

DEVELOPMENT REVIEW APPLICATION

For Office Use Only		
STAFF CONTACT	PROJECT NO(S). LLA-25-01	PRE-APPLICATION NO. n/a
NON-REFUNDABLE FEE(S)	REFUNDABLE DEPOSIT(S) \$0	TOTAL \$1,200

Type of Review (Please check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Annexation (ANX) | <input type="checkbox"/> Final Plat (FP) Related File # _____ | <input type="checkbox"/> Subdivision (SUB) |
| <input type="checkbox"/> Appeal (AP) | <input type="checkbox"/> Flood Management Area (FMA) | <input type="checkbox"/> Temporary Uses (MISC) |
| <input type="checkbox"/> CDC Amendment (CDC) | <input type="checkbox"/> Historic Review (HDR) | <input type="checkbox"/> Time Extension (EXT) |
| <input type="checkbox"/> Code Interpretation (MISC) | <input type="checkbox"/> Lot Line Adjustment (LLA) | <input type="checkbox"/> Right of Way Vacation (VAC) |
| <input type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Minor Partition (MIP) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Design Review (DR) | <input type="checkbox"/> Modification of Approval (MOD) | <input type="checkbox"/> Water Resource Area Protection/Single Lot (WAP) |
| <input type="checkbox"/> Tree Easement Vacation (MISC) | <input type="checkbox"/> Non-Conforming Lots, Uses & Structures | <input type="checkbox"/> Water Resource Area Protection/Wetland (WAP) |
| <input type="checkbox"/> Expediated Land Division (ELD) | <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Willamette & Tualatin River Greenway (WRG) |
| <input type="checkbox"/> Extension of Approval (EXT) | <input type="checkbox"/> Street Vacation | <input type="checkbox"/> Zone Change (ZC) |

Pre-Application, Home Occupation, Sidewalk Use, Addressing, and Sign applications require different forms, available on the website.

Site Location/Address:	Assessor's Map No.:
	Tax Lot(s):
	Total Land Area:

Brief Description of Proposal:

Applicant Name*:	Phone:
Address:	Email:
City State Zip:	

Owner Name (required):	Phone:
Address:	Email:
City State Zip:	

Consultant Name:	Phone:
Address:	Email:
City State Zip:	

1. Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. ***The applicant is financially responsible for all application costs.**
2. All information provided with the application is considered a public record and subject to disclosure.
3. The owner/applicant or their representative should attend all public hearings related to the application.
4. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
5. Submit this form, application narrative, and all supporting documents as a single PDF through the web page: <https://westlinnoregon.gov/planning/submit-land-use-application>.

The undersigned property owner authorizes the application and grants city staff the right of entry onto the property to review the application. The applicant and owner affirm that the information provided in this application is true and correct. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.


Applicant's signature

Date


Owner's signature **(required)**

Date

DEVELOPMENT REVIEW CHECKLIST

The application form and supporting materials should be submitted electronically through <https://westlinnoregon.gov/planning/submit-land-use-application> as one (1) .pdf file. To create a single PDF file, go to [Adobe Acrobat Free Merge PDF](#) online tool. [Other free Acrobat PDF tools](#) like converting a file to PDF or reducing the file size are available on the Adobe website.

Supporting reports may be uploaded separately through this web form *if* the file size is too large. The separate submissions should be numbered (i.e., Submittal 1 of 2) and noted under transmittal contents. All plan set files **MUST** be flattened and reduced.

Submission requirement to upload through the web form:

- .pdf format.
- Individual file size no larger than 128 MB.
- Do not attach 'zip' files. Our server will reject all 'zip' files.
- Reduce and flatten all plan sets BEFORE uploading plan sets. The raster/vector settings should be optimized for printing.

A complete application must include the following:

