHECKLIST



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1. **Signed Land Use Application Form**
 2. **Narrative**
A complete and detailed narrative description that addresses Banks Municipal Code Section 152.012 the dimensional standards of the zone and other applicable criteria (lot width, depth, setbacks and lot coverage.).
 3. **Boundary Survey**
Prepared by an Oregon Professional Land Surveyor showing:
 - The map scale and true north point.
 - The location, width and names of all existing or platted streets, other public ways and easements within the proposed land area and other important features, such as the general outline and location of permanent buildings.
 4. **Legal Description of the Parent Parcel(s) and the Resulting Parcels to be Created**
 5. **A Receipt from the County Assessor's Office**
Indicating that all taxes for the site are paid in full for the preceding tax year.
 6. **A Current Preliminary Title Report or "Trio" for the Subject Property**
 7. **Mailing Labels for Owners within 300 Feet for the Subject Site**
The names and addresses of property owners within 300 feet of the subject site indicated on the most recent property tax rolls. This information can be provided by a title company.
 8. **Copies**
Two (2) copies of all information, reports and drawings (full sized and 8.5" by 11") pertaining to this application.
 9. **Electronic Version of All Application Materials**
 10. **All Required Application Fees**