City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds

Lot Confirmation Request

File Number:

FOR INTAKE, STAFF USE ONLY

[Y] [N] Unincorporated MC

Date Received _____ **Plan District** _____

Received By _____ **Bill #** _____

Qtr Sec Map(s) _____ **Building Permit #** _____

Zoning _____ **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. 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**_____