- Development Review Application. Original signatures from all owners must be on the application form. **Do NOT use DocuSign.**
- A **project narrative** outlining the project's scope in detail, including the changes to the site, structure, landscaping, parking, land use, and lot consolidations.
- Complete written responses to identified approval criteria in the [Community Development Code \(CDC\)](#).
- A Service Provider Letter from Tualatin Valley Fire and Rescue - <https://www.tvfr.com/399/Service-Provider-Permit> Please contact Jason Arn at jason.arn@tvfr.com with any questions about TVF&R requirements.
- Vicinity Map showing the site within the City.
- Site Plan drawn to scale showing the:
 - Taxlot and address of the project,
 - Area of the site (acres or square feet),
 - Zoning and Neighborhood Association,
 - Location and dimensions of existing and proposed buildings, structures,
 - Location of existing and proposed on-site driveways and off-street parking,
 - Configuration and dimensions of all existing and proposed lots and tracts, including a proposed park, open space, and or drainage tracts or easements,
 - Location and width of existing and proposed easement for access, drainage, etc., and
 - Location of existing and proposed trees and other proposed landscaping.
 - Location of existing public and private utilities, easements, and 100-year floodplain,
 - Sensitive areas, including the location of on-site wetlands and riparian areas,
 - Location of existing off-site driveways across the street,
 - If applicable, internal circulation system, name, and location of existing and proposed roadways and roadway easements (private and public), and
 - Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site.
- If applicable, a Utility Plan and Landscape plan, drawn to scale.
- If applicable, Building elevation drawings with exterior elevations for every side of each structure, height including building materials and floor levels, drawn to scale.
- If required, documentation of any required meeting with the respective City-recognized neighborhood association per CDC [99.038](#).
- Any other materials identified by city staff at the pre-application meeting.

For applications that the Planning Commission decides, the applicant or applicant's representative should present their proposal to the PC at the public hearing.

**2215 Ridgebrook Drive
West Linn, Oregon 97068
Property Line Adjustment**

Narrative:

The application is a proposal to complete a lot line adjustment between the properties at 2215 Ridgebrook Dr. and 2227 Ridgebrook Dr. in West Linn, Oregon 97068. The lot line adjustment will result in the property at 2215 being 11,108 square feet and the property at 2227 being 11,586 square feet; a total of 1,124 square feet being increased at the site of 2215 Ridgebrook Dr. All setbacks and zoning standards remain in compliance. No changes in access or other site characteristics.

Approval Criteria:

1. An additional lot or parcel shall not be created by the property line adjustment.

Response: No additional parcel is being created with the PLA.

2. The existing property shall not be reduced in size by the adjustments below the minimum lot or parcel size established by the approved zoning for that district. The property line adjustment shall not enlarge, increase or extend the non-conformity of a non-conforming lot or non-conforming structure.

Response: Both properties for which this PLA will affect will be in compliance with all zoning regulations and minimum lot sizes.

2215: 11,108 s.f.

2227: 11,586 s.f.

3. Property line adjustments shall be either:
 - a. A straight line (see Figure 1 example);
 - b. A line with maximum of two 45- to 90-degree turns (see Figure 2 example); or
 - c. A maximum of three turns less than 45 degrees (see Figure 3 example).

Response: The PLA will include only one turn of 45 degrees or less. All other lines will be a straight line.

4. The property line adjustment shall not create a lot or parcel that violates applicable site development regulations.

Response: The PLA does not alter any site characteristics that would put the existing properties or structures out of compliance with any zoning regulations.

5. The property line adjustment will not adversely affect existing easements or existing utilities unless an easement vacation is obtained, replacement easements are established, or any required utility relocations are paid for by the applicant.

Response: The PLA includes a new sewer easement for the benefit of 2227 Ridgebrook Dr.

6. Proposed property line adjustments that cannot meet these standards are subject to review under CDC 99.060(B)(2)(e).

Response: All criterion is met.

