



CITY OF PORTLAND, OREGON

BUREAU OF DEVELOPMENT SERVICES

1900 SW Fourth Avenue, Portland, Oregon 97201, www.portlandoregon.gov/bds



Property Line Adjustment Information

General information

A property line adjustment procedure is used to relocate an existing common property line between two abutting properties. No additional lots or building sites may be created. The number of lots after the property line adjustment may not exceed the existing number of lots. No more than three property line adjustments on a site may be requested per calendar year. Property line adjustments can only be submitted on lots and lots of record. A partition is required to create an additional lot.

The adjusted lots must meet the standards of 33.667.300, Property Line Adjustments. If one or both of the lots are located within an environmental overlay zone, the standards of 33.430.165 must be met. The Property Line Adjustment may not bring either property out of conformance or further out of conformance with development standards of the Zoning Code, such as minimum parking requirements, building coverage, building setbacks, minimum landscaping and lot dimension standards. Any necessary adjustments to Zoning Code standards must be granted prior to approval of a Property Line Adjustment.

The actual property line is not moved until a deed to transfer the title is recorded with the county in which the property is located.

Application

An application for a Property Line Adjustment must include:

- Four (4) copies of the attached application form with signatures of all property owners, the site legal description and other requested information. Original signatures for all property owners must be provided on one of the required 4 copies of this form.
- Four (4) full size copies of a survey that is performed by a registered land surveyor. The property line to be relocated and the new property line must be clearly illustrated. (See below for survey requirements.)
- Four (4) copies of the legal description for each adjusted lot and the area to be exchanged prepared by a surveyor in compliance with the "Information For Surveyors" listed below.
- One (1) full size copy of a supplemental survey showing existing development, including structures and paved areas. (See below for survey requirements.)
- One (1) full size copy of a Site Utility Plan, including water, sanitary sewer and stormwater facilities. For more information about preparing the Utility Plan, refer to "[Preparing a Stormwater Management Utility Plan](#)" handout. The Site Utility Plan can be combined with the supplement survey.
- Application fee made payable to the City of Portland. (see current fee schedule.)

Process

Property Line Adjustments are processed administratively. Property line adjustments typically take six to eight weeks. The approved application, survey, legal descriptions, easements and the deed of the exchange parcel must be recorded with the County Recorder and Surveyor within 90 days. The date and book and page numbers must be provided to the Planning and Zoning staff in the Development Services Center after recording. The original tracing for the final approved map must be filed with the County Surveyor.

Information For Surveyors

1. Four (4) copies of the property line adjustment map. The map must be prepared by a registered land surveyor. The map must be of high quality with sharp contrast. The map must be no larger than 18 inches by 24 inches with a scale ranging from 1 inch = 20 feet (small tracts) to 1 inch = 200 feet (large tracts). The map must also contain the following:

- Narrative describing the purpose of the survey.
- Date.
- North arrow.
- Scale.
- Adjusted properties labeled, "Tract 1 & Tract 2".
- Description of the site location and boundaries.
- Exchange tract clearly shown.
- Boundary lines.
- Bordering street rights-of-way.
- Centerlines with dimensions, bearings, or deflected angles, radii arcs, points of curvature and tangent bearings.
- Distances shown to the nearest 0.01 feet.
- Proposed square footages for Tracts 1 & 2 and exchange tract.
- Proposed parcel layout showing size, area, and relationship to streets and easements.
- All curve data including the length of chord and bearing shown in a chart or table.
- Recording numbers of referenced surveys, related to the map by distances and bearings, and related to the field work or map by any of the following:
 - Stakes, monuments, or evidence found on the ground used to determine the boundaries of the land division;
 - Corners of adjoining subdivisions; or
 - Monuments found or established in making the survey or required to be set by law.
- Multnomah County surveyor filing number block.
- Easements shall be clearly identified as to their purpose. Book and page numbers shall be provided for easements of record. If an easement is not of record, a description of the nature of the easement shall be given. Easement width, length, bearing and sufficient ties to locate the easement with respect to the property line adjustment shall be shown.
- A certification with the seal of, and signed by, a registered land surveyor attesting that the surveyor surveyed, or caused the survey to be made under their supervision, that they have inspected the property in question, and that the map is a true representation of fact from a careful inspection of the property.

2. Four (4) copies of each legal description and the area to be exchanged must be submitted on an 8 ½ by 11 inch page. The legal description must be certified with the seal and signature of a licensed land surveyor. More than one description may be on a page. Space must be left for the Bureau of Development Services validation stamp.
 - A book and page number reference in lieu of a complete legal description will not be accepted.
 - The legal description may be required to be validated by the record manager or delegate of the division of assessment and taxation of the county in which the property is located, in order to confirm that the description is in compliance with ORS 93.600, and that it constitutes a true and legal description of the parcels being adjusted.
3. One (1) copy of any proposed easements for access to parking, utilities, etc. Copies of easements may also be requested by staff during the review.
4. One (1) copy of a supplemental survey and site utility map, showing the proposed new property lines, and the following existing conditions:
 - Buildings walls and eave projections of existing buildings to remain on the site. (Dimension these from the new property line.)
 - Indication of structures to be removed.
 - Location of water and sewer lines serving the site.
 - Location and disposal point for on site stormwater facilities. (Example: show rain drain locations, and indicate the location(s) of underground pipes, drywells or soakage trenches connected to the rain drains.)
 - Location of paved areas on the site.
 - If in an environmental zone, location of environmental zone line.

For more information contact staff at the
Development Services Center, 1900 SW 4th Avenue, Suite 1500
503-823-7526

For current Portland Zoning Code visit
www.portlandoregon.gov/bds | select Codes tab |
select City Codes | select Title 33 Zoning Code

Information is subject to change