



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

Submittal Application  
**PARTITION PLAT**  
(This form must accompany plat submittal.)

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

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

### 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

- 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.
- Partition plat review deposit of \_\_\_\_\_ plus a non-refundable filing fee of \$475 plus \$50 per page, starting with page four. (The first three pages are included with the initial \$475 charge.)
- Land Use Review application number and jurisdiction.

#### Deposit / Fee Calculator

Plat Page Count:  Filing Fee:  Total Due:

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.