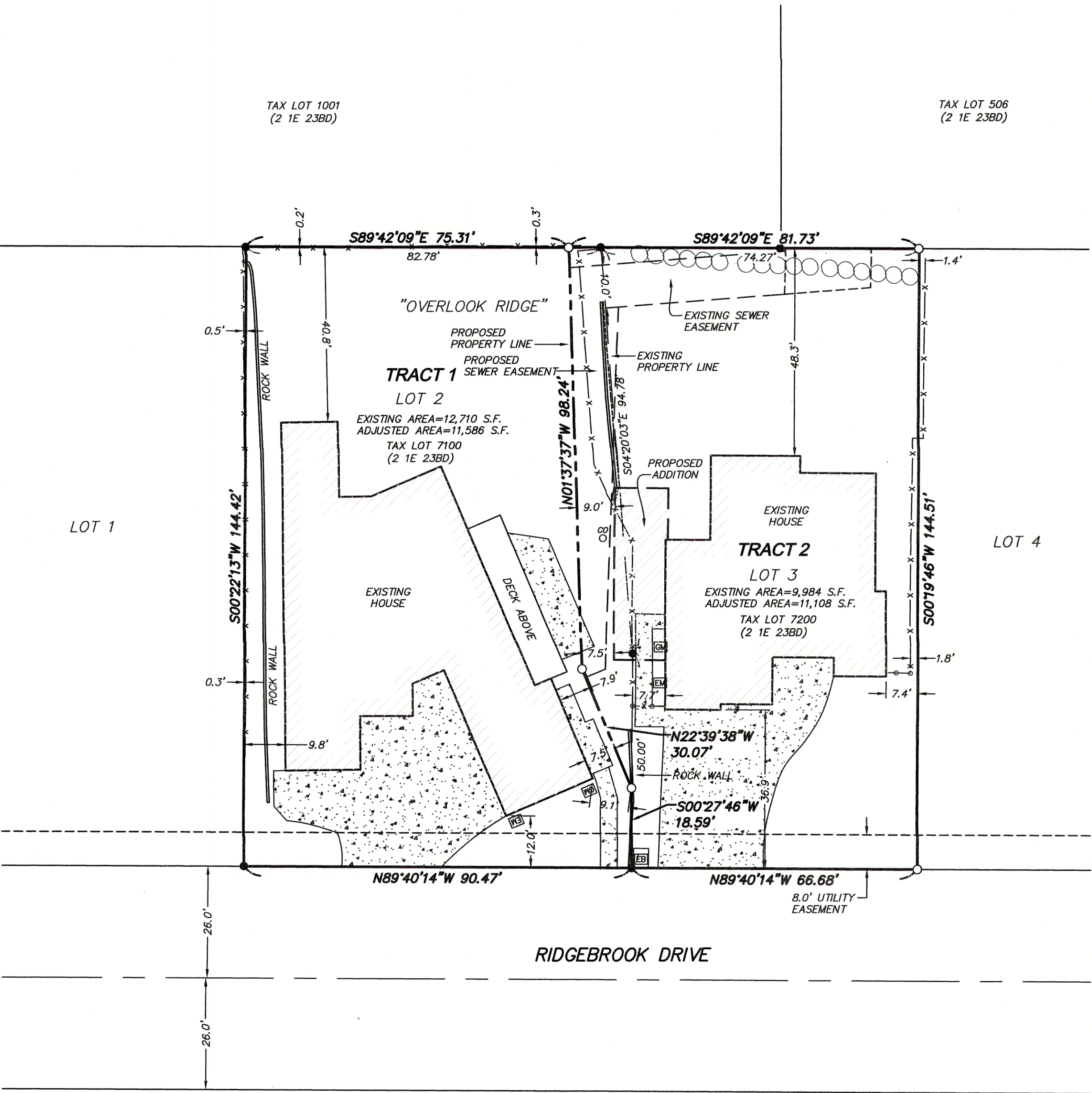
7. Any appeal must be filed in accordance with CDC 99.240.

See surveys provided with this submittal.

PROPERTY LINE ADJUSTMENT SITE PLAN

LOTS 2 AND 3, "OVERLOOK RIDGE"
LOCATED IN THE
N.W. 1/4 SECTION 23, T.2S., R.1E., W.M.
CITY OF WEST LINN, CLACKAMAS COUNTY, OREGON
JULY 1, 2025 SCALE 1"=20'

SHEET 1 OF 2



PROJECT ADDRESS:

2215 RIDGEBROOK DRIVE
WEST LINN, OR
TAX LOT 7200

2227 RIDGEBROOK DRIVE
WEST LINN, OR
TAX LOT 7100

SURVEY NOTES:

A TRIMBLE S6-SERIES ROBOTIC INSTRUMENT WAS USED TO COMPLETE A CLOSED LOOP FIELD TRAVERSE.

THE BASIS OF BEARINGS FOR THIS SURVEY IS PER MONUMENTS FOUND AND HELD PER THE PLAT OF "OVERLOOK RIDGE", RECORDS OF CLACKAMAS COUNTY.

AREA TABLE:

EXISTING LOT 2: 12,710 S.F.
NEW TRACT 1: 11,586 S.F.

EXISTING LOT 3: 9,984 S.F.
NEW TRACT 2: 11,108 S.F.

EXCHANGE AREA: 1,124 S.F.

LEGEND:

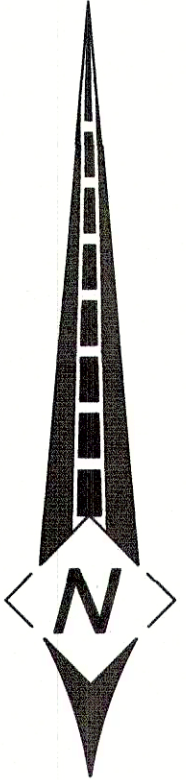
- FOUND MONUMENT
- EM ELECTRIC METER
- EB ELECTRIC BOX
- x-x- FENCE LINE
- ARBORVITAE ROW
- GM GAS METER
- GATE POST
- CONCRETE SURFACE

