



# Lot Confirmation Request

File Number: \_\_\_\_\_

## FOR INTAKE, STAFF USE ONLY

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

Qtr Sec Map(s) \_\_\_\_\_

Zoning \_\_\_\_\_

[Y] [N] Unincorporated MC

Plan District \_\_\_\_\_

Bill # \_\_\_\_\_

Building Permit # \_\_\_\_\_

Related File# \_\_\_\_\_

**APPLICANT: Complete all sections below that apply to the request. Please print legibly.**

**Applicant submit an 8.5 x 11 inch site plan, drawn to scale, with the following information:**

- All property lines, including those to be confirmed.
- All buildings on the site, including garages and sheds.
- The dimensions of all buildings and their distance from the property lines, existing and those requested to be confirmed.
- All driveways and other vehicle areas with dimensions and paving material (gravel, asphalt, concrete, etc.).
- A filing fee made payable to City of Portland.

**Note:** Any buildings that are closer than five feet from the property line to be confirmed must be reviewed for fire separation requirements. Contact the Bureau of Development Services at 503-823-7310 for more information. Allow six to eight weeks to receive the written confirmation letter. Upon reviewing this submittal, BDS may request additional information such as a survey and deed history to make a confirmation. A survey is typically required when it appears that the location of 1-2 family residential development is within three-feet of the property line to be confirmed or for commercial development dependent on the type of development and available information. The survey must be stamped and signed by a registered licensed surveyor. The confirmation letter must be submitted to the appropriate county Assessment and Taxation Department for and assignment of new tax account numbers.

**Development Site**

Address or Location \_\_\_\_\_

Cross Street \_\_\_\_\_ Sq. ft./Acreage \_\_\_\_\_

**Site Tax Account Number(s)**

R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_

R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_

Describe which lots or lots of record are being confirmed and how the lots will be configured. \_\_\_\_\_

---



---



---



---

**CONTINUED / OVER**

---

## Applicant Information

Identify the applicant, contact person, all listed property owner(s), and contract purchaser below. Please include any person that has an interest in your property or anyone that you want to be notified.

---

Check all that apply  Applicant  Owner  Other \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

---

Check all that apply  Applicant  Owner  Other \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

---

Check all that apply  Applicant  Owner  Other \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

---

Check all that apply  Applicant  Owner  Other \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

---

**Responsibility Statement** As the applicant submitting this application for a Lot Confirmation Request, I am responsible for the accuracy of the information submitted. The information being submitted includes a description of the site conditions. I am also responsible for gaining the permission of the owner(s) of the property listed above in order to apply for this review and for reviewing the responsibility statement with them. The City of Portland is not liable if any of these actions are taken without the consent of the owner(s) of the property. By my signature, I indicate my understanding and agreement to the Responsibility Statement.

Print name of person submitting this application \_\_\_\_\_

Signature \_\_\_\_\_

Phone number \_\_\_\_\_ Date \_\_\_\_\_