



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7526 • www.portland.gov/bds



Property Line Adjustment Application

File Number: _____

FOR INTAKE, STAFF USE ONLY

Date Received _____ [Y] [N] Unincorporated MC

Received By _____

Qtr Sec Map(s) _____ Zoning _____

Neighborhood _____

Plan District _____

Bill # _____ IVR _____

Building Permit # _____ Related File# _____

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

Property Line Adjustment

Property 1

Site Address or Location _____

Cross Street _____ Sq. ft./Acreage _____

Property Line Adjustment

Property 2

Site Address or Location _____

Cross Street _____ Sq. ft./Acreage _____

Site Tax Account Numbers and Legal Descriptions

	Property ID #	State ID #	Tax lot/LotBlock Addition/Section #
Existing Property 1	R		
Existing Property 2	R		

Description of Proposal

Bureau of Development Services Approval

Approved by _____ Date _____

Property Line Adjustment Application

Applicant Information

Identify the applicant, contact person, all property owners, and any contract purchasers 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.**

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 _____

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 _____

Check all that apply Applicant Owner Other _____

Typed Full Name _____ I acknowledge this typed name as my signature

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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 _____

Property Line Adjustment (PLA) Submittal Requirements

- Completed application form with signatures of all property owners.
- PLA survey performed, stamped and signed by a registered land surveyor. The existing and proposed locations of the property line to be relocated must be clearly illustrated.
- The legal description for each adjusted lot and the area to be exchanged, prepared and signed by a surveyor.
- A survey showing existing development, including structures and paved areas, prepared and signed by a surveyor.
- A utility plan with the location of water, sanitary sewer and stormwater facilities.

Email this application and all supporting documents to LandUseIntake@portlandoregon.gov. A Land Use Services Technician will contact you regarding payment of fees once the application is received.