SIGNED ON: 7-2-2025

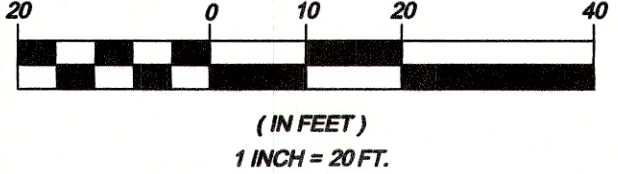
REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
NOVEMBER 30, 2007
JAMES BURTON BROWN
60379

RENEW: DECEMBER 31, 2025



GRAPHIC SCALE



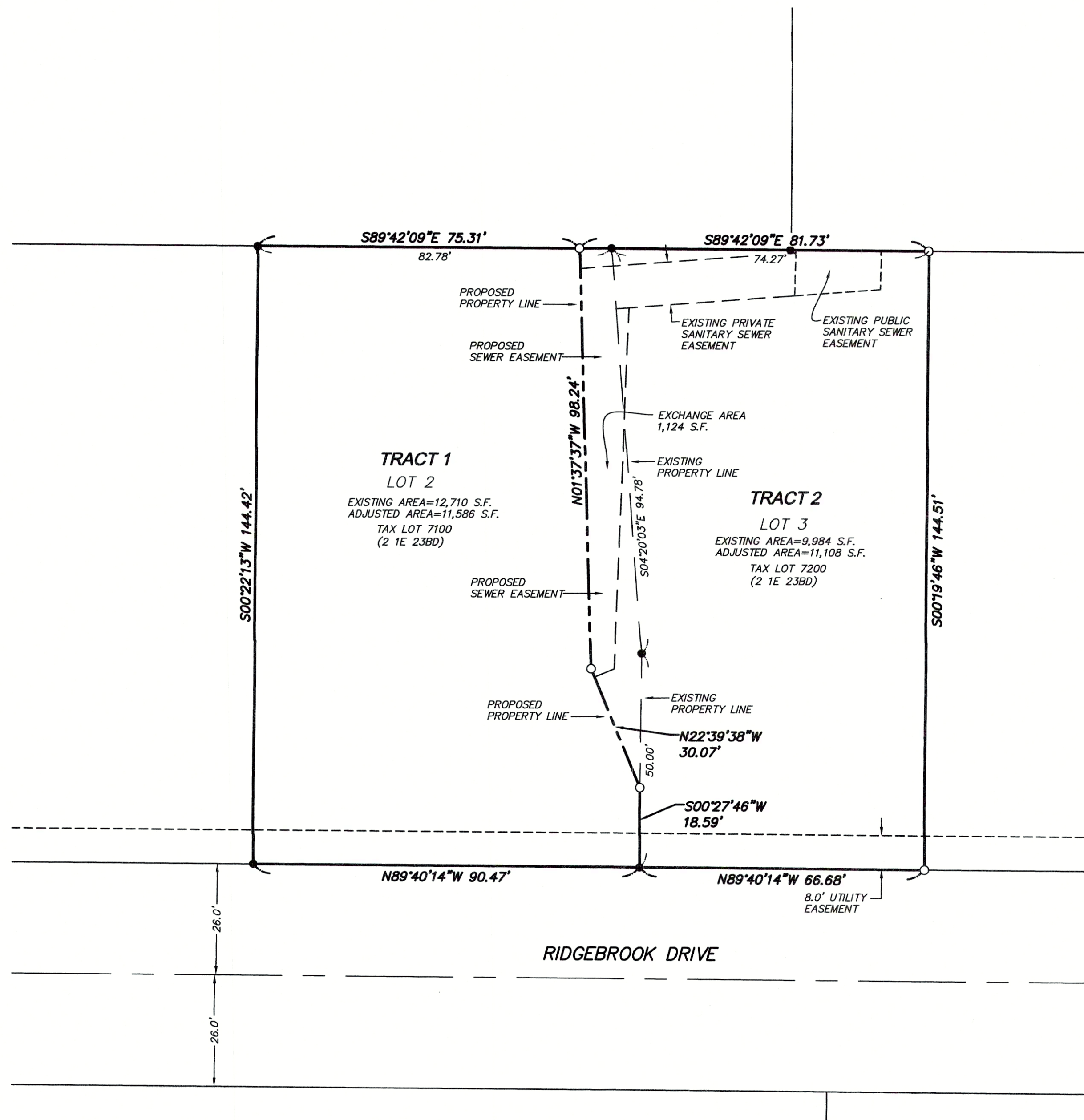
**CENTERLINE CONCEPTS
LAND SURVEYING, INC.**

