

Welcome to Multnomah County Land Use Planning Division. Our planning staff is here to assist you in understanding rules for developing 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 is required to reconfigure platted parcels or lots.

What is a Replat?

A replat is a process that is used to move, erase, or add new interior property lines within a recorded Partition Plat or Subdivision Plat. It results in a new plat being recorded for the affected parcels or lots.

Why replat properties?

There are a number of reasons why people choose to replat properties. Sometimes it is to move an interior property line to match up with how the property was developed (e.g. to align with a fence line or driveway). It is also done to facilitate construction of a home because the parcels or lots are individually too small to accommodate the development. Occasionally, a replat is used to combine pieces of land that were broken out inappropriately in order to meet zoning rules.

How do I go about replatting my property?

First you should contact our land use planning staff to arrange a pre-filing meeting. Often a replat is one of several steps required to develop property. A pre-filing meeting is a forum for our staff to outline each of these steps so that you have a complete picture of what you will need to do. An application to replat property typically includes the following:

1. A Completed General Application Form;
2. A Tentative Plan Map showing the property you want to reconfigure. The map must be 18" x 24" in size and should be drawn using an engineer's scale. Any scale that is a multiple of 10 will work. An additional 8 ½" x 11" copy of the map needs to be provided for mailing purposes. The map needs to show the following:
 - Identification as a "Tentative Plan Map" with lots or parcels labeled
 - Date, north arrow, and scale of drawing
 - Description of the property sufficient to define its location and boundaries (e.g. map tax lot number)
 - Area and dimensions of each proposed parcel or lot
 - The location and use of existing or proposed buildings with distances to property lines
 - Location, name, present width and centerline of all streets, rights-of-way, or easements on or abutting the property
 - Natural features, water courses or areas covered by water, including the 100 year flood line of any major water bodies
 - Contiguous property under the same ownership;
3. Name, address, and telephone number of the record owner(s), owner's representatives, designer(s), engineer(s) or surveyor(s) and the date of the survey;
4. A title report issued within the last 30 days along with a copy of the current deed for the property;
5. If an agent is representing you, then a letter authorizing them to act on your behalf;
6. Description of the water supply, methods of sewage disposal, stormwater management, and availability of other utilities;
7. Statement of improvements to be made and schedule within which they are to be completed;
8. Completed Water, Fire, and Sanitation service provider forms for each parcel or lot;
9. Filing fee (please refer to the County's fee schedule).

What is in this handout?

- What is a replat?
- Why replat properties?
- How do I go about replatting my property?

Related Handouts:

- Lots of Record
- Lot Consolidations
- Land Divisions
- Type II Reviews

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Once all of the information has been submitted, the Planning Director may approve the replat provided:

1. The reconfigured parcels or lots do not result in an increase in the number of "buildable parcels or lots". A buildable parcel or lot is a property for which a building and sanitation permit can be approved;
2. Parcels or lots that do not meet the minimum lot size of the zoning district are not further reduced in size with the proposed plat;
3. The reconfigured lots include utility easements (where requested by the utility provider) and stormwater easements over water courses in a form acceptable to the drainage district or County Engineer;
4. Domestic water service is supplied to each lot or parcel or a statement is included on the plat that it will not be provided to the purchaser of any of the lots or parcels, even though a domestic water supply source may exist;
5. Sewer service is supplied or private on-site sewage disposal systems are constructed for each lot or parcel, or a statement is included on the plat that sewage disposal facilities will not be provided to the purchaser of any of the lots or parcels. At a minimum, a Land Feasibility Study, conducted by the City of Portland Sanitarian, is required for each lot or parcel confirming that they suitable for an on-site system;
6. Water mains, hydrants, subsurface stormwater drainage lines are installed within public or private streets in a manner acceptable to the County; and
7. All reconfigured parcels or lots have frontage on a public street or, when authorized in the zone district, other access that is safe and convenient for pedestrians and for passenger and emergency vehicles.

The County uses a Type II process to review replat applications (see separate handout for explanation of this process). Once you submit the required materials, a planner will provide notice to surrounding property owners, evaluate the documents against the applicable zoning and subdivision rules, and prepare a written decision. There is a 14 day appeal period before the decision is final. A typical review can take 4-6 months from start to finish.

Once the decision is final, you will need to submit a Partition Plat or Subdivision Plat to the Planning Director and County Surveyor. Instructions titled "Finishing a Land Division" will be included with the decision, describing what you and your surveyor will need to provide. The plat must conform to certain technical requirements required by state law, which your surveyor should be familiar with. It must also be consistent with the approved tentative plan map. After the Planning Director and County Surveyor have signed off, you will need to record the plat with the County Recorders Office. Please note that state law requires that property taxes be paid before a plat can be recorded.

The County Surveyor has a separate process and fee for their review. The County Recorder also has rules and a fee for recording documents. Please contact them to learn about their requirements. They can be reached at:

County Recorder
Multnomah Building
501 SE Hawthorne Blvd, Ste 175
Portland, OR 97208
ph: 503-988-3326

County Surveyor
Yeon Annex Building
1600 SE 190th Ave
Portland, OR 97233
ph: 503-988-3600

If at any point you have questions about the land use rules or process, please contact our staff as they will be happy to assist you.

CAUTIONARY NOTE:

A replat that increases the number of buildable parcels or lots can be approved, but must be reviewed as a typical land division because of additional impacts attributed to the increase in density (e.g. additional traffic demands). Requirements for filing a land division application vary depending upon the size and scope of the project, and our staff can help you identify the appropriate process and rules.

Also, while a replat can erase interior property lines, it cannot be used to vacate a public street or road. Vacating road rights-of-way is a separate process that requires a hearing before the Board of Commissioners.