



CITY OF LYONS

PHONE: (503)859-2167
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WWW.CITYOFLYONS.ORG

449 5TH STREET
LYONS, OREGON 97358
cityoflyons@wavecable.com

PROPERTY LINE ADJUSTMENT Instructions

Review: Lyons Municipal Code Chapter 17.45 Property Line Adjustment

Complete: Property Line Adjustment Application
Site Plan*
Complete the letter requiring notarization – that will be done in our office

Pay the FEE: **\$150.00**

***Site Plan:** Prepare a site plan. Show all of the property line dimensions, location of all structures and their distances from property lines, locations of easements and of septic tanks and drainfields, and the area and dimensions to be added to or reduced from each parcel.

City Planner: Once the completed application, site plan, & letter are submitted and the fee paid, the application packet will be forwarded to the City Planner to prepare for the planning commission meeting.

Planning Commission Meeting: A meeting of the planning commission will be held within **35 days** of the date we receive your completed application packet and the fee is paid. The planning commission will make a decision and you will be notified of their decision.

Surveyor: You will need to retain a surveyor and will be required to file a lot line adjustment map or minor partition plat map. If the property is within a platted subdivision or partition, then the surveyor will need to prepare a “replat” of the two lots that complies with the County Surveyor’s requirements for a minor partition plat. These costs are separate from the City’s fees and will be charged by them according to their fees.

Final Map: You will need to submit to the City of Lyons the final property line adjustment survey map that is to be recorded with the county. City staff will review the map for consistency with the application, as approved by the planning commission, before it is recorded with the county. The final plat map, once approved, will need to be signed by representatives of City of Lyons.

Linn County: Submit the final approved surveyor’s map to Linn County. Then provide the City with a copy of the recorded property line adjustment within 30 days of its recording with Linn County.

Additional Costs: If the cost to the City of Lyons, for review and processing the request, exceeds \$150, the City of Lyons will bill you for the remaining cost. This final bill must be paid prior to the City’s final approval of the adjustment survey map.



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Received By: _____

Date: _____

Paid _____

PROPERTY LINE ADJUSTMENT APPLICATION

Name of Applicant/Contact Person: _____

Mailing Address: _____

Contact Phone Number: _____ email: _____

Name of Subject Property Owner: _____

Street address of subject property: _____

TWP: _____ RANGE: _____ SEC: _____ TAX LOT: _____

Name of Adjacent Property Owner: _____

Mailing Address of Adjacent Property Owner: _____

Phone Number: _____ email: _____

Street Address of Adjacent Property: _____

Zoning on property(s): _____

Size and dimensions of properties to be adjusted: _____

Current uses of property: _____

Proposed uses on property: _____

Describe the vehicular access to the property: _____

Is there currently water hook-up to the property? _____

Describe the physical features of the property (i.e. slope, drainage, etc.): _____

Describe the physical features of the surrounding properties: _____

Provide site plan which includes the following information:

- Property line dimensions
- Location of all structures and their distances from property lines
- Location of easements and of septic tanks and drainfields
- The area and dimensions to be added to or reduced from each parcel.

I have read and understand all of the Subdivision Lyons Municipal Code 17.45. I understand that it will be no more than 35 days from the submission of the completed application before it will be reviewed before the Planning Commission.

SIGNATURE OF APPLICANT _____ DATE: _____

PLANNING CHAIR APPROVAL _____ DATE: _____



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Date: _____

This letter will serve to confirm that _____

the legal owner(s) of that certain real property commonly known as _____

Lyons, Oregon, and legally described as: TWP: _____ RANGE: _____ SEC: _____ TAX LOT: _____

and _____, the owner(s)

of that certain real property commonly known as _____

Lyons, Oregon, and legally described as: TWP: _____ RANGE: _____ SEC: _____ TAX LOT: _____;

have agreed that it is necessary to adjust the lot line(s) of the above referenced properties. The owner(s) hereby request the approval of the Lyons Planning Commission for such adjustment(s) at the next Planning Commission Meeting to be scheduled within the next 35 days.

Attached is the proposed plot plan showing both the present and the adjusted property lines.

