



# LAND DIVISION

## INFORMATION GUIDE

### Final Plats

#### Final plat review

Approval of the preliminary plan is the first step of the land division process. To complete the process, the applicant must submit a final plat for review and approval. The final plat shows the final surveyed layout of the land division including all lots, tracts, easements and rights-of-way. Information documenting compliance with all City requirements and conditions of approval is reviewed with the final plat.

#### Steps for review of final plats

**1. Submit final plat application**

An application for final plat must be submitted to the City within 3 years of preliminary plan approval. Final plat review is an administrative procedure. Revision and resubmittal may be required.

**2. Submit final plat to County Surveyor**

It is recommended that the final plat be submitted to the County Surveyor to be reviewed concurrently with the City. Revisions may be required by the County. Contact the Multnomah County for their process and fees at 503-988-3600.

**3. Final plat approval**

Once all City departments are satisfied with the final plat, the final plat mylars must be submitted for approval and signatures. The applicant will be notified to pick up the signed mylars and is responsible for obtaining approval signatures from the County Surveyor.

**4. Recording**

After the final plat is signed by required officials from the City and County, the plat and other legal documents (such as maintenance agreements) must be recorded with the County. The final plat must be submitted for recording within 90 days of approval. Once recorded, the new lots are legally created.

#### Final plat submittal requirements

**Zoning Code Section 33.730.060.D.3**

An application for a final plat must include the following (also see detailed submittal checklist in the application packet):

- Completed application form
- Filing fees
- Final plat survey
- Title report
- Supplemental plan showing how all conditions of approval are met
- Documentation of compliance with all conditions of approval, including supporting documents or drawings, such as final tree preservation plans, mitigation plans, and development envelopes Conditions, Covenants and Restrictions (CC&Rs) and Maintenance Agreements for private tracts and easements
- Sureties, such as performance and improvement Guarantees are required during the final plat review when detailed designs of street improvements and other required work is complete and acceptable to the applicable service bureau
- Documentation of submittal of all service bureau requirements

#### Final plat approval standards

**Zoning Code Chapter 33.663**

To be approved, final plats must satisfy all approval standards:

1. **Conformance with preliminary plan** - The final plat must conform to the approved preliminary plan. All standards and conditions of approval must continue to be met. Minor variations within set limits listed below are allowed. Additional variations may be allowed if specifically approved through the preliminary plan review.

**Variations allowed between approved preliminary plan and final plat**

- Decrease in the number of lots by one
- Increase or decrease in the width or depth of any lot by less than five percent
- Increase in the area of any lot or a decrease less than five percent
- Increase or decrease of up to five percent in the area of a stormwater tract
- Increase of up to five percent in the area of a shared parking tract
- Increase in the area of the following tracts or easements: environmental resource tracts, tree preservation tracts, flood hazard easements or tracts, landslide hazard easements or tracts, and recreation area tracts
- Moving a public or private right-of-way if approved by the appropriate service bureau
- Changes to a stormwater facility if approved by the appropriate service bureau
- Decrease in the area approved for clearing and grading or an increase of up to five percent
- Increasing the width of a right-of-way within 15 feet of an intersection to accommodate curb ramps, if approved by the appropriate service bureau
- Changes or deletions, other than those listed above, to a tract or easement for a service, if approved by the appropriate service bureau
- Changes or deletions, other than those listed above, to a tract or easement for a utility

2. **Conditions of approval** - The applicant must demonstrate compliance with all relevant conditions of approval.

**Services** - All services must meet the requirements of the City Code.

3. **Dedications, tracts, and easements**

- All dedications of property to the City or the public must be shown on the final plat, and must be made at the time the final plat is recorded; and
- All tracts and easements must be shown on the final plat, and the requirements of Chapter 33.636, Tracts and Easements, must be met.

4. **Sureties - All sureties, including performance guarantees and improvement guarantees, required by the Portland City Code must be approved by the appropriate City bureau prior to final plat approval** bureau prior to final plat approval.

5. **Maintenance agreements and Conditions, Covenants and Restrictions (CC&Rs)** - All maintenance agreements and CC&Rs must be reviewed and approved by the Bureau of Development Services and the City Attorney prior to final plat approval and must be submitted to the County Recorder to be recorded with the final plat within 90 days of the final plat approval.

**Review of changes to an approved preliminary plan**

**Zoning Code Section 33.663.200**

If proposed changes are different than the allowed variations, additional review is required. Procedures for review of changes to an approved preliminary plan vary with the type of change proposed.

**Major changes** – Some changes are considered significant enough to warrant review by the same procedure used for the preliminary plan. For example, if the preliminary plan was reviewed under a Type III procedure, the proposed significant change would also be reviewed under a Type III procedure. Changes that must be processed through the same procedure type as the preliminary plan are listed in Zoning Code Section 33.660.310.B for OS and R zones and in 33.662.310.B for C, E and I zones. Proposed changes must meet the preliminary plan approval criteria.

**Minor changes** – All other changes not listed in the allowed variations or in the code sections referenced above are reviewed under a Type Ix procedure. Proposed minor changes to the preliminary plan must meet the following approval criteria:

- The proposed changes are not substantial enough, singly or in combination, to warrant a new review of the entire preliminary plan;
- The approval criteria addressed by the approval of the preliminary plan can still be met, with appropriate conditions of approval.

**Tree preservation changes** – If the proposed change involves only tree preservation requirements, the change is processed as a Type II Tree Review, as described in Chapter 33.853.

*For more information visit or call the Planning and Zoning staff at the Development Services Center at 1900 SW 4th Avenue, Suite 1500, 503-823-7526*

Information is subject to change. For current Portland Zoning Code visit [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds) | select Codes tab | City Codes | Title 33 Zoning Code