

Multnomah County Surveyor's Office
Effective September 1, 2009

The Multnomah County Surveyor's Office will no longer accept plat submittals or submittals for Boundary Surveys for Subdivision or Condominium Plats unless they are a "complete" package. See below to determine if your submittal is complete.

BOUNDARY SURVEYS FOR SUBDIVISION AND CONDOMINIUM PLATS:

Submit a boundary survey for all Subdivision and Condominium plats 30 days prior to plat submittal. In addition to the requirements of ORS 209.250, the survey shall show all obvious encroachments or hiatus created by deeds, buildings, fences, cultivation, previous surveys and plats, or similar means and any other conditions that may indicate that the ownership lines as surveyed may differ from those shown on the survey. Items required to be deemed a complete submittal are:

1. **1 (one)** paper copy of the Survey
2. A check for the appropriate filing fee*
3. A copy of the current vesting deed and deeds for surrounding properties and any other deed referenced in the survey. Deeds for surrounding properties are not required if they refer to platted lots or parcels in an existing Subdivision or Partition.

The County Surveyor may waive the requirement for a boundary survey if a letter is submitted explaining why the requirement should be waived. The letter must address the encroachment and hiatus issues described above. If the County Surveyor decides to waive the requirement, a letter stating such will be mailed to the Surveyor making the request.

PARTITION PLATS:

1. If a boundary survey is not submitted prior to plat submittal, the plat itself shall address the encroachment and hiatus issues described above under BOUNDARY SURVEYS FOR SUBDIVISION AND CONDOMINIUM PLATS.
 2. **2 (two)** paper copies of the plat.
 3. A check for the appropriate deposit amount + filing fee*.
 4. A title report, current within 15 days of plat submittal, together with a copy of the current deed and easements for the platted property, and copies of the deeds for all abutting properties and other documentation as required by the county surveyor.
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SUBDIVISION PLATS:

1. Boundary Survey or written waiver from County Surveyor (see requirements above).
 2. **3 (three)** paper copies of the plat.
 3. A check for the appropriate Deposit amount and filing fee.*
 4. A title report, current within 15 days of plat submittal, together with a copy of the current deed and easements for the platted property, and copies of the deeds for all abutting properties and other documentation as required by the county surveyor.
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CONDOMINIUM PLATS:

1. Boundary Survey or written waiver from County Surveyor (see requirements above).
2. **3 (three)** paper copies of the plat.
3. A Check for the appropriate Deposit amount and filing fee.*
4. A copy of the proposed Declaration for the plat.
5. A title report, current within 15 days of plat submittal, together with a copy of the current deed and easements for the platted property, and copies of the deeds for all abutting properties and other documentation as required by the county surveyor.

*For additional information regarding plat submittals refer to "PLAT FEES - REQUIREMENTS & PROCEDURES" located on the Multnomah County Surveyor's website.