

DOCUMENT REQUEST FORM

Land Use Planning Division



www.multco.us/landuse ▪ Email: land.use.planning@multco.us ▪ Phone: (503) 988-3043

By submitting this request for County staff to retrieve the documents specified for the property(s) listed below, you are responsible for the accuracy of the information submitted. The County may request additional information or clarification for the purpose of expediting the County's response to the request. There may not be records on file and some records may be exempt from disclosure.

Contact Person: _____	Phone #: _____	
Address: _____		
City: _____	State: _____	Zip Code: _____
Email Address: _____		

DOCUMENT REQUEST INFORMATION

Property Address: _____

Alternative Acct. # or Property ID #: _____

Map Number [Taxlot]: _____

Document / Record Type

Building Plan Reviews ['R' Folder] Index Cards [Referencing Historical Building Permits]

Land Use Permits [specific case # or year?] _____

Other [provide a detailed description of your request]: _____

Preferred Delivery Method: **Hard Copy** **Electronic Copy**

Notes:

- Historic zoning maps and most historic zoning ordinances are available at our website.
- The City of Portland Resource Records counter has access to an indexed version of the building permit microfiche for building permits (and some building plans) from 1950 – 1986.

STAFF USE ONLY

Date Request Received: _____	Staff Initials: _____
Date Request Completed: _____	Staff Initials: _____
Comments: _____	