



# Lot Confirmation Request

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

## FOR INTAKE, STAFF USE ONLY

Y N Unincorporated MC

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

Plan District \_\_\_\_\_

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

Bill # \_\_\_\_\_

Qtr Sec Map(s) \_\_\_\_\_

Building Permit # \_\_\_\_\_

Zoning \_\_\_\_\_

Related File# \_\_\_\_\_

### APPLICANT: Complete all sections below that apply to the request. Please print legibly.

The application for a Lot Confirmation must contain the following information:

- Documentation that establishes when and how the lot was created is required. This may include copies of recorded plats, historic deeds, or other documentation that provides evidence of the creation and chain of ownership of the property. In residential base zones, documentation of ownership of abutting lots may also be required.
- A site plan no larger than 18 inches by 24 inches is required for all applications. The site plan must be drawn to scale and show the following:
  - The location of existing lot or property lines;
  - The boundaries of the re-established lot, lot of record, or combinations thereof;
  - All development on the site including driveways and parking areas;
  - The location of utilities and services; and
  - The location and dimensions of existing curb cuts abutting the site.
- If existing buildings on the site will remain after the lot confirmation, a supplemental survey signed and stamped by a registered land surveyor is also required. The survey must show the distances between the buildings on the lot and the property line that is being confirmed.

**Note:** Upon reviewing this submittal, BDS may request additional information. Allow six to eight weeks to receive the written confirmation letter. The confirmation letter must be submitted to the appropriate county Assessment and Taxation Department for assignment of new tax account numbers.

#### Development Site

Address or Location \_\_\_\_\_

Cross Street \_\_\_\_\_ Sq. ft./Acreage \_\_\_\_\_

#### Site Tax Account Number(s)

R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_

R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_

Describe which lots or lots of record are being confirmed and how the standards of 33.676.300 are met (attach additional sheets if needed):

CONTINUED / OVER

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## Applicant Information

Identify the applicant, contact person, all listed property owner(s), and contract purchaser below. Please include any person that has an interest in your property or anyone that you want to be notified. All property owners must sign this form.

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

Typed Full Name \_\_\_\_\_ I acknowledge this typed name as my signature

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

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

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

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

Typed Full Name \_\_\_\_\_ I acknowledge this typed name as my signature

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

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

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

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

Typed Full Name \_\_\_\_\_ I acknowledge this typed name as my signature

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

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

Typed Full Name \_\_\_\_\_ I acknowledge this typed name as my signature

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

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

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

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**Responsibility Statement** As the applicant submitting this application for a Lot Confirmation Request, 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. The City of Portland is not liable if any of these actions are taken without the consent of the owner(s) of the property. 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:

\_\_\_\_\_

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.  
Staff will be in contact regarding payment of fees once the submission has been received.