The undersigned property owners shall; (a) file a Bargain and Sale Deed with Linn County Deeds and Records and (b) file a copy thereof with the Lyons City Hall reflecting the appropriate property transfer within 10 days from the date of approval by the Lyons Planning Commission.

Property Owner: _____ Address: _____

Property Owner: _____ Address: _____

Property Owner: _____ Address: _____

Property Owner: _____ Address: _____

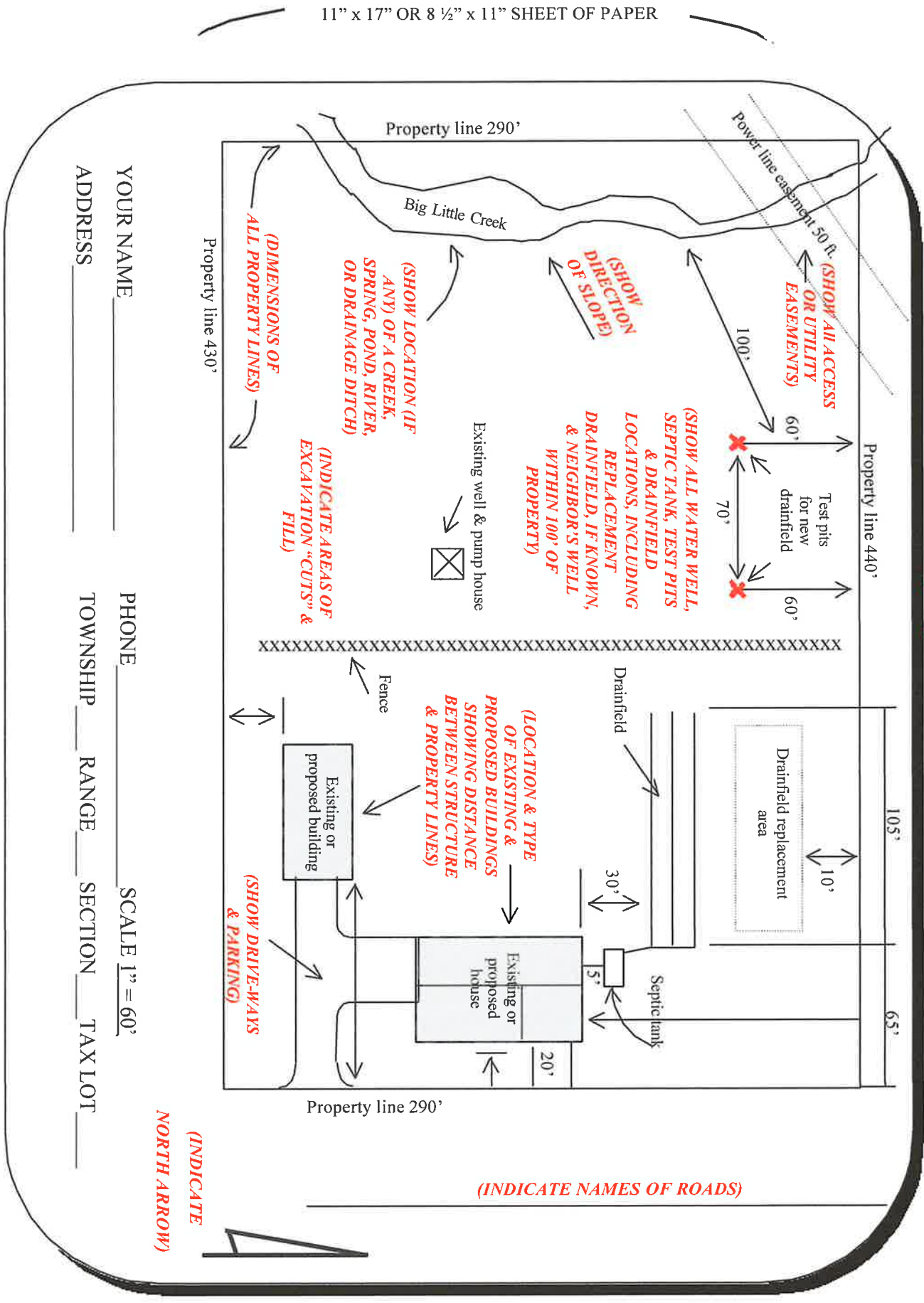
STATE OF OREGON, County of _____) ss

On this _____ day of _____, 20_____, the above named

And _____
Personally appeared before me and acknowledged the foregoing instrument to be his/her voluntary act and deed.

