

**FOR OFFICE USE ONLY**

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

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

Zoning: \_\_\_\_\_



**City of Prineville  
Boundary Adjustment Application**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**Property Owner 1** \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_

**Property Owner 2** \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_

**PROPERTY DESCRIPTIONS**

<b>Property 1: Tax Lot</b> _____	<b>Property 2: Tax Lot</b> _____
Map # - T _____ R _____ S _____	Map # - T _____ R _____ S _____
Address: _____	Address: _____
Present Square Footage: _____	Present Square Footage: _____
Sq. Ft. After Adjustment: _____	Sq. Ft. After Adjustment: _____
Building Setbacks After Adjustment:	Building Setbacks After Adjustment:
Front:    Rear:    Left:    Right:	Front:    Rear:    Left:    Right:

**SUBMITTAL REQUIREMENTS**

**REQUIRED ITEMS TO BE SUBMITTED FOR A BOUNDARY ADJUSTMENT.**

**Note: Additional information may be required depending on the actual project.**

- Title Report or similar identifying property as legal lot or parcel.
- Application Fee
- Maps showing property before boundary adjustment and after boundary adjustment including square footage and setbacks of any structures.
- Letter of Explanation of the intent of the Boundary Adjustment.
- Legal description from Surveyor.
- Signatures of owners – verification of ownership (space provided below)

Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Adjoining Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**If you are the authorized agent, please attach a letter signed by the owner.**