Umatilla County Subdivision, Partition Plat, & Property Line Adjustment Requirements

UMATILLA COUNTY
est. 1862

Visit
umatillacounty.gov/departments/bcc/codes
for the full county fee schedule

Updated 07/01/2026

Subdivision, Partition Plat, & Property Line Adjustment Fees

Planning Fees

Land Partitions, including expedited land divisions	$750 + cost for postage, copies & notice
Subdivisions & Replats	$1,000 + cost for postage, copies & notice + additional $25/lot over 10 lots
Property Line Adjustments	$350 + cost for recording approval document

County Surveyor Fees

Partition Plat	$500
Subdivision & Replat	$750 + $50/lot
Property Line Adjustment Review	$150
Fee paid with submittal of review copy	
Filing fee for surveys, plats & partition plats	$75

GIS Fees

Partition plat review	$100
Subdivision review	1-20 lots: $125 21-29 lots: $150 30-49 lots: $175 50-74 lots: $200 75-99 lots: $225 100+ lots: $250 + $0.50/lot
Consolidation of two or more lots	$20
Boundary Line Adjustment review	$100 for 3 lots + $25 each add. lot
Legal Description Review	$50
Computer Time	$100/hr

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

Recording Fees

Partition Plat	$130
Subdivision plat containing 20 lots or less	$130
Subdivision plat containing 21 to 29 lots	$135
Subdivision plat containing 30 to 49 lots	$140
Subdivision plat containing 50 to74 lots	$145
Subdivision plat containing 75 to 99 lots	$150
Subdivision plat containing 100 or more lots	$155 + $0.50/lot
Property Line Adjustment Deeds	$106 + $5/each additional page
Condominium	$130 + $5/each additional page
Cemetery	$130 + $0.05/lot or gravesite

Contact Information

Planning Department
216 SE 4th Street
Pendleton, OR 97801
541.278.6252

County Surveyor Office
3920 Westgate
Pendleton, OR 97801
541.278.5460

County Surveyor
Dave Krumbein
P.O. BOX 1126
Pendleton, OR 97801
541.276.3244

GIS Department
216 SE 4th Street
Pendleton, OR 97801
541.278.6231 or 541.278.6232

Records Department
216 SE 4th Street
Pendleton, OR 97801
541.278.6236

Land Use Planning / Plat Process

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 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– land divisions in resource zones, and Type V– property 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 umatillacounty.gov/departments/community-development/planning-division

*and ORS 92

Many times the property owners involved do not understand the land division process and they rely upon the surveyor to provide creditable 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 with the Planning Department
2. Submit complete application, preliminary plat map and fees to the Planning Department. The surveyor shall also provide a hard copy of the plat map survey, lot line closure report, and fees for review to GIS & County Surveyor prior to printing mylars.
3. Preliminary Findings and Conclusions are drafted and sent to adjacent property owners and agencies for a 21-day comment period.
4. Final Findings and Conclusions are prepared and signed unless there is a request for a hearing.
5. If there is not a request for a hearing, a Tentative Approval Letter will be sent detailing Precedent and Subsequent conditions to be met.
6. Precedent Conditions and GIS/County Surveyor approval is required to be met prior to recording the plat.
7. Submit final plat mylars (2 only) for signatures– Deliver the mylars to the County GIS or County Surveyors Office to start the process. The GIS department will gather all internal signatures and take the mylars to be recorded. See fees required for reviews and recording.
8. Record the deeds to finalize the process and transfer ownership for property line adjustments or plats if required.

Preliminary Surveyor & GIS Review Requirements

Send a preliminary copy of the survey to the GIS Department of Assessment & Taxation office and the County Surveyors office along with a lot line closure report.

Please bring a check with the preliminaries for the review fees. Preliminaries will not be reviewed until payment has been received, and will not be processed until review is complete. The recording fee, and surveyor registration fee, can be paid when mylars are dropped off but must be paid prior to recording.

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

Taxes must be paid in full. If plat is to be recorded on or 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) 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….

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 allowed, 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, Planning, City, & Irrigation District

Partition Plats: Tax Collector, County Surveyor, Planning, Irrigation District & City if applicable

Umatilla County GIS Department
216 SE 4th St
Pendleton, OR 97801
541.278.6232 or 541.278.6231

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. They can be reached by calling 541-278-6223.

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