



**City of The Dalles**  
**Community Development Dept**  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 1125  
www.thedalles.org

Application #: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Deemed Complete: \_\_\_\_\_

Ready to Issue: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Received: \_\_\_\_\_

## Land Use Application

Building Permit

Demolition

Physical Constraints

Change of Use

Property Line

Minor Partition /

Adjustment

Fence

Adjustment

Tract Map

### Applicant

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Legal Owner (if different than Applicant)

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Information

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

Map and Tax Lot: \_\_\_\_\_

Project Description:

### Department Use Only

City Limits:    Yes    No    Zone: \_\_\_\_\_    Overlay: \_\_\_\_\_    Airport Zone:    Yes    No

Geohazard Zone: \_\_\_\_\_    Flood Designation: \_\_\_\_\_

Historic Structure:    Yes    No    Current Use: \_\_\_\_\_

Previous Planning Actions:

Erosion Control Issues? Access Issues? Utilities and Public Improvements? Items Needing Attention?

Ministerial

Administrative

Quasi-Judicial

## Application Policy

I certify that I am the applicant or owner identified below. I acknowledge that the final approval by the City of The Dalles, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property. I understand that if the property is owned in part or totality by a trust, partnership, corporation or LLC, I will be required to present legal documentation listing all persons that make-up the entity, as well as proof of my authorization to act on the entity's behalf. I consent and hereby authorize City representative(s) to enter upon my property for any purpose of examination or inspection related to this application. I certify that all information provided is true and correct, and consent to the filing of the application, authorized by my original signature below.

*If the undersigned is different from the legal property owner, a notarized letter of authorization signed by the legal property owner must accompany this form.*

Signature of Applicant

Signature of Property Owner

## Additional Information

Department Comments

Conditions of Approval

## Decision

Approved

Denied

Community Development Department

Public Works

Date

Date

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# Property Line Adjustment Application

#: \_\_\_\_\_

- A. Applications. In addition to the applicable requirements of The Dalles Municipal Code, Article 3.010: Application Procedures, **applications for lot line adjustments shall include a survey map prepared by a licensed surveyor indicating the existing and proposed lot lines.**
- B. Review Procedure. Lot line adjustment applications shall be processed as ministerial actions, per the provisions of The Dalles Municipal Code, Section 10.3.020.030: Ministerial Actions.
- C. Review Criteria. A lot line adjustment shall be approved if the following criteria are met:
1. The lot line adjustment shall not result in the creation of an additional unit of land.
  2. The lot line adjustment shall not create a nonconforming use, structure or building.
  3. Any unit of land reduced in size by the lot line adjustment shall comply with all applicable development district regulations.
  4. Any nonconforming development on lots subject to a lot line adjustment shall not have the degree of nonconformity increased as a result of the lot line adjustment.
  5. The availability of both public and private utilities and required access shall not be adversely affected by a lot line adjustment.
- D. Conditions of Approval. Approvals shall be subject to the following minimum conditions:
1. Deeds, based on a metes and bounds legal description, for all adjusted lots resulting from the lot line adjustment shall be recorded with the Wasco County Clerk's Office.
  2. A certified boundary survey map, if needed, that reflects the approved lot line adjustment shall be filed with Wasco County. Prior to the filing of the survey map with Wasco County, the map shall be reviewed by the City and signed by the Director and the City Engineer.
  3. Two copies of the recorded deeds and filed survey map shall be provided to the City following recordation.

***Please provide electronic copies of all application material***

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## Property Information

Existing Square Footage:      Parcel #1 \_\_\_\_\_ ; Parcel #2 \_\_\_\_\_ ; Parcel #3 \_\_\_\_\_

Proposed Square Footage:      Parcel #1 \_\_\_\_\_ ; Parcel #2 \_\_\_\_\_ ; Parcel #3 \_\_\_\_\_

Brief Explanation:

Signature of Applicant

Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date