

PROPERTY LINE ADJUSTMENT APPLICATION CHECKLIST



Land Use Planning Division

www.multco.us/landuse ▪ Email: land.use.planning@multco.us ▪ Phone: (503) 988-3043

APPLICANT INSTRUCTIONS

This checklist helps you prepare the necessary information for your proposed PLA

- Tentative Plan Map – Use a suitable paper size to show the information listed below.
 - Drawn to scale – Engineer’s (uses tenths) or Architect’s scale
 - Indicates scale on plan
 - North Arrow
 - Name and present right-of-way width(s) of abutting street(s)
 - All property boundaries and dimensions prior to adjustment (solid line)
 - Proposed new property line (dashed line) and dimensions
 - Location of existing buildings and distances to property lines after adjustment
 - Location of septic drainfield, replacement field, septic tank, well head
 - Location of fences, driveways, and other improvements/easements
 - Identify the properties as Tract 1 and Tract 2 to match ownership on Page 1
 - Date of drawing (within 1 year of submittal)

- All property owners have signed the application form.

- Current deeds are attached for Tract 1 and Tract 2.

- Evidence is attached showing that each property is a Lot of Record (check all that apply):
 - The deeds that first created Tract 1 and/or Tract 2 have been included; or
 - A copy of a land use decision for Tract 1 and/or Tract 2 is included; or
 - Tract 1 and/or Tract 2 is in the same configuration as on the 1962 zoning maps.

Note: Staff will attach a copy of the zoning map if that box is checked.

- An On-Site Sewage Disposal Certification Form signed by The City of Portland’s Sanitarian is attached for each property.

- The Tentative Plan shows that each property fronts onto a public street or will front onto a public street when the property line adjustment is completed.
 - If no, an alternative access application has been submitted in addition to PLA.

- If the driveway is being moved or modified as part of the project, the following additional items have been addressed:
 - Fire District Access Review signed by the Fire District.
 - Transportation Planning Review signed by the Transportation Division.

- There are no code compliance issues on either Tract.
 - A Voluntary Compliance Agreement is needed or exists .
 - This property line adjustment will solve all code issues.