



# CITY OF PORTLAND, OREGON BUREAU OF DEVELOPMENT SERVICES

1900 SW Fourth Avenue, Portland, Oregon 97201, [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)



## Lot Consolidation Plat Requirements

### Decision related requirements

1. Provide signature and date blocks for Bureau of Development Services Director’s delegate and the City Engineer’s delegate.
2. The plat should include the following note:
  - This plat is subject to the conditions imposed by the City of Portland in Case File No. LU (insert file number).
3. Lot consolidations must have a name distinct from the original subdivision. The consolidated property should be labeled “Lot 1”.
4. Any other requirements, including conditions of approval, as stated in conditions of approval of applicable land use cases.

### Easement requirements

1. Easements for natural features, wetlands, watercourses, drainage ways or areas covered by water must be shown.
2. Show easements for sidewalks, sewers, etc. when required or proposed.
3. Easements must be labeled and identified.
  - The width of the easement, its length, bearing, and sufficient ties to locate the easement with respect to the land division shall be shown, as well as whether the easement is public or private.
  - Easements shall be clearly identified as to intended purpose.
  - Book and page numbers shall be provided for any easement of record.
  - If an easement is not of record, a description of the nature of the easement shall be given. If there are questions regarding the necessary width of the easement, contact either the appropriate City service bureau or the Bureau of Development Services.

### Standard requirements

1. Date, north arrow, scale, streets, sufficient descriptions which define the location of the site, and boundaries of the site.
  - Scale must range from 1 inch = 20 feet (small tracts) to 1 inch = 50 feet (larger tracts).
2. Parcel boundary lines, bordering street rights-of-way and centerlines with dimensions, bearings or deflection angles, radii arcs, points of curvature, and tangent bearings.
3. Record the number of existing surveys which are identified, related to the map by distances and bearings, and related to a field book or map by any of the following:
  - Stakes, monuments, or evidence found on the ground and used to determine the boundaries of the land division.
  - Corners of adjoining subdivisions/plats.
  - Other monuments found or established in making the survey or required to be set by law.
4. A written narrative, which explains the purpose of the survey, and how the boundary lines and other lines were established or reestablished. State which deed records, deed elements, survey records, found survey monuments, plat records, road records, or any other pertinent data were controlling when the lines were established or reestablished.
5. Comply with all standards for polyester film plats required by Multnomah, Clackamas, and Washington Counties.
6. The plat must meet all City, County, and State requirements.

### Development Services Center

1900 SW 4th Avenue, Suite 1500, Portland, OR 97201

For Hours Call 503-823-7310 | Select option 2

#### Telephone:

BDS main number ..... 503-823-7300

Zoning code information..... 503-823-7526

City of Portland TTY ..... 503-823-6868

**Visit our website**  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

Information is subject to change.  
For current Portland Zoning Code visit our website and select Codes tab, City Code, Title 33