



Land Use Planning Division

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Welcome to Multnomah County Land Use Planning Division. Our planning staff is here to assist you in understanding the rules for developing your property and to help you tailor your project to meet them. As part of that effort, we have developed a series of handouts to explain the development standards and processes that you will need to follow. This handout explains what a Property Line Adjustment (PLA) is and how you go about completing one.

What is a Property Line Adjustment?

A property line adjustment is the relocation of a common property line between two abutting Lots of Record. It is typically done to correct building encroachments or to match up a property line with a fence or driveway. A property line adjustment cannot be used to:

- Vacate a lot or parcel line;
- Create additional parcels; or
- Move more than one property line at a time.

Please See These Additional Handouts

- Lot of Record
- Type II Application Process

How do I start a Property Line Adjustment?

First, make sure that what you want to do qualifies for a property line adjustment. Requirements differ depending upon whether your property is zoned as resource land (EFU or CFU) or non-resource land (MUA-20, RR, RC, OR, OCI) and how the properties are described on your deed. Check with land use planning staff to verify the zoning for your property.

1. **For Non-Resource Lands (MUA-20, RR, PH-RC, RC, OR, OCI) when neither property involved is a Partition Plat Parcel or Subdivision Lot:**

The Land Use Planning office may grant a property line adjustment between two contiguous Lots of Record upon the finding that the following approval criteria are met:

- (1) No additional lot or parcel is created; and
- (2) One of the following situations occurs:
 - (a) The lot or parcel proposed to be reduced in area is larger than the minimum lot size prior to the adjustment, and remains at or above the minimum lot size after the adjustment, or
 - (b) The lot or parcel proposed to be enlarged in area is less than twice the minimum lot size prior to the adjustment, and remains less than twice the minimum lot size after the adjustment.
- (3) Owners of both properties involved in the property line adjustment consent in writing to the proposed adjustment and record a conveyance or conveyances conforming to the approved property line adjustment; and
- (4) The adjusted property line satisfies the following minimum yard and front lot line length requirements.

Minimum Lot Sizes	
EFU	80 Acres
CFU	80 Acres
MUA-20	20 Acres
RR	5 Acres
RC	2 Acres
PH-RC	1 Acre
OR	1 Acre
OCI	1 Acre

Yard Requirements:

Front	Side	Street Side	Rear
30 ft	10 ft	30 ft	30 ft

Minimum Front Lot Line Length: 50ft

(5) If the adjusted property line eliminates street frontage for a parcel, then evidence must be provided to the County establishing that access to the property is safe and convenient for pedestrians and for passenger and emergency vehicles. This typically requires sign-off from the local fire district and evidence of a recorded access easement.

2. **Resource Lands (EFU or CFU) when neither property involved is a Partition Plat Parcel or Subdivision Lot:**

If your property is zoned EFU, then the following requirements apply in addition to those listed above:

- (1) All dwellings that were situated on the same property prior to the adjustment remain together on the reconfigured property; and
- (2) The reconfigured property areas will each be a minimum of 80 acres, or retain the same property area that existed prior to the exchange (also known as 'equal area exchange').

If your property is zoned CFU then the following requirements apply in addition to those listed above:

- (1) The adjustment will not result in a property that can qualify for a dwelling if it could not previously qualify; and
- (2) The resulting property configuration is at least as appropriate for continuation of commercial forest practices in the area.

Properties in this zone do not have to meet a 50-ft front lot width requirement. Adjusted property lines must respect primary and secondary fire breaks where they have been required as part of a land use decision. Otherwise, the adjusted line must meet a 30-ft building setback, or maintain the current non-conforming setback if the distance between the existing property line and structures is less than 30-ft.

3. **When one of the properties involved is a Partition Plat Parcel or Subdivision Lot, and the other is described by a metes and bounds description:**

State law governs how Parcels and Lots can be reconfigured under ORS Chapter 92. If one of the involved properties is a Partition Plat Parcel or Subdivision Lot, a recorded metes and bounds description will not move the common property line and finalize a property line adjustment. Instead, a replat is required to officially move the line and complete the process. If one of the properties involved in your PLA is a Lot or Parcel, you must follow step (1) or (2) above based on the zoning of the properties, then finish the adjustment with a replat.

Application Package

An application for a Property Line Adjustment (PLA) must include:

- A signed PLA Application Form
- An accurately scaled Tentative Plan Map (See Application Checklist for Required (Information))
- Other Application Materials listed on the Type II Checklist
- Filing Fee (please refer to the County's current fee schedule)
- On-Site Sewage Disposal Certification Form
- Tentative easement language if road frontage is eliminated

Property Line Adjustment Process

Property Line Adjustments are processed by staff as Type II decisions. A typical review can take 3 to 5 months from start to finish. After the decision, you will need to hire a licensed surveyor to survey the properties, set property markers and craft new legal descriptions or a partition plat. The following steps are required to complete a property line adjustment:

1. File Application, Materials & Fees
2. Obtain County's Decision
3. Wait for 14 Day Appeal Period to end

4. Complete required conditions of approval; and
5. Depending on how the original properties are described, there are different procedures for finishing a Property Line Adjustment:

a. Neither property is a lot or parcel in a recorded plat or subdivision:

- (1) Hire a licensed surveyor to survey the two properties, monument the new property lines and draft new legal descriptions for the area to be transferred and for both modified parcels.
- (2) Submit the survey, new legal descriptions and the final plan check fee to your case planner for initial consistency check. We will contact you if revisions are needed.
- (3) Submit a copy of the survey to the County Surveyor's Office for concurrent review. The County Survey Office will review the survey for technical accuracy. They will contact you if revisions are needed.
- (4) Complete any corrections to survey and legal descriptions as required by the County Surveyor or Land Use Planning.
- (5) Pay all outstanding property taxes due to the County on either property.
- (6) File final mylar with the County Surveyor's Office.
- (7) Drop off your corrected legal descriptions and surveys for your case planner to review and stamp.
- (8) Once you have the stamped legal descriptions and surveys back, have deeds drawn up with the approved legal descriptions and have them signed by all applicable parties. Three deeds will be needed:
 - a. Deed transferring the exchange area from one property owner to the other
 - b. Deed describing the new Tract 1
 - c. Deed describing the new Tract 2
- (9) Take the approved deeds to the County's Assessment & Taxation Records Management Office for their review and approval. They are located at 501 SE Hawthorne Blvd, Ste 175, Portland. Phone # 503.988.3326. File all three (3) deeds with the County Recorder.

b. One or More of the properties is a Lot or Parcel in a recorded plat or subdivision:

- (1) Hire a licensed surveyor to survey and monument the two properties, property lines, and draft a new partition plat including both properties.
- (2) Submit the partition plat including both properties and the final plan check fee to your case planner for initial consistency check.
- (3) Submit the partition plat with the County Surveyor's Office for concurrent review.
- (4) Make any required changes from Land Use Planning or the County Surveyor.
- (5) After County Surveyor and land use Approval, pick up the plat and take to the County Assessor to pay uncollected taxes, then to the County Recorder to record the final plat.