

**General information**

A lot line adjustment and/or lot consolidation is valid only if no new lots are created and the adjusted lots comply with the requirements of the Gresham Community Development Code (GCDC) Standards. This is a Type I procedure.

**Code**

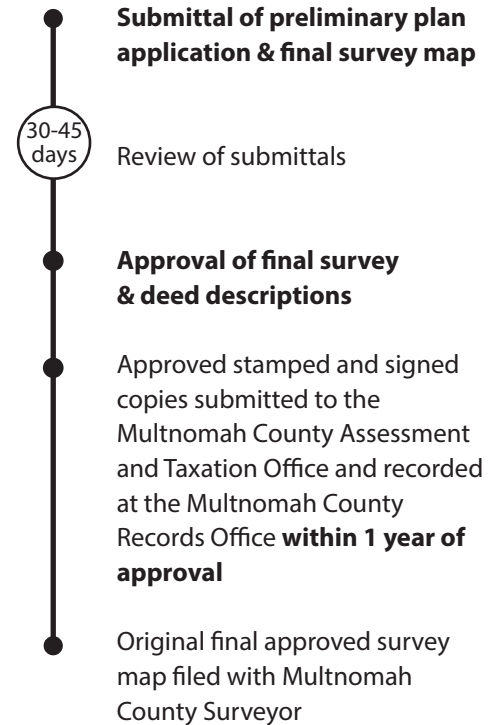
Regulations about lot line adjustments and/or lot consolidations can be found in Gresham Community Development Code (GCDC) under **Section 6.0100**.

**Contact information**

Multnomah Assessment and  
Taxation Office & Multnomah  
County Records Office  
501 SE Hawthorne, Portland, OR  
(503) 988-3375

Multnomah County Surveyor  
1600 SE 190th Avenue, Gresham, OR  
(503) 988-3600

**Timeline** (3-4 months)



**Preliminary plan application**

**Submittal requirements:**

- Required fee of **\$1,421**.
- A completed **development permit application**.
- 10 copies of a **narrative statement** detailing the proposal and showing how it meets the code (Section 6.0100).
- 10 copies of a **site plan** showing location of existing and proposed:
  - Property lines
  - Streets/access
  - Dimensions and square footage of parcels
  - Utilities
- Proof each lot is an independent **lot of record**.
- **Notarized signature** of owner(s) **or** Notarized letter of authorization and notarized signature of representative.
- Preliminary **title report** for each parcel.  
*Title report(s) must have been issued within one year of application submittal date and show current property owner.*

**Final survey map**

**Submittal requirements:**

- Required fee of **\$359**.
- A completed development permit **application**. *This can be included on the preliminary plan application.*
- 10 copies of the **Final Survey Map\***.
- 10 copies of the **adjusted legal descriptions\***.

\* Must be approvable by the County Surveyor. It is advisable to have the County verify the final map prior to submittal to the City of Gresham.

***The preliminary plan and final survey map can be submitted concurrently.***

This page intentionally left blank.

SITE INFORMATION		Office use only:	
Site street address/location		Project #	Work order #
		Procedure <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III <input type="checkbox"/> Type IV	
City, state, ZIP	Assessor's R# (9 digits)	Pre-app #	
		Land use designation	Special Purpose Overlay districts
APPLICANT INFORMATION			
Name of applicant	Name of representative	Previous land use actions	
Name of firm	Name of firm		
Mailing address	Mailing address		
City, state, ZIP	City, state, ZIP		
Phone	Phone		
Email	Email		
ATTACHMENTS		<b>NON-EPLAN SUBMITTALS MUST BE IN COLLATED, FOLDED PACKETS.</b> Rolled plans will NOT be accepted. For number of copies, see handout, submittal checklist, or check with the Planner on Duty. Planner will advise applicant on the number of additional plans and/or narratives needed for further processing.	
<input type="checkbox"/> Submittal checklist* <input type="checkbox"/> Narrative description <input type="checkbox"/> Fee	<input type="checkbox"/> Plans, maps, special reports (see checklist) <input type="checkbox"/> Proof of ownership (deed to all properties) <input type="checkbox"/> Proof of neighborhood meeting*		
<b>YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ABOVE ATTACHMENTS ARE NOT INCLUDED.</b>			
<input type="checkbox"/> Notarized Letter of Authorization (if there is no owner signature below)			
NOTARIZED SIGNATURES			
By signing, I/we authorize the City of Gresham employees, Hearings Officer, Planning Commissioners, Design Commissioners and all other City of Gresham officers, agents, authorized representatives and/or independent contractors to enter the site described above for inspection of site in conjunction with this land use application.		<b>Notary stamp</b>	
State of Oregon } County of Multnomah } SS			
Signed and sworn to (or affirmed) before me on _____, 20__ by _____ as _____ of _____.			
X _____ Applicant signature	X _____ Representative signature (if signing on behalf of owner)		
		Notary signature:	
		My commission expires:	
APPLICATION FEES			
Submitted to	Date paid	Total non-refundable fee	

Parcel number	Existing lot size	Proposed lot size	Required lot size
Parcel number	Existing lot dimensions	Proposed lot dimensions	Required lot dimensions
	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____
	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____
	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____
	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____	Depth _____ Width _____ Frontage _____

The following must be completed for each parcel with an existing structure:

House address	Existing setbacks	Proposed setbacks	Minimum setbacks
	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____
	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____
	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____
	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____	Front _____ Side _____ Rear _____ Side _____