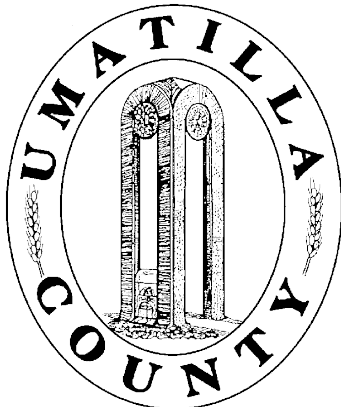


**Umatilla  
County  
Subdivision  
And  
Partition  
Plat  
Requirements**



Visit [WWW.CO.UMATILLA.OR.US](http://WWW.CO.UMATILLA.OR.US)  
for County codes and forms.

**Plat Recording Fees:**

Partition Plat	\$120.00
Subdivision plat containing 20 lots or less	\$120.00
Subdivision plat containing 21 to 29 Lots	\$125.00
Subdivision plat containing 30 to 49 Lots	\$130.00
Subdivision plat containing 50 to 74 Lots	\$135.00
Subdivision plat containing 75 to 99 Lots	\$140.00
Subdivision plats containing 100 lots or more	\$145.00 + \$0.50 per lot
Condominium	\$120.00+ \$5 Each additional page.
Cemetery	\$120.00 + \$0.50 per Lot or gravesite

**County Surveyor Fees**

Partition Plat	\$500.00
Subdivision & Replat	\$750.00 + \$50.00 per Lot
Boundary Line Adjustment Review	\$150.00
<i><u>Fee paid with submittal of review copy</u></i>	
Filing fee for surveys, plats & partition plats	\$75.00

**GIS Fees**

Partition plat / Subdivision review	\$100.00
Consolidation of two or more lots	\$20.00
Boundary Line Adjustment review	\$100.00 3+ lots +\$25/tax lot
Legal Description Review	\$50.00
Computer Time	\$100/hr.

Two sets of mylars are required. One is marked & signed a true and exact copy of the original.

**GIS (Geographic Inform. System)**

Misc:

Send a preliminary copy of the survey to the GIS Division of Administrative Services office along with a lot line closure report. Only submit finalized documents after the preliminary copy has been approved.

Leave a 3" X 3" space for the Recording information

Taxes must be paid in full. If plat is to be record after July 1st of any year, the taxes must be prepaid for the entire property.

Please have all non-county signatures (city, irrigation district and owners) on the plat prior to submitting the mylars. We will obtain the remaining signatures from the County officials for you.

Sign using a BLACK PERMANANT INK pen, not ball point and fonts must be in boldest typeset.

The plat must contain the proper verbiage for the type of plat, i.e. partition plat for.... Or subdivision for....

Please bring 3 separate checks with the 2 mylars for payment of the GIS review fee, Recording Fee, and surveyor registration fee, if not previously paid.

If your property is in farm deferral and needs to be disqualified, a separate check for that amount is needed.

Required Signatures:

If.....	Then.....
Corporation, name of	President
Contract	Owner & Agent
Trust, name of	Trustee
Power of Attorney	Attorney in fact
LLC, name of	Members

Notary Signature Block:

Seal is no longer required, all notary information including Commission number and expiration data should be included in text block.

County Signature Block:

Subdivisions : Assessor, Tax Collector; Commissioners & County Surveyor

Partition Plats: Tax Collector, County Surveyor, Planning

Umatilla County GIS Division  
216 SE 4th St  
Pendleton, OR 97801  
541.278.6232

Printed 02-25-2021

## Land Use Planning

Prior to performing survey work on subdivisions, land partitions and boundary line adjustments on land under County zoning jurisdiction, we recommend a pre-conference meeting to discuss the details of a the land and the project. There are times when the details of a project will not conform to certain land use regulations (i.e. parcel size being the main issue) and pre-conference meeting with a planner may clarify constraints before the project moves any further.

There are a number of different types of land divisions: Type I-subdivision, Type II-land divisions in non-resource zones, Type III-replats, Type IV-boundary line adjustments. The process and fees are different depending upon the type of land division. The details of each land division type can be found in the Umatilla County Development Code. You can obtain a copy of the applicable code sections from the Planning Department or by visiting the County's website at [www.co.umatilla.or.us/planning.htm](http://www.co.umatilla.or.us/planning.htm)

Many times the property owners involved do not understand the land division process and they rely upon the surveyor to provide credible guidance. We would encourage surveyors to ensure that the proper application process is followed. If there are questions about the process for applying for the various land division types call or visit the County Planning Department. We are happy to work with the applicant and/or surveyor to make the process as smooth as possible and we appreciate your work in this regard.

Planning staff is frequently asked to expedite the final approval process. Please see the list of steps a landowner must complete before recording a final partition plat.

These steps may vary depending on the land division type.

1. Pre-conference meeting
2. Submit complete application and fees

3. Provide a preliminary partition plat map with application materials.
4. Provide a preliminary partition plat map to the County Assessor's Office for review
5. Preliminary Findings and Conclusions are drafted and sent to adjacent property owners for comment.
6. Final Findings and Conclusions are prepared and signed unless there are objections.
7. Tentative Approval Letter sent detailing Precedent and Subsequent conditions to be met.
8. Precedent Conditions are required to be met prior to recording the partition plat.
9. The surveyor can provide a near final Partition Plat for final review prior to printing mylars.
10. Submit final plat mylars (2 only) for signatures– Deliver the mylars to the County GIS Office to start the process. See fees required for reviews and recording.
11. Record the final partition plat mylars
12. Record the deeds to finalize the process and transfer ownership

### Planning Fees.

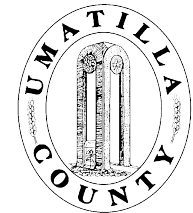
Land Partitions, including Expedited land divisions	\$750 + cost for Postage, copies & Notice
Subdivisions	\$1000 + cost for Postage, copies & Notice Additional \$25/lot over 10 lots
Boundary Line Adjustments	\$350 + cost for Postage, copies & Notice

County Planning Department  
216 SE 4th St  
Pendleton, OR 97801  
541.278.6252

## Please refer to the Oregon Revised Statutes And the Umatilla County Codes

### Disqualification of Farmland

For requirements see the Farm Appraiser in the Assessment & Taxation Office. He can be reached by calling 541-278-6219.



Umatilla County  
216 SE 4th St  
Pendleton, OR 97801  
Phone: 541.276.7111  
OR toll free from Hermiston:  
1.888.817.4187