



# City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | [www.portland.gov/bds](http://www.portland.gov/bds)



## Final Plat Application

File Number: \_\_\_\_\_

### FOR INTAKE, STAFF USE ONLY

Date Received \_\_\_\_\_ Related File # \_\_\_\_\_

Received By \_\_\_\_\_

Y N Unincorporated MC

**APPLICANT: Complete all sections below that apply to the proposal. Please print legibly.**  
Email this application and supporting documents to: [LandUseIntake@portlandoregon.gov](mailto:LandUseIntake@portlandoregon.gov)

Preliminary Plan Case File # **LU** \_\_\_\_\_

Development Site Address or Location \_\_\_\_\_

Tax Account #	Property ID #	State ID #
R	R	
R	R	
R	R	

Primary Contact Person \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

**Check all that apply** ☐ Applicant ☐ Owner ☐ Other \_\_\_\_\_

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

**Check all that apply** ☐ Applicant ☐ Owner ☐ Other \_\_\_\_\_

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

**Responsibility Statement** As the applicant submitting this application for a final plat review, I am responsible for the accuracy of the information submitted. The information being submitted includes a description of the site conditions. I am also responsible for gaining the permission of the owner(s) of the property listed above in order to apply for this review and for reviewing the responsibility statement with them. If the final plat is approved, the final plat survey and any required legal documents must be recorded in the County Deed Records for the property. The City of Portland is not liable if any of these actions are taken without the consent of the owner(s) of the property. In order to process this review, City staff may visit the site, photograph the property, or otherwise document the site as part of the review. By my signature, I indicate my understanding and agreement to the Responsibility Statement.

**Name of person submitting this application agrees to the above Responsibility Statement and acknowledges typed name as signature:**

Print Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Date \_\_\_\_\_ Email this application and supporting documents to [LandUseIntake@portlandoregon.gov](mailto:LandUseIntake@portlandoregon.gov) | Submittal of locked or password protected documents will delay intake of your application. **1**

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# Final Plat Application Submittal Requirements

All Final Plats must be submitted via email at [LandUseIntake@portlandoregon.gov](mailto:LandUseIntake@portlandoregon.gov) or by mail to 1900 SW Fourth Avenue, Portland OR 97201. Failure to submit the items listed below will slow down the review of your application. In some cases, the City cannot begin reviewing your application until the required information is provided.

## All Final Plat submittals must include the following:

1. **Signed application form.**
2. **Final Plat fee** – For current fees, please consult the BDS Web site for Land Use Review Fees at [www.portland.gov/bds/current-fee-schedules](http://www.portland.gov/bds/current-fee-schedules). A Land Use Services Technician will contact you regarding payment of fees once the application is received.
3. **Final Plat survey**
4. **Title report** - A current title report verifying ownership and detailing any deed restrictions.

*All surveys and plans must be in electronic (.pdf) format and drawn to scale.*

## Additional items that may be required:

5. **Standard Land Division Supplemental plan** (if required by a condition of approval of the preliminary decision)  
The plan must use the Final Plat survey as a base map and show how relevant development standards, conditions of approval and utility service requirements are met. At minimum, the surveyed location of all existing development (including structures and paved areas) on the site at the time of the final plat application must be shown on the supplemental plan.
6. **Middle Housing Land Division (MHL) As-Built Survey** - An as-built survey showing building footprints and any building projections within distances to proposed lot lines, and the location of underground services in relation to any tracts and easements, is required for all MHL final plats.
7. **Maintenance agreements** - Maintenance agreements for any private easements or tracts.
8. **Other** - Any other information necessary to satisfy conditions of approval of the preliminary decision.

You are encouraged to submit your Final Plat for concurrent review with the Multnomah County Surveyor ([www.multco.us/surveyor](http://www.multco.us/surveyor), 503-988-3600). Please contact your surveyor about this requirement.

*Information is subject to change.*