19376 MOLALLA AVE., SUITE 120
OREGON CITY, OREGON 97045
PHONE 503.650.0188 FAX 503.650.0189

PLOTTED: M: \PROJECTS\EPR DESIGN-RIDGEBROOK DR-2215 & 2227\DWG\PRELIM PLA-C3D.dwg

PROPERTY LINE ADJUSTMENT SITE PLAN

LOTS 2 AND 3, "OVERLOOK RIDGE"
LOCATED IN THE
N.W. 1/4 SECTION 23, T.2S., R.1E., W.M.
CITY OF WEST LINN, CLACKAMAS COUNTY, OREGON
JULY 1, 2025 SCALE 1"=20'
SHEET 2 OF 2



PROJECT ADDRESS:

2215 RIDGEBROOK DRIVE
WEST LINN, OR
TAX LOT 7200

2227 RIDGEBROOK DRIVE
WEST LINN, OR
TAX LOT 7100

SURVEY NOTES:

A TRIMBLE S6-SERIES ROBOTIC INSTRUMENT WAS USED TO COMPLETE A CLOSED LOOP FIELD TRAVERSE.

THE BASIS OF BEARINGS FOR THIS SURVEY IS PER MONUMENTS FOUND AND HELD PER THE PLAT OF "OVERLOOK RIDGE", RECORDS OF CLACKAMAS COUNTY.

AREA TABLE:

EXISTING LOT 2: 12,710 S.F.
NEW TRACT 1: 11,586 S.F.

EXISTING LOT 3: 9,984 S.F.
NEW TRACT 2: 11,108 S.F.

EXCHANGE AREA: 1,124 S.F.

LEGEND:

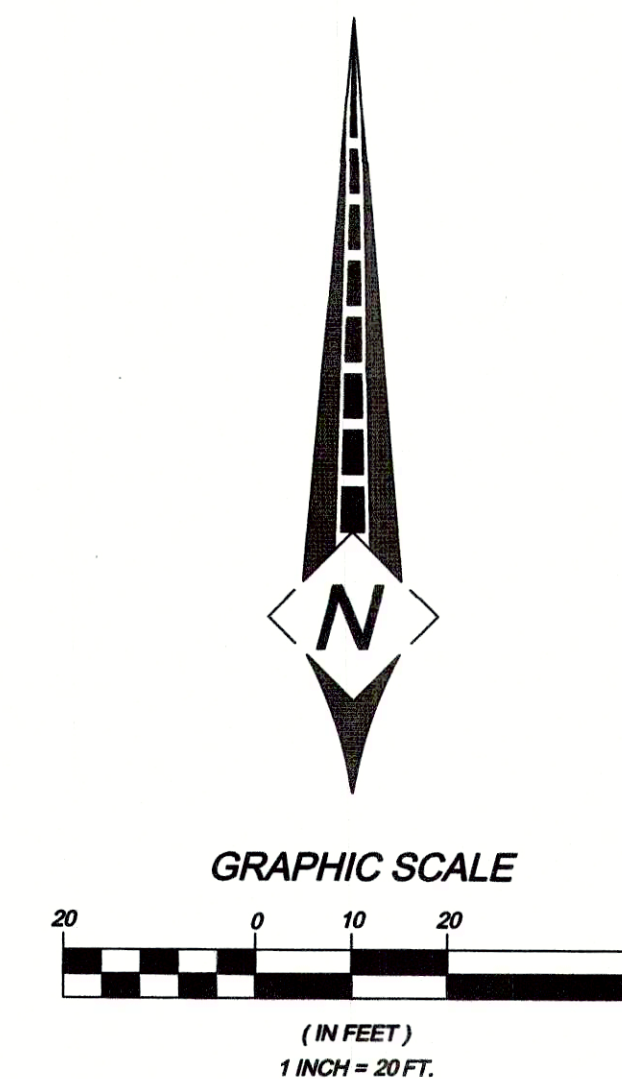
- FOUND MONUMENT
- EM ELECTRIC METER
- EB ELECTRIC BOX
- x—x— FENCE LINE
- ARBORVITAE ROW
- GM GAS METER
- GATE POST
- CONCRETE SURFACE

SIGNED ON: 7-2-2025

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
NOVEMBER 30, 2007
JAMES BURTON BROWN
60379

RENEWS: DECEMBER 31, 2025



**CENTERLINE CONCEPTS
LAND SURVEYING, INC.**

19376 MOLALLA AVE., SUITE 120
OREGON CITY, OREGON 97045
PHONE 503.650.0188 FAX 503.650.0189

PLOTTED: M:\PROJECTS\EPR DESIGN-RIDGEBROOK DR-2215 & 2227\DWG\PRELIM PLA-C3D.dwg