



**Land Use Planning Division**  
1600 SE 190<sup>th</sup> Ave, Ste 116  
Portland OR 97233  
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multco.us/landuse

## ***Applicant's Instructions for Finishing a Land Division***

1. Apply for and obtain approval of the Tentative Plan Map for your land division.
2. Retain a surveyor (licensed by the State of Oregon) to:
  - Survey the lots or parcels as approved on the Tentative Plan Map.
  - Prepare a Final Plat using the ***Surveyor's Instructions for Finishing a Land Division*** and the ***Multnomah County Surveyor's Office Instructions***. The surveyor should provide you with two Mylar originals and three paper prints.
3. Submit one paper copy of the plat to the case planner. Within 10 business days of filing, the case planner will determine whether the plat complies with the approved land division decision and the zoning ordinance. Once the plat is deemed in compliance, the case planner will provide a letter and attach a copy of the approved plat to the Multnomah County Surveyor stating the plat complies with all zoning requirements. The Surveyor's Office will, then, check and approve the plat.
4. Once the Surveyors' Office review of the plat has been completed, ask your surveyor to submit the final two Mylar originals to the Surveyor's Office. The Mylar will then be signed by the Surveyor's Office and the case planner. On a subdivision plat, the approval signature of the Chair of the Board of County Commissioners or the Chair's delegate is required. The Surveyor's Office will retain one Mylar. The case planner will make a paper copy of the plat and keep it in the case file.
5. Take your signed Final Plat (original Mylar and one print) as well as a copy of your general application form to the Assessment and Taxation office at **501 SE Hawthorne Blvd.** Go to the **Records Management** office in **Suite 175**. The Records Management staff will add their department's certification to the documents. After you receive their certification, you will need to take all original documents to recording, also in Room 175. They will keep and file one print of the certified plat and then record the Final Plat for you. There will be a fee for recording.
6. To obtain Land Use Planning Division approval on a building permit on one of the new lots, provide a copy of the recorded Final Plat. The documents are recorded if they contain a book and page number, Recorder's Office seal and recording date. If you need recorded copies, they are available from the County Recorder's office and from some title companies.

*Note: No building permits will be issued, nor shall any of the parcels or lots be sold, transferred or assigned until the Final Plat has been signed by the Planning Director and County Surveyor and has been recorded with the Multnomah County Recorder's office.*