

LOT OF RECORD VERIFICATION HANDOUT



Land Use Planning Division

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

This handout discusses what a Lot of Record and the process for applying for a Lot of Record verification. If you have additional questions, please consult with the Planner of the Day by going to: <https://multco.tfaforms.net/forms/view/72> or emailing land.use.planning@multco.us.

WHAT IS A LOT OF RECORD?

A Lot of Record (or “Legal Lot”) is a piece of property that met the zoning and land division laws in effect on the date it was put in its current configuration, and has been reviewed by the County to confirm its lawful status. A Lot of Record is different from a tax lot, and its boundaries are determined based on the legal description of the property, which may not match the boundaries of the current tax lot. County Zoning Code standards requires that a property be a verified Lot of Record for new uses and development, as well as structure replacements.

SPECIAL CONSIDERATIONS ON FARM AND FOREST LAND

In Exclusive Farm Use (EFU) and Commercial Forest Use (CFU, CFU-1, CFU-2, CFU-3, CFU-4 and CFU-5) zones, the Lot of Record criteria includes a standard that requires properties that were under the same ownership on February 20, 1990 and were less than 19 acres each to be aggregated and considered a single lot of record together.

HOW TO CONDUCT YOUR OWN DEED RESEARCH

To verify the Lot of Record status, Multnomah County Land Use Planning will need the deed(s) that created your property. To see if there are any deeds associated with your property; you can access those records at the Division of Assessment, Recording & Taxation (DART), located at 501 SE Hawthorne Blvd, Portland, OR 97214. You can also reach them by email at dartcs@multco.us or by phone at (503) 988-3326.

If you go to DART, give the customer service clerk the Property ID and/or Alternate Account Number and ask for the Parcel Card (it is also called the Parcel Record - Cartographic Unit). See graphic below.

On the parcel card, there will be a list of deed information with dates and book and page numbers on the card.

From there you will go to Multnomah County Records (it is in the same room) and request the deeds using the kiosk machine.

The kiosk machine will ask for deed year and the book and page(s) you found off the parcel card. Your goal is to get the oldest deed that created the property, but you should request all the deeds associated with your property.

APPLICATION INSTRUCTIONS FOR A LOT OF RECORD VERIFICATION

Applications must be submitted online through our Permitting Portal. A Lot of Record request is a LUP Type II application, and once you have gathered the required materials listed below, you can apply here: <https://multnomahcountyor-energovweb.tylerhost.net/apps/SelfService#/plan/apply/137/0/0>. Please also submit the following to support your request:

- A General Application Form signed by all property owners with a lot of record request specified in the project description and the appropriate box checked on the application form.
- A complete deed history for the subject property or properties. Some ways to obtain that information are:
- A title plant report or complete chain of title from your title company
- Independent research with County deeds and records – see instructions on Page 1.

OVERVIEW OF TYPE II REVIEW PROCESS

Below is an overview of the process steps for a Type II application:

- **Application Submission and Fee Payment:** Submit your application to our online permitting portal (LUP Type II Application Submission Link) and pay all associated fees.
- **Completeness Review Period:** Staff has 30 days from the date fees are paid to review the initial application materials for completeness.
- **Incomplete Response Period:** If the application is deemed incomplete, the applicant has up to 180 days to provide additional information addressing the incomplete items that staff identified in the incomplete letter.
- **Application Review:** The County has 150 days from the date the application was deemed complete for properties outside of the Urban Growth Boundary, and 120 days for properties within the Urban Growth Boundary, to review the application materials and issue a decision.
- **Opportunity to Comment Notice:** During the 120 or 150-day review period, staff will mail a notice of an opportunity to comment on the application to property owners within 750 feet of the subject property, and any agencies that have requested notice on Land Use Decisions or that may be impacted by the decision. If substantive comments are received during the 14-day notice period, staff will notify you and offer an opportunity to submit information addressing the comments.
- **Decision Issuance:** A written decision will be mailed to the applicant and all parties of record informing them of the outcome of the review. This will include findings to the applicable code criteria justifying the decision.
- **Appeal Period:** The Decision will have a 14-day appeal period from the date that it is mailed. If an applicant or party of record believes that the County has made an error in the decision, they must file an appeal within the appeal period to contest the decision. The County's Appeal Form and associated payment must be submitted to Land Use Planning prior to 4 pm on the date the appeal period ends.