

SECTION 6.0400

LAND DIVISION FINAL PLAT REQUIREMENTS

General

- 6.0401 Surveys Required
- 6.0403 Partitions and Subdivision - Final Plat
- 6.0404 Approval Signatures for Final Subdivision Plat
- 6.0405 Approval Signatures for Final Partition Plat

Approval Timeline

- 6.0411 Reinstatement of Tentative Plan Approval Status
- 6.0412 Effective Date for Final Plat Approval

General

6.0401 Surveys Required

All land divisions and lot line adjustments shall be surveyed and monumented in compliance with ORS Chapters 92 and 209. Parcels and tracts adjusted or created greater than 10 acres in size shall also be subject to these requirements. An applicant may submit final plat for review by the County Surveyor concurrent with City review.

6.0403 Partitions and Subdivisions - Final Plat

- A. The applicant shall submit three (3) originals of the final plat on 7 mil mylar that complies with ORS Chapters 92 and 209 on a material and of a size required by the Multnomah County Surveyor. The applicant shall also submit ten paper copies of the final plat. Additional copies may be required if deemed necessary. The final plat shall comply with the Tentative Plan conditions of approval. The following data requirements, if applicable, shall also be shown on the final plat.
 - 1. All tracts of land intended to be deeded or dedicated for public use;
 - 2. Street names as approved by the Manager on the preliminary final plat copies in accordance with the City of Gresham Street Naming and Property Addressing Guidelines;
 - 3. Any non-access strips.
- B. A final subdivision or partition plat shall be submitted to the Manager for final approval under the Type I procedure prior to expiration of the tentative plan pursuant to **Section 11.0105**. Within 20 days of submission, the Manager shall determine whether the material conforms with the approved tentative plan and with the applicable requirements of this code. If the Manager determines that the material does not conform, the applicant may make corrections prior to issuance of a final decision.
- C. The Manager shall approve a final subdivision or partition plat when the plat conforms with the approved tentative plan, other applicable requirements of this code and the following are submitted:

1. Lands to be deeded or dedicated for public use are provided for on the final plat or on separate documents.
 2. An approved guarantee of completion for required public improvements that have not been completed and accepted by the City.
 3. An approved grading and drainage plan if grading is required.
 4. Approved construction drawings for required public improvements.
- D.** When the Manager determines that the plat conforms, the Manager shall sign and date the plat if the other requirements for a development permit have been fulfilled.
- E.** A final condominium plat may be approved by the Manager when all criteria of **subsection (C)** are met and when the condominium plat meets applicable ORS provisions for Condominium Platting.
- F.** Prior to City signature, all street names on the Final Plat shall conform to the City of Gresham Street Naming and Property Addressing Guidelines and the City of Gresham Development Code.

6.0404 Approval Signatures for Final Subdivision Plat

Following the review and Manager’s approval of a subdivision plat, the applicant shall take the following actions:

- A.** Obtain the approval signature on the final subdivision plat of the surveyor serving the City certifying that the subdivision plat complies with applicable survey laws. Before certifying, the surveyor may make field investigations to verify that the plat survey is sufficiently accurate. If the surveyor determines that subdivision plat does not comply, the applicant shall make corrections. When the surveyor determines that the plat conforms, the surveyor shall sign and date the plat.
- B.** As required by ORS 92.090, obtain the approval signature on the final subdivision plat of the board of directors, or board’s delegate, of any irrigation district, drainage district, water control district, or district improvement company if the subdivision is within such district.
- C.** Obtain the approval signatures on the final subdivision plat of the directors certifying that the plat is approved.
- D.** Obtain the approval signature on the final subdivision plat of the county assessor certifying that all taxes on the property have been paid or bonded for in accordance with state law.
- E.** File a statement of water right, and if a water right is appurtenant, a copy of the acknowledgment from the Water Resources Department.
- F.** Deliver the approved subdivision plat and accompanying documents to the County Recorder for recording.
- G.** Return a mylar of the recorded plat to the City for filing.

6.0405 Approval Signatures for Final Partition Plat

Following review and Manager’s approval of a final partition plat, the applicant shall take the following actions:

- A.** Obtain the approval signature on the final partition plat by the surveyor serving the City certifying that the final partition plat complies with all applicable survey laws. Before certifying, the surveyor may make field investigations to verify that the plat survey is sufficiently accurate. If the surveyor determines that the partition plat does not comply, the applicant shall make corrections. When the surveyor determines that the plat conforms, the surveyor shall sign and date the plat.

- B. File a statement of water right and, if a water right is appurtenant, a copy of the acknowledgment from the Water Resources Department.
- C. Deliver the approved final partition plat and accompanying documents to the county recorder for recording.
- D. Return a mylar of the recorded plat to the City for filing.

Approval Timeline

6.0411 Reinstatement of Tentative Plan Approval Status

- A. Prior to the expiration date of a tentative plan extension the Manager may, upon written request of the applicant, assign an inactive status to the tentative plan.
- B. An inactive plan may have its tentative plan approval status reinstated, under the Type II procedure, if the plan is found to be consistent with the following criteria:
 - 1. There have been no changes in the Community Development Code that would necessitate a modification of the tentative plan;
 - 2. The facts upon which the approval was based have not changed to an extent sufficient to warrant refileing of the tentative plan; and
 - 3. There are no other development approvals that would be affected.
- C. If the tentative plan approval status is reinstated the applicant shall comply with the City's final plan technical information requirements in effect at the time of reinstatement. A land division that has been reinstated shall be recorded with Multnomah County within three years from the date the inactive plan was reinstated.

6.0412 Effective Date for Final Plat Approval

A plat shall be final upon the recording with the county of the approved plat and any required document. Approved plats shall become void if not recorded within one year after approval of the final plat. Work specifically authorized following tentative approval may take place prior to issuance of the final plat development permit.

