

LOT LINE ADJUSTMENT APPLICATION



APPLICATION MATERIALS
REQUIRED FOR

LOT LINE ADJUSTMENT

Submit the following to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

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- Fee** - See City of Sherwood current Fee Schedule, which includes the “Publication/Distribution of Notice” fee, at www.sherwoodoregon.gov. Click on Departments/Planning/Fee Schedule.
 - Application Form** – One original and three (3) copies of a completed **City of Sherwood Application for Land Use Action** form. All owners must sign the application form.
 - Tax Map** - Four (4) copies of the latest Tax Map available from the Washington County Assessors Office.
 - Narrative** – Four (4) copies of a narrative explaining the proposal in detail.
 - Proposed Plan** – Four (4) copies of the proposed plan including the location of the proposed lot line adjustment as well as easements, existing structures, trees, driveways, access points, above and below ground utilities, parking areas, landscaping areas and natural features.
 - Legal Descriptions** – Four (4) copies of existing and proposed legal descriptions.
 - Reduced Copy** – One copy of the proposed lot line adjustment on an 8 ½ by 11 sheet.
 - Electronic Copy** - All above materials also submitted in electronic form, either by email to the project manager, or copied to a CD and submitted with above documents.
 - Clean Water Service Provider Letter** - <https://dynamic.cleanwaterservices.org/Forms/PreScreen>