



# LAND DIVISION

## INFORMATION GUIDE

## Lot Consolidations

A lot consolidation is used to remove lot lines within a site, combining them into one to three parcels via a new plat. Lot lines cannot be created or moved through this process.

### Steps for review

#### 1. Submit lot consolidation application

Lot consolidations are processed through the Type Ix review procedure. Revision and resubmittal of the lot consolidation plat may be required.

#### 2. Submit lot consolidation plat to the County Surveyor

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

#### 3. Lot consolidation approval

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

#### 4. Recording

Once the lot consolidation plat has been approved and signed by all required officials in the City and County, the plat must be recorded with the County. The lot consolidation plat must be submitted for recording within 90 days of approval. Once the plat is recorded, the old lots are legally consolidated.

### Submittal requirements

#### Zoning Code Section 33.675.200

An application for a lot consolidation must include all of the following:

- A completed land use review application form signed by all owners
- Four full-sized and one 8.5" x 11" copy of the lot consolidation plat showing the consolidated lots. The following statement must be on the final plat: "This plat is subject to the conditions of the City of Portland case file No. LU \_\_\_\_\_"
- Two full-sized and one 8.5" x 11" copy of a supplemental survey, stamped and signed by a registered land surveyor, showing all existing property lines, structures, and utilities.
- Written narrative documenting compliance with the lot consolidation criteria in Section 33.675.300
- One copy of the existing recorded plat
- Title report verifying ownership and detailing any deed restrictions
- Documentation of lot of record status, if applicable
- Filing fee

### Approval criteria

#### Zoning Code Section 33.675.300

#### Approval criteria for a lot consolidation address the following:

- **Lots** - The standards for lots in 33.605 to 33.615 must be met, or an exception used.
- **Conditions of Approval** - Prior conditions of land use approvals continue to apply and must be met. If applicable, prior land division conditions may be eliminated through the review.
- **Services** - Availability of services must not be eliminated and services must not be out of conformance with City requirements for water, sanitary sewage disposal, and stormwater management.

## 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 must include the following note:
  - This plat is subject to the conditions of the City of Portland Case File No. LU (insert file number).
3. Lot consolidations are processed as a partition plat. The consolidated lots must be labeled as parcels.
4. Any other requirements, as stated in conditions of approval of applicable land use cases.

### Easement requirements

1. Existing and proposed easements must be shown.
2. 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 lot consolidation shall be shown.
  - Easements shall be clearly identified as to intended purpose, and as public or private.
  - Book and page numbers shall be provided for any easement of record.

### 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

#### Hours:

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)

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

For current Portland Zoning Code visit: [www.portlandoregon.gov/zoningcode](http://www.portlandoregon.gov/zoningcode)

Information is subject to change.