



# City of Portland, Oregon - Portland Permitting & Development

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portland.gov/ppd

## 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](mailto: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 \_\_\_\_\_

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# 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.**

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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 \_\_\_\_\_

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

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

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

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## 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](mailto:LandUseIntake@portlandoregon.gov). A Land Use Services Technician will contact you regarding payment of fees once the application is received.