



Order No.: \_\_\_\_\_  
(Assigned by County Surveyor)

# Submittal Application **SUBDIVISION PLAT**

(This form must accompany plat submittal.)

Multnomah County Surveyor's Office  
1600 SE 190<sup>th</sup> Ave. · Portland, OR 97233  
503.988.3600 · [survey.records@multco.us](mailto:survey.records@multco.us)  
<https://multco.us/surveyor>

Today's Date: \_\_\_\_\_

Surveyor's Job No.: \_\_\_\_\_

## **APPLICANT INFORMATION**

Payer Name: \_\_\_\_\_ Payer Phone: \_\_\_\_\_  
(Company or individual name printed on check.) (For company/individual printed on check.)

Payer Contact: \_\_\_\_\_ Payer Email: \_\_\_\_\_  
(Contact person for above entity or individual.) (Receipt will be emailed.)

Primary Contact: \_\_\_\_\_ Primary Email: \_\_\_\_\_  
(If different from above entity or individual.) (If different from above.)

Primary Phone: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_ Surveyor Email: \_\_\_\_\_  
(Receipt will be emailed.)

*If a title company is assisting in this plat review, please complete the title company information below.*

Title Company: \_\_\_\_\_ Title Person: \_\_\_\_\_  
(e.g.: Builder Services Rep)

Title Person's Phone: \_\_\_\_\_ Title Person's Email: \_\_\_\_\_

## **MINIMUM SUBMITTAL REQUIREMENTS**

Is Subdivision Name Reserved?  Yes  No

If "No," please complete [Subdivision or Condominium Name Request Form](#).

SUBDIVISION PLAT TYPE:  PRE-MONUMENTED  POST-MONUMENTED

Survey Number: \_\_\_\_\_ For pre-plat boundary survey (submitted 30 days in advance).

NOTE: If you wish to use an alternate survey registered with Multnomah County as basis for a plat boundary, please request in writing from the County Surveyor. Attach approval with submittal package.

- A paper (full size, signed in ink by Surveyor) or signed [digital copy](#) of the plat.
- Title report or equivalent report issued by a title company dated no earlier than 15 days prior to submittal.
- Current (vesting) recorded deeds by which the owner took title (including deeds referenced in vesting deeds) along with deeds for all adjoining properties. Copies of recorded easements affecting the property.
- Plat Review fee and deposit. **Attach deposit worksheet to this form.** Find the [Deposit Worksheet](#) on our [Forms and Documents](#) web page.

PLEASE NOTE: Multnomah County Surveyor's office charges costs against plat review deposits. If a portion of the deposit is unused after the plat review is complete, our office will refund it. If the project requires additional money, we will request an additional amount.