NOTARY PUBLIC FOR OREGON
My Commission expires _____

NOTE: All plot plans must be drawn to scale



11" x 17" OR 8 1/2" x 11" SHEET OF PAPER

SAMPLE PLOT PLAN

YOUR NAME _____
ADDRESS _____

PHONE _____ SCALE 1" = 60'
TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____

ATTACH PLOT PLAN – see SAMPLE PLOT PLAN in this packet

Chapter 17.45

Property Line Adjustment

Sections:

17.45.010 Statement of purpose.

17.45.020 Application procedure.

17.45.030 Review procedures.

17.45.040 Standards for evaluating property line adjustments.

17.45.050 Final approval process.

17.45.010 Statement of purpose.

The purpose of this chapter shall be to provide the city the authority to review and approve property line adjustments within the city of Lyons in order to ensure compliance with all applicable city ordinances, and to assure that the resulting tax lot records are accurate. [Ord. P10-17 § 8.510, 2003.]

17.45.020 Application procedure.

An application for a property line adjustment shall be filed with the city. A filing fee shall accompany the submittal of the application. The filing fee shall be in accordance with a fee schedule adopted by resolution of the city council. A site plan is required which shows all of the property line dimensions, location of all structures and their distances from property lines, locations of easements and of septic tanks and drainfields, and the area and dimensions to be added to or reduced from each parcel. [Ord. P10-17 § 8.520, 2003.]

17.45.030 Review procedures.

A. Within 35 days of the receipt of a completed property line adjustment application, the planning commission shall determine whether or not the application is in conformance with all the standards specified in LMC 17.45.040.

B. A property line adjustment does not require that notice be provided to any party except the applicant and the owners of the affected properties. A property line adjustment shall be approved when the planning commission determines that the standards in LMC 17.45.040 have been met. [Ord. P10-17 § 8.530, 2003.]

17.45.040 Standards for evaluating property line adjustments.

In reviewing a request for a property line adjustment, the following standards shall be met prior to planning commission approval:

A. The lots being modified in size meet the minimum lot size requirements of LMC Title 18.

B. The lots being modified in size meet the lot width and frontage standards of the zoning district in which they are located. If, prior to the application, the lot did not meet width or frontage standards, the property line adjustment

shall not result in greater nonconformity with the applicable standards.

C. The amended lot lines do not encroach on the location of septic tanks and drainfields or water supply lines or easements. There is sufficient area and adequate location on both lots to meet subsurface sewage disposal requirements as administered by Linn County environmental health.

D. The property line adjustment does not create or result in any additional lots.

E. The property line adjustment does not create building encroachments into any specified setback area. In situations where there is an existing encroachment, the adjustment shall not result in a greater setback encroachment.

F. The property line adjustment does not eliminate vehicular access for any of the parcels.

G. Verification of ownership for each property must be presented to the city.

H. The property owner of each lot affected by the lot line adjustment must sign a statement of agreement with the proposed change. [Ord. P10-17 § 8.540, 2003.]

17.45.050 Final approval process.

A. The applicant shall submit to the city the final property line adjustment that is to be recorded with the county. The city staff shall review the property line adjustment for consistency with the application as approved by the planning commission before it is recorded with the county.

B. It is the responsibility of the applicant to record the approved property line adjustment with the county. The applicant shall provide a verified approval from the city to the county at the time he records the property line adjustment.

C. A copy of the recorded property line adjustment shall be submitted to the city within 30 days of its recording. [Ord. P10-17 § 8.550, 2003.]

The Lyons Municipal Code is current through Ordinance 252-2025, passed April 22, 2025.

Disclaimer: The City Clerk's office has the official version of the Lyons Municipal Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.cityoflyons.org/>

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Codification services provided by [